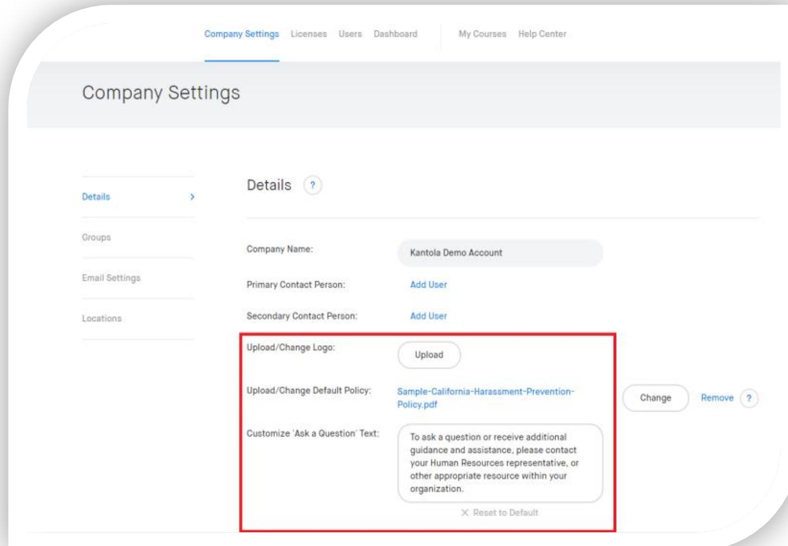
KANTOLA
TRAINING SOLUTIONS

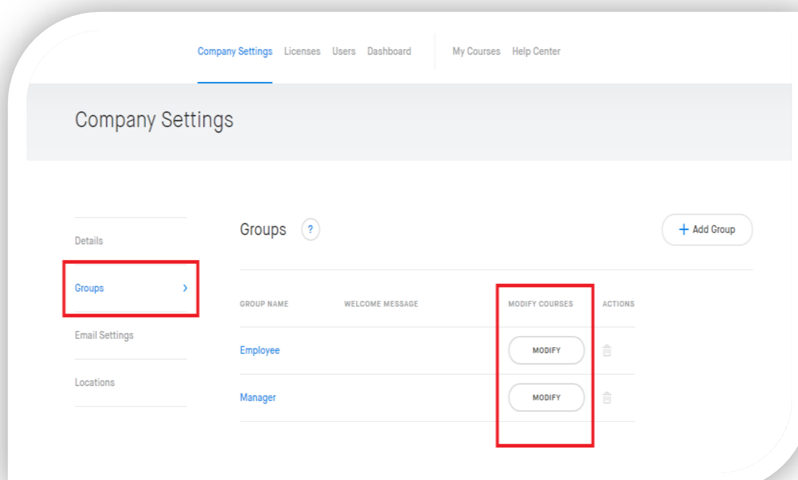
Quick Guide to Launching your Kantola Training

Thank you for joining the Kantola Team. Below are quick steps to get up-and-running on your Kantola Online Training Account:

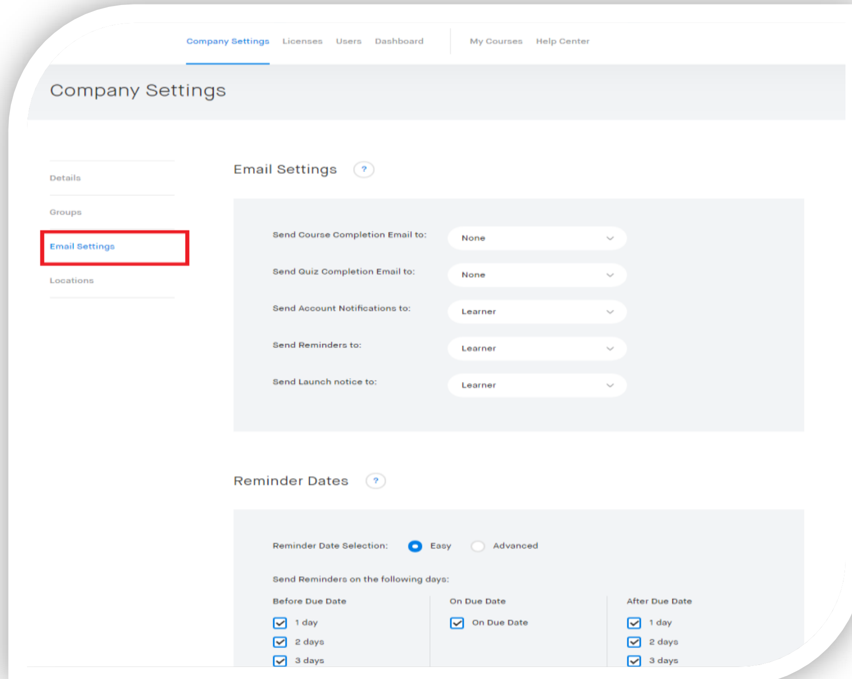
1. Upload your Company Documents via your “Company Settings” Tab:
    a. Logo (JPEG/PNG)
    This will replace the Kantola logo on system pages, and will be displayed on Certificates of Completion
    b. Your organization’s anti-harassment Policy (PDF)
    *only available with specific interactive eLearning courses.
    c. “Ask a Question” text –
    *only available with specific interactive eLearning courses.



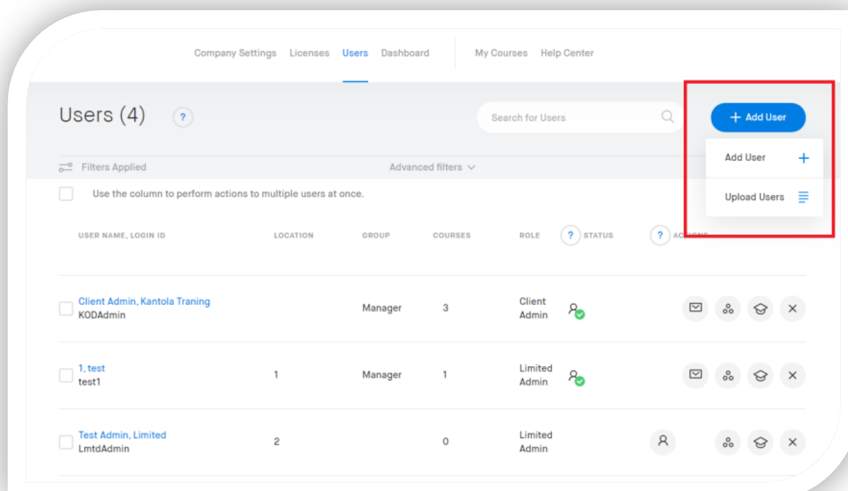
2. Setup Groups & Due Dates via your “Company Settings” Tab.
    a. Adding courses and setting due dates at the Group level lets you apply this to many users at once. Most organizations have at least two Groups,”one for employees and another for Managers.



3. Review Email Settings via your “Company Settings” Tab. You can modify who will receive email notifications, how frequently reminders are sent, and the test of the email notifications.



4. Add your Learners via your “Users” Tab. This can be done individually or in bulk, directions for both can be found on the appropriate pages.



5. Launch your Training via your “Users” Tab by using the “Approve” function. This will both Approve and send the initial Notification email to learners.