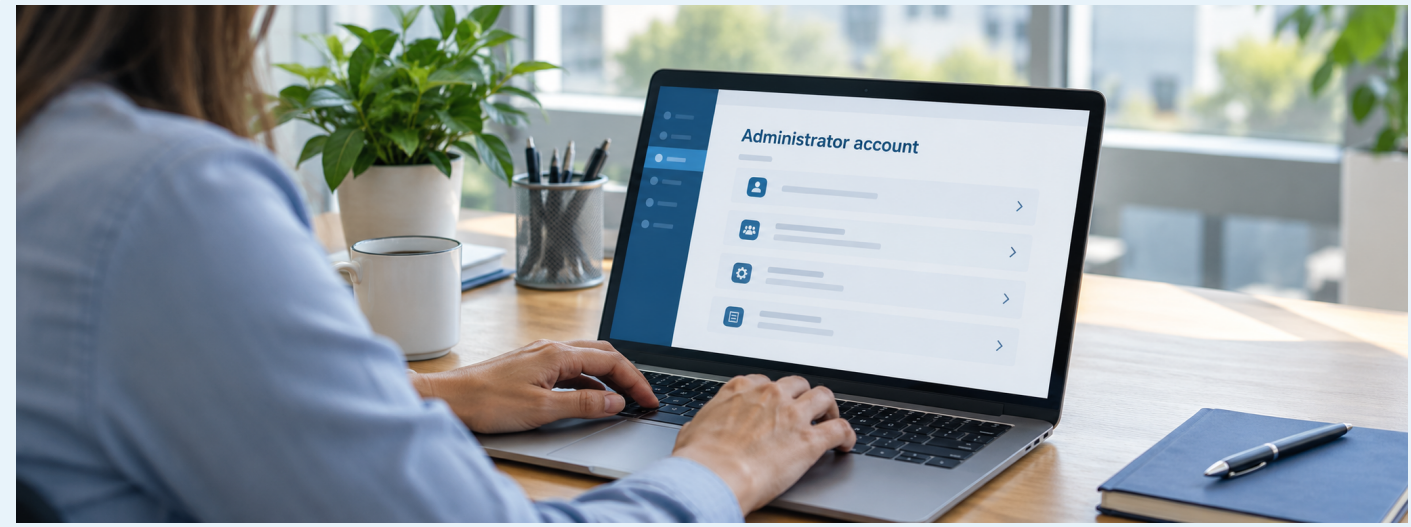
Administrator account

USER GUIDE

Register and manage your employees' training

A step-by-step guide for company administrators



One account for your company

Import employee contacts, organise training groups and register multiple people in one process.

Safe Use of Diisocyanates training platform

Your guide at a glance

Follow the workflow in order to prepare and register your training group.

Before you start
Have access to a company mailbox and your employees' details.

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Administrator and learner access
Use the administrator account to manage registrations. Each employee uses their own learner identity to access the training.

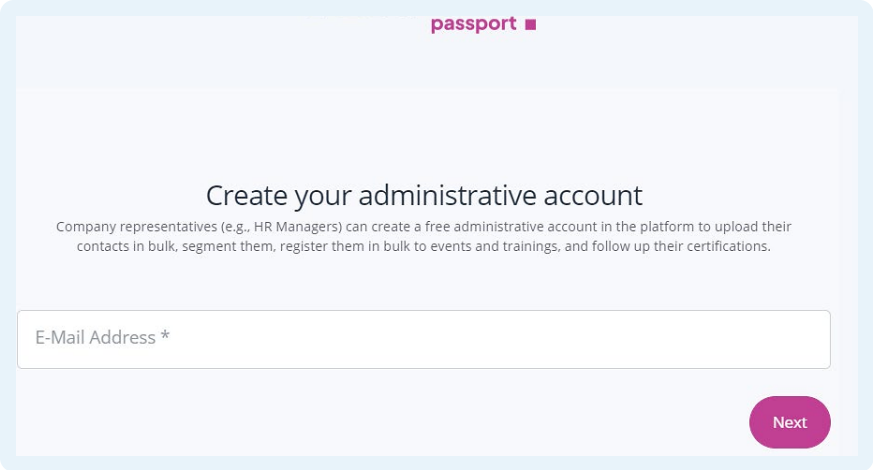
Create your account

Use an email address linked to a mailbox you can access.

