

Accessing the OPITO DSI Portal *OPITO Administrator*



Device and Browser Compatibility

The OPITO DSI portal has been developed to be fully compatible with all modern internet browsers and to display correctly on smartphones, tablets, netbooks, laptops and full desktop monitors.

Log on to the Portal

Connect to URL – <https://opito-bosiet.atlasknowledge.com>

Enter your email address and password, press Enter or select the Login button to continue ❶.

Further Information / Help

Links to view the Terms & Conditions are on the log in page ❷, along with links to both Atlas Knowledge's and OPITO's web/social presences ❸. There is also a link to the online help system ❹.



Forgot Your Password?

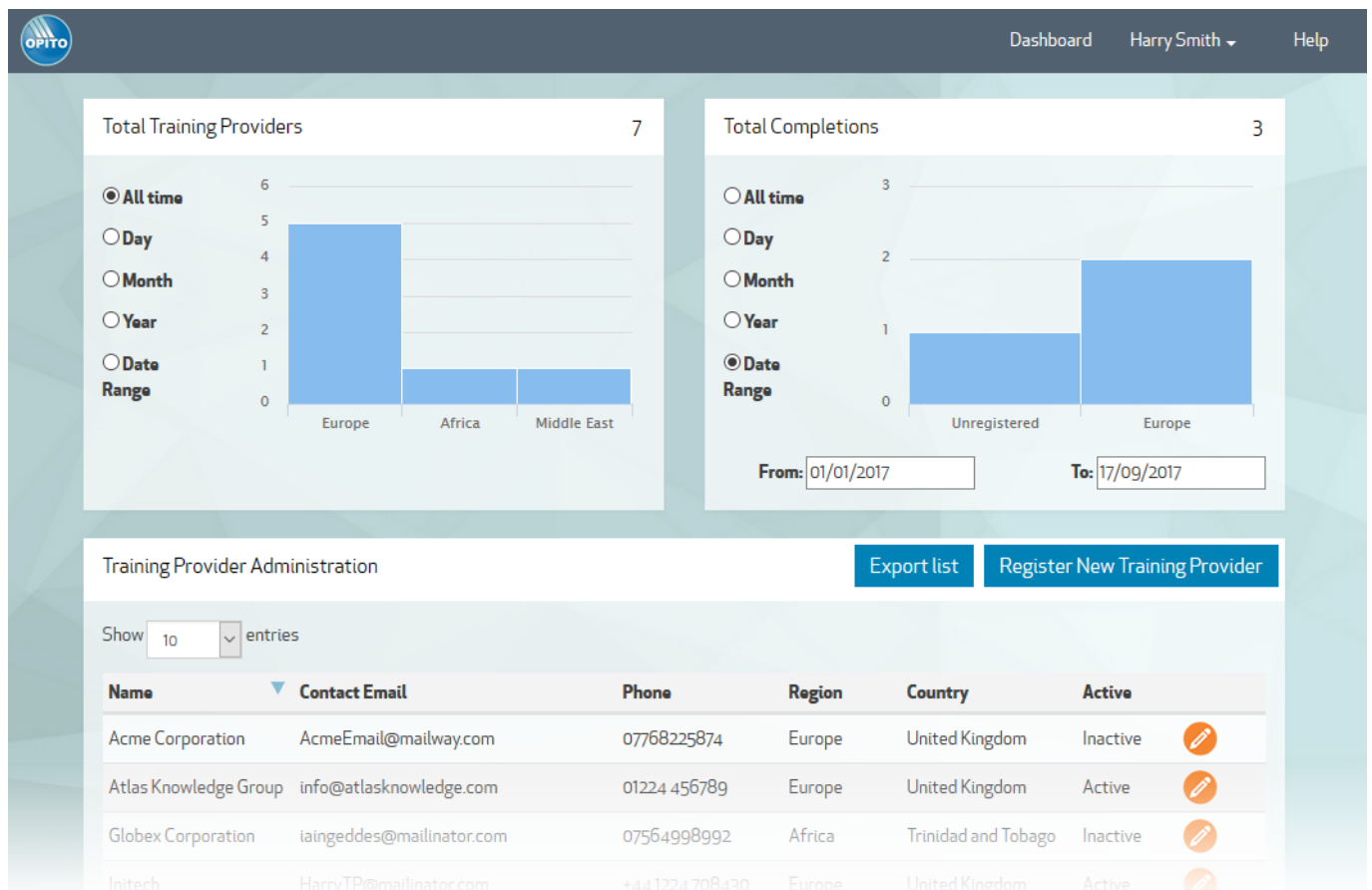
To reset your login password, select the 'Forgotten password?' link on the login page ❺. You will then be asked to enter your registered email. Once validated, the portal will send a unique password reset link to your email inbox. If you cannot remember your registered email address, you should contact Atlas Technical Support at support@atlasknowledge.com or by phoning +44 (0)844 247 2121

Dashboard

When you have successfully logged in as an OPITO Administrator you will be presented with the main dashboard screen.

