Ontario Community Newspapers Association
**Online Training Centre**

A NEWSPAPER'S GUIDE TO THE OCNA'S ONLINE TRAINING WEBSITE
ocna.protraining.com

1 **Logging In:** Go to the ocna.protraining.com website. As newspaper management, you login in through the Newspaper Area. Your employees (users) will log in through the Employee Area.

> Note: Your newspaper has already been assigned a username and password. This information was emailed to the association's corporate contact. If you need this information, please call Pro-Training toll-free at: 1.866.793.4820

2 **Know Your Options:** You will now be in the paper's private "Training Management" area. The following training functions are provided:

You will find the list of courses offered here. Click on a specific course to see a description. Once you find a course for an employee, click on "distribute to users" located on the right-hand side of the course list. This will take you to the "Distribute Courses" wizard.
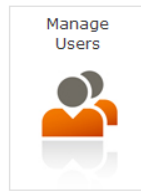
Here, you will be able to view information about your users and/or create user accounts for your employees. You may:
- Add users individually
- Bulk add multiple users
- Send your employees a pre-created welcome email, which includes their username and password.

The "Distribute Courses" wizard guides you through four easy steps on how to purchase training courses for your employees. For any employee without a user account, you can create one for them here.

Step 4 of 4: If you haven't already purchased credits to pay for the course(s) selected, you <u>must</u> click on "Purchase Credits" before clicking "Finish."

Here, you may view reports, permanent training history and progress of your users.

3 **Ensure You Have Credits In Your Account:** Please ensure you have purchased credits for the courses you are subsidizing for your employees. If you have no credits during the "Distribute Courses" wizard, be sure to click on "Purchase Credits" before clicking "Finish." If not, your employee(s) will see a payment notice before they can access the course.

4 **Take Your Time!** Spend some time browsing through the extensive course list and navigating the training management area. This site has been designed to be easy, secure, and beneficial to you and your newspaper.