1 Open the registration page

Go to the administrator registration page.

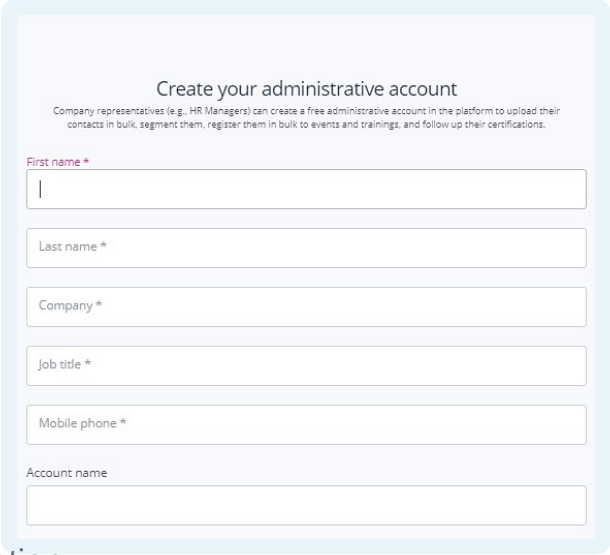
https://passport.events/administrative/register



2 Complete your details

Enter your company email address, your details and an account name.

Choose a clear account name that identifies your company.



3 Verify your email

Open the verification link in your inbox.
Check the spam folder if needed.

Account creation is complete after email verification.

Prepare your contact import

Configure your contact fields before downloading the Excel template.

4 Log in to your account

Open the administrator platform and log in.

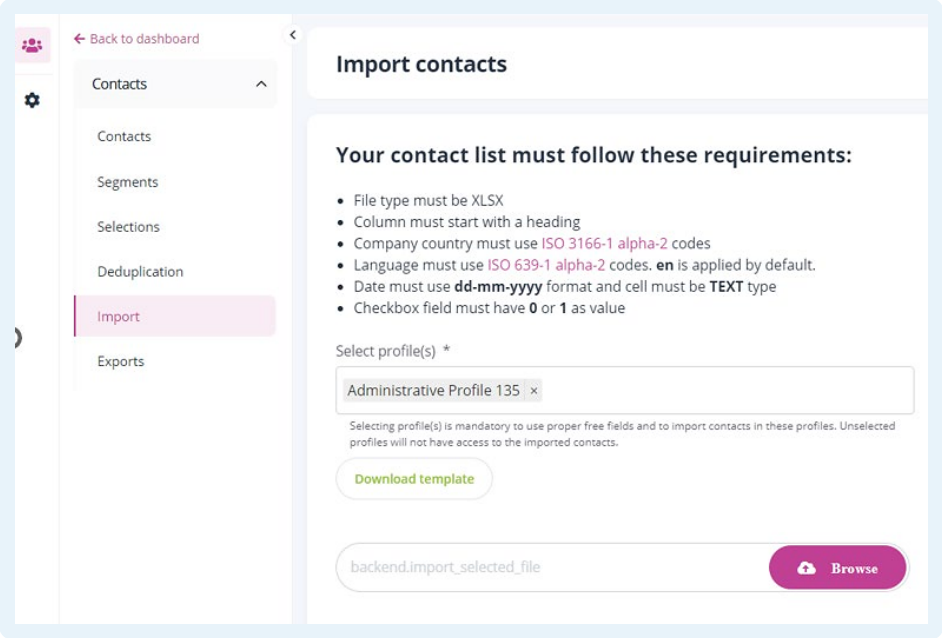
https://passport.events/manager

5 Configure your contact fields

Open Settings. Keep the mandatory fields and add any extra fields you need. Drag and drop fields to change their order.

6 Download your template

Go to Contacts > Import. Select your profile, then click Download template.



Why the order matters

Your field settings determine the layout of the template. Download it after you finish configuring the contact fields.

Complete the Excel template

One row per employee. Check the email addresses carefully before import.

7 Fill in the downloaded template

Use the file and column structure provided by the platform.

