Purchasing, Managing Groups & Reports
Steps for Group Purchasing:

1. Go to the purchasing webpage for IANA.
2. Type in your group name within the “Group name” field box (name provided for your group).
3. Add in the number of seats for your group (those taking the course/receiving course materials).
4. Mark your purchasing selection(s)
Steps for Group Purchasing continued:

5. Enter your billing information

6. Click on “Place order” when finished.
Three emails are automatically sent to you from WorkforceLinc after completing your purchase.

The emails should include:
1. Group created,
2. Order complete (purchase receipt) and,
3. WorkforceLinc account created.

Click on your WorkforceLinc account-created email to get started.
Steps for Managing Groups

1. Login to WorkforceLinc
2. Click on “Group Management”
Steps for Managing Groups Continued…

3. Select your Group
4. Click on the arrow next to “Users” to add the names of those in your group.
A pop-up box will appear

Type in the field boxes:
• First name
• Last name
• Email
Click on **Add user** when complete.

*You can set a password for each user or simply leave this field blank and WorkforceLinc will automatically send a generated password to that user after you add them.
Congratulations, you have successfully added users to your group!

Each person you added will receive a WorkforceLinc email. They can follow the steps in that email to log in to WorkforceLinc and take their assigned course.
Steps for Reviewing Reports

1. Log in to WorkforceLinc
2. Click on “Reports” on the top toolbar.
3. Search for the employee/student you want to review, and select “See details.”
4. Select “See details” again.
5. Review the progress, % of completion, and assessment score.
Congratulations, you have successfully reviewed reports!