On the dashboard are several Data Analytic tiles to show you the number of registered Training Providers as well as the number of course completions within the portal. Both report tiles can be manipulated to show the data for selected periods and regions.

Beneath the data tiles is the Training Provider Administration section, with a table of all registered Training Providers (TPs).



Register a new Training Provider

On the Training Provider Administration section is a 'Register New Training Provider' button, which will launch a registration form.

The form is split into two sections to capture the required data for the Company and also for the main Administrator.

Register New Training Provider

Company Details

Company Name

Address

Last Name

Email

Cancel

Register


When all details are entered, click the 'Register' button to submit the form. The specified Administrator will receive a Welcome email with instructions on how to complete their registration.

Export list of Training Providers

Select the 'Export List' button to download an Excel file that includes all the Training Provider data.

Edit a Training Provider

Each registered TP is displayed in a table in the Training Provider Administration section. The content of the table can be filtered to help locate the company you wish to edit.

To the right of the TP is an Edit button:  Select this to access the full registration details to allow modification.

Training Provider Administration

Export list

Register New Training Provider

Show entries

Name	Contact Email	Phone	Region	Country	Active
Atlas Knowledge Group	info@atasknowledge.com	01224 456789	Europe	United Kingdom	Active
<input type="text" value="Atlas"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

Previous

1

Next

The top part of the Edit Training Provider screen will allow the OPITO Administrator to change any of the registration details for this TP.

Edit Training Provider

Company Name

Address

Website URL

Contact Email

Deactivate / Activate Training Provider



Beneath the company details on the Edit Training Provider screen is a toggle button which will allow you to either Deactivate or Activate this TP.


When a TP has been deactivated, all the Administrators and Candidates connected with this company will be prevented from logging in to the portal.

Add/Edit Training Provider Administrators

The Training Provider can manage their own administrators but OPITO Administrators also have the ability to edit these TP Administrators.

Edit the TP company and beneath the company details is a table containing all administrators registered with this TP.







Administrators can be set to Active or Inactive by selecting the  or  icons to the right of their details.

Select the  icon to edit the Name and Email address for the Administrator.

Select the 'Register Administrator' button to add additional Administrators for this TP.

Training Provider Administrators

Show entries

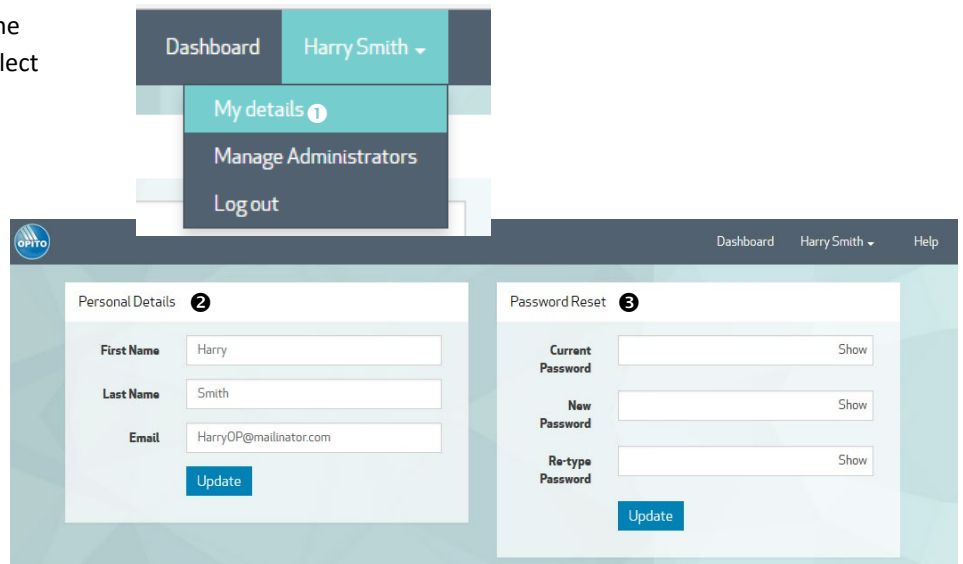
Full Name	Email	Status		
Scott Lang	scottlang@atlasknowledge.com	Active		
Steve Rogers	steverogers@atlasknowledge.com	Active		
T'challa	tchalla@atlasknowledge.com	Active		
Tony Stark	tonystark@atlasknowledge.com	Active		