First name	Last name	Email	Training date	Language
T	Checker 1	johndoe+checker1@gmail.com	04-07-2022	EN
F	checker 2	johndoe+checker2@gmail.com	18-12-2022	FR
C	Checker 3	johndoe+Checker3@gmail.com	03-05-2023	NL

Import requirements

Save as XLSX.
Start each column with a heading.
Use two-letter country codes.
Use two-letter language codes. EN is the default.
Use dd-mm-yyyy for dates and format date cells as Text.
Use 0 or 1 for checkbox fields.
Remove all hyperlinks, especially from email addresses.
The system rejects files that still contain hyperlinks.

Click here for country codes: ISO 3166-1 alpha-2

Click here for language codes: ISO 639-1

Email check

Check every email address before uploading. The original platform guide states that email addresses cannot be changed once imported.

Employees without an email address

Use a unique email alias when an employee has no personal mailbox.

The email + trick
The original guide demonstrates this method with a Gmail address.

Add a plus sign (+) and a unique employee identifier before the @ sign. Emails sent to these aliases arrive in the original mailbox.

Original mailbox

johndoe@gmail.com

Example aliases

Simon Grande

johndoe+Sgrande@gmail.com

Paul Petit

johndoe+Ppetit@gmail.com

Keep each learner identity unique
Do not use spaces in the alias. Each employee must use their own email address or alias to access their training.

For a company mailbox, confirm that your email provider supports + aliases before using this approach.

Upload and check your contacts

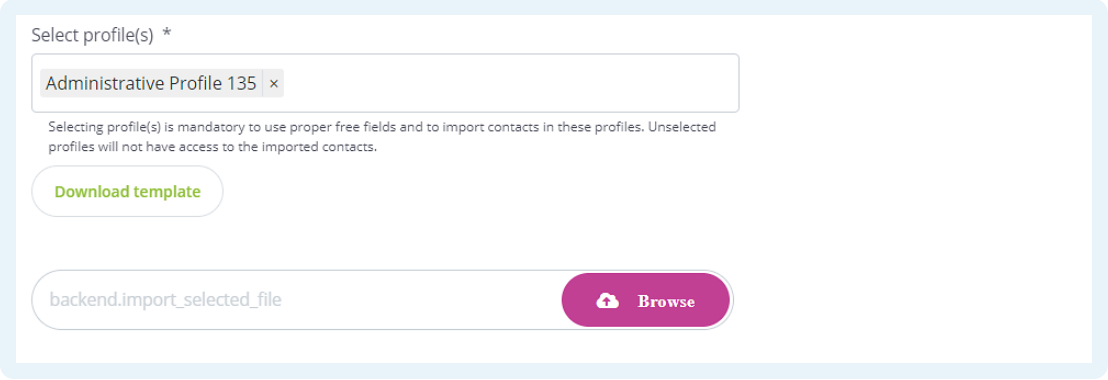
Check the preview before you confirm the import.

8 Save your completed list

Save your Excel file in XLSX format.

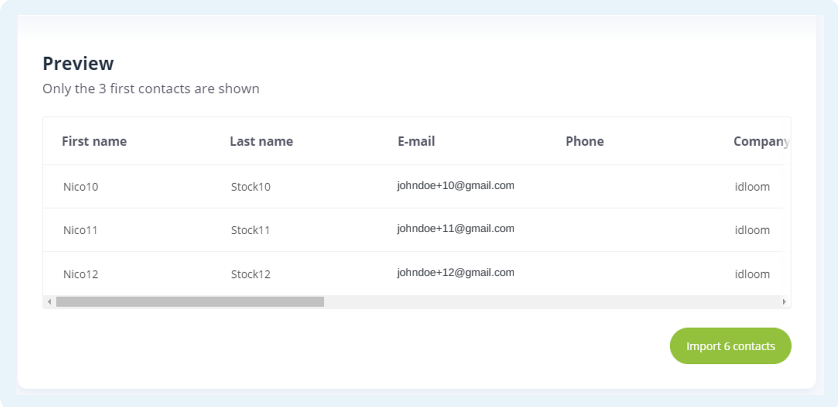
9 Upload the file

In Contacts > Import, click Browse and choose your completed file.



10 Confirm the import

Check the first three contacts in the preview. If the information is correct, click Import contacts.



11 Find the imported contacts

Open Contacts to check that your employees are listed.

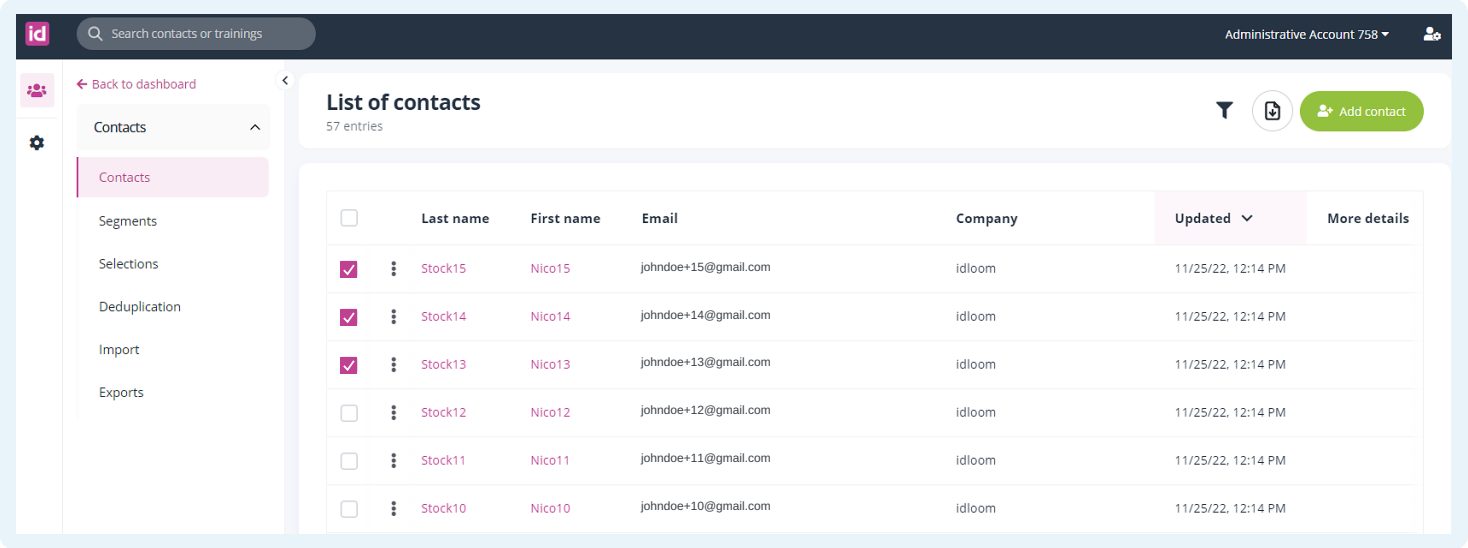
Create a contact selection

A selection contains the individual contacts you choose manually.

Required before registration
Save the contacts for your training group as a selection.

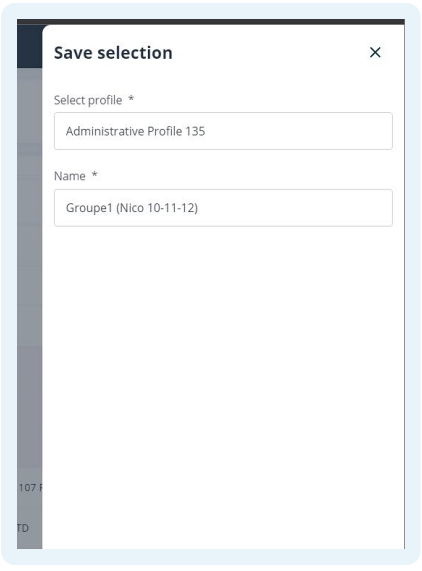
12 Choose the employees

In Contacts, tick the employees you want to register for the same training.



13 Save your selection

Use the three-dot menu at the top right.
Save a new selection or add the contacts to an existing selection.



Example name: Training 045

Create a segment from the selection

A segment uses conditions to group the contacts for registration.