Showing 1 to 4 of 4 entries

Edit Personal Details

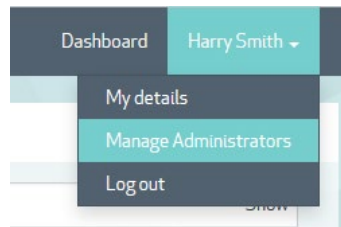
On the top menu bar, select your name to open the user menu. From here select 'My details' ❶.

On this screen you can amend your name and email address ❷ as well as update your current password ❸.

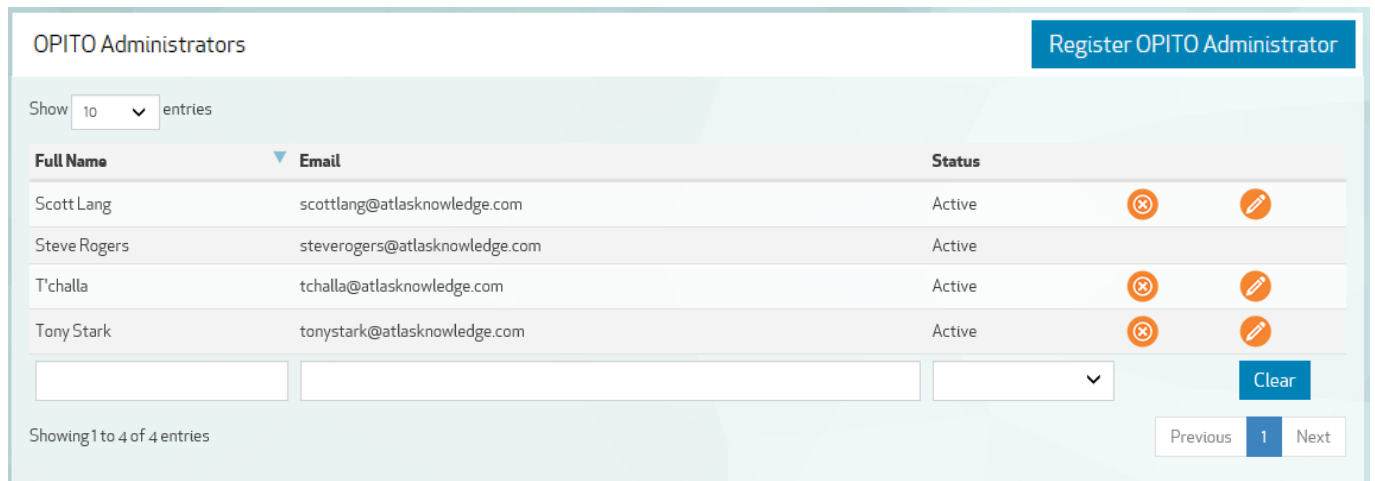


Edit other OPITO Administrators


From the top menu bar, select your name to open the user menu. From here select 'Manage Administrators'



On this screen is a table of all registered OPITO Administrators.



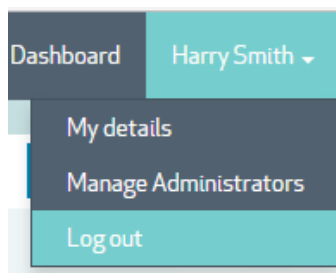
Administrators can be set to Active or Inactive by selecting the  or  icons to the right of the Administrator's name.

Select the  icon to edit the Name and Email address for the Administrator.

Select the 'Register OPITO Administrator' button to add new OPITO Administrators.

Logout

On the top menu bar, select your name to open the user menu. From here select 'Log out' to end this session and return to the log in screen.



Further questions

If you have any further questions or comments please contact Atlas Technical Support at support@atlasknowledge.com or by phoning +44 (0)844 247 2121