14 Open Segments

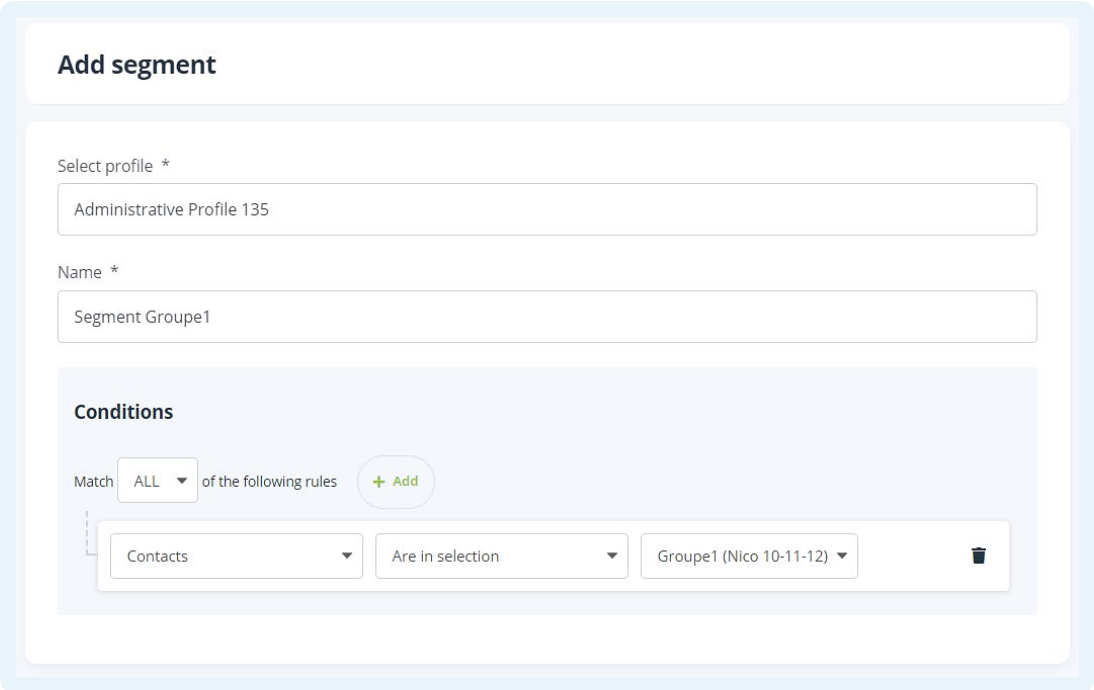
Go to the Segments menu.

15 Add a segment

Click Add segment. Select your profile and give the segment a clear name.

16 Set the condition and save

Set the condition to Contacts > Are in selection > [your selection name]. Match ALL conditions and save the segment.



Keep the segment name handy

You will choose this segment when you register the employees for a training.

Register your group for training

Choose the training that matches your employees' activities.

17 Open the training list

Go to the Safe Use of Diisocyanates training catalogue.

Click here to open the training catalogue

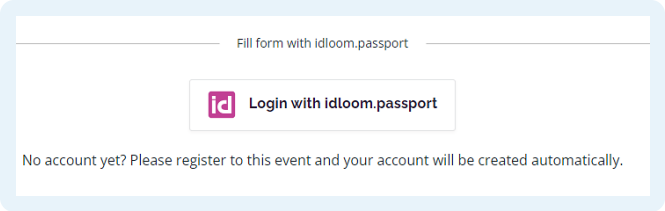
Click here to open the training registration list

18 Choose a training

Open the training page and click the registration option.

19 Log in with idloom Passport

Use the Passport login option during registration.



20 Select your identity and segment

Choose your administrator identity. Use the drop-down list under "Segments" to retrieve and select your segment. Click Select to continue.

Requirement

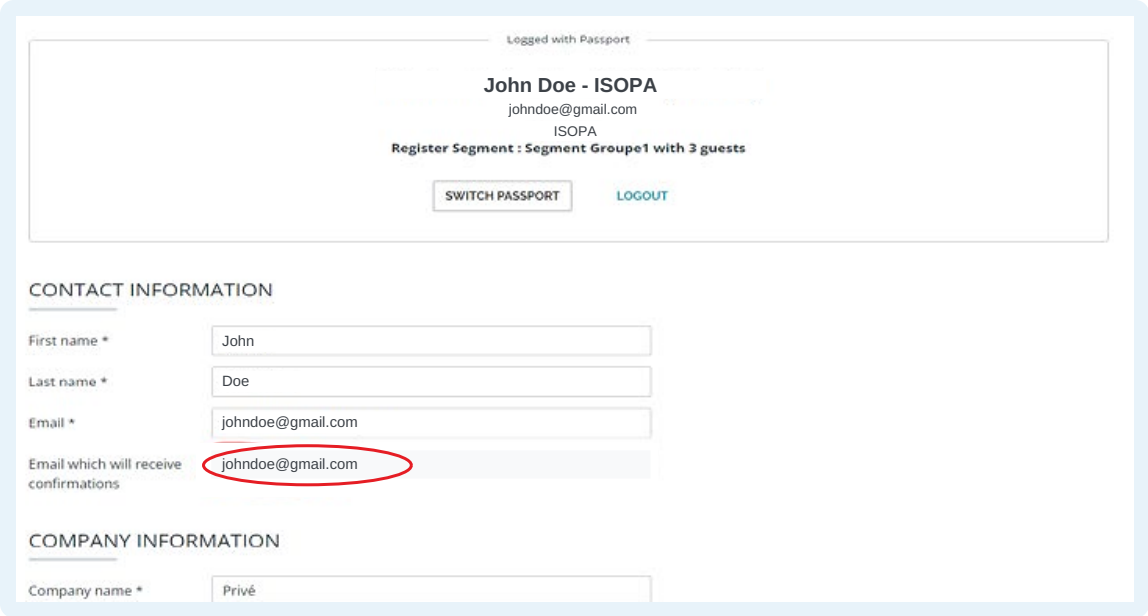
Make sure nobody in the segment is already registered for this training. Otherwise, the system will block registration. If this happens, create a new selection and segment containing only people who are not registered yet.

Complete checkout

Review your registration and choose who will receive the confirmations.

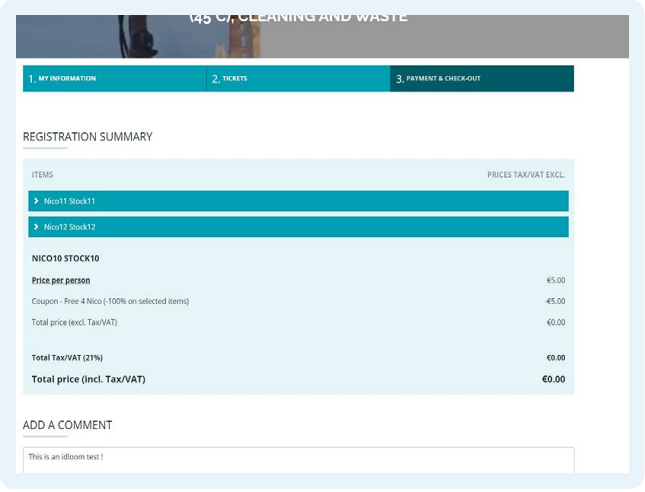
21 Set the confirmation email

Complete the field “Email which will receive confirmations”, then click Next.



22 Review and check out

Verify the registration summary and complete the checkout and payment steps.



Check the employees, training and payment details before you confirm.

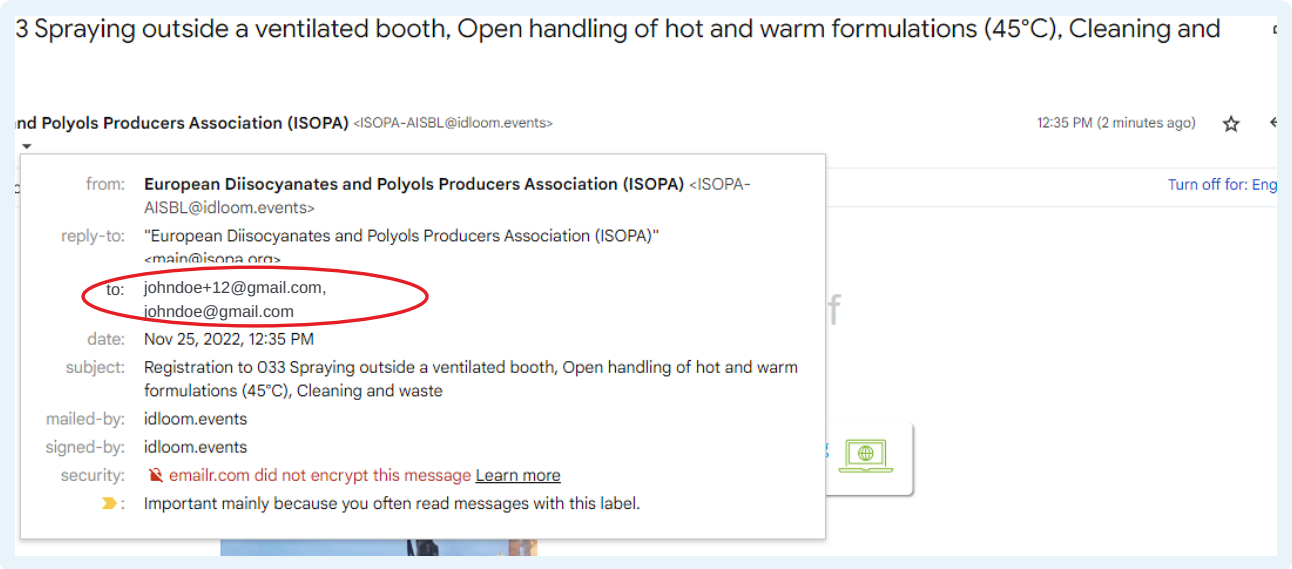
The screenshots show example registrations. Use the amounts displayed for your own order.

Check your confirmation emails

Verify the administrator recap and the employee training confirmation.

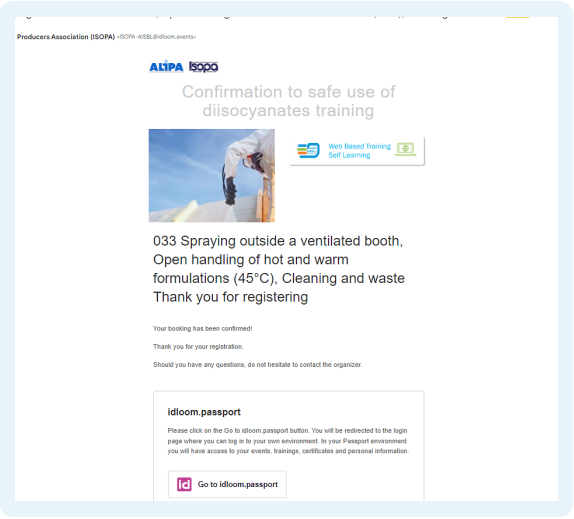
23 Check the administrator mailbox

Look for the recap confirmation in the administrator mailbox and in the mailbox specified during registration.



24 Check the learner mailbox

Each employee should receive a registration confirmation. Check the recipient shown in the email header.



Using an email alias?

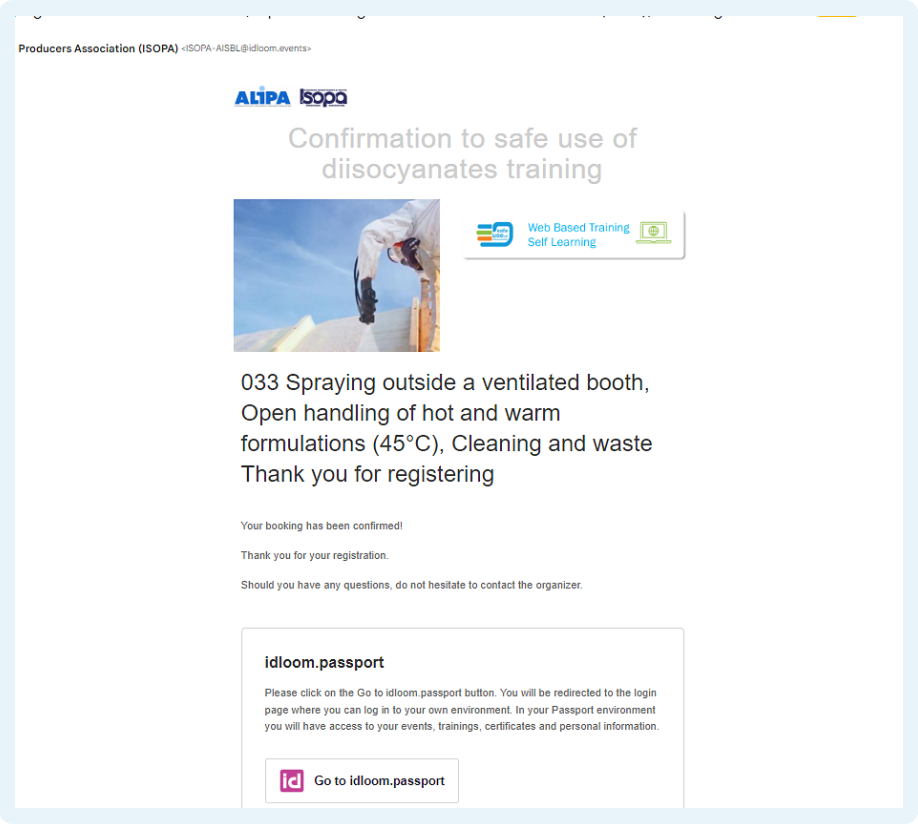
The emails arrive in the original mailbox. Use the recipient address in the email header to identify the correct learner.

Access the training as a learner

Each participant must access the training using their own learner identity.

25 Open the link in the confirmation

Click the training access link in the employee's registration confirmation email.



Use the email address or + alias assigned to that employee.

If the confirmation email is missing

Open the learner access page and use the password reset option to regain access to the training.

https://passport.events/me

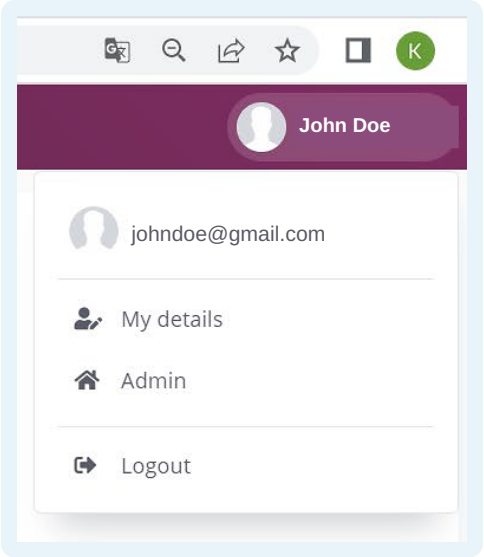
Check the inbox and spam folder for the reset email.

Accounts, registrations and invoices

Keep administrator tasks separate from employees' learner access.

Switch between your accounts

From your personal account, you can switch to your administrative account and back using the account menu.

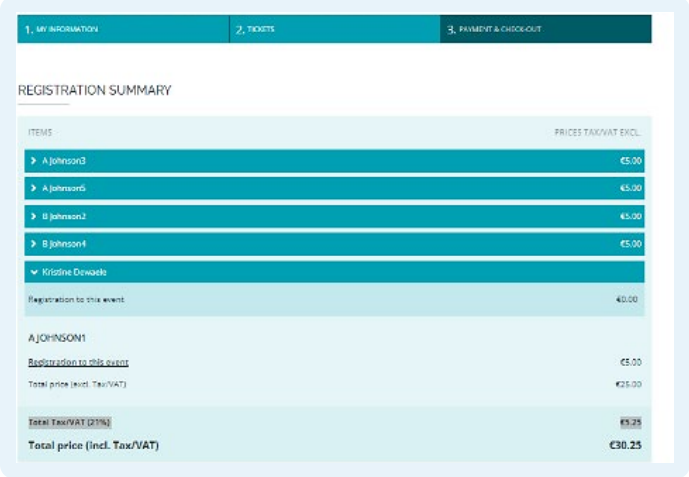


Administrator entry

The administrator appears in the registration but is not counted as a trainee. The administrator's price is shown as EUR 0.

Registration details and invoice

Expand a registrant's row with the arrow to see their details. The platform automatically generates an invoice and sends it to the person managing the registrations.



Example prices in the source screenshots are not a current quotation.

Useful links and support

Click a link below to open the relevant page.

Create an administrator account

https://passport.events/administrative/register

Log in to the administrator platform

https://passport.events/manager

Choose a training

https://safeusediisocyanates.eu/self-e-learning/list-of-trainings/

Open the training registration list

https://isopa-aisbl.idloom.events/

Learner access and password reset

https://passport.events/me

Administrator tutorial video

Open the video

Safe Use of Diisocyanates website

https://safeusediisocyanates.eu/

Cannot find the confirmation email?

Go to https://passport.events/me and use the “Forgot password” option.

Need help?

training@safeusediisocyanates.eu