

Tork Learning Management System (LMS)

Step by step

- 1** Go to the Tork website (tork.xx) and access the system via your business/All courses.
(insert link here)
- 2** **Login to the site**
 - a. If you already are a registered user; log in to the site with your e-mail and password
 - b. If you are a new user, you need to first register. You will receive a confirmation e-mail when your user has been created
- 3** Ask for permission to become a Team Manager, by contacting support.us@essityacademieshm.com
- 4** You will be granted a Team Manager role by our Service & Support organization and a confirmation e-mail will be sent to you
 - a. **How to manage your team**

Access the user menu in the top left corner and go to My Team. Here you can monitor and manage your team
 - b. **The My Team page consists of the following:**
 - Add a member** - use the plus sign in the upper right corner to create a request for someone to join your team
 - Team members** - offers an overview of your team members, where you can
 - Enroll a team member into a course
 - View a user summary report for an individual team member
 - Checklists** - lists the checklists relating to your team members, [learn more on how to manage checklists as a manager](#)
 - Reports** - download reports about courses, users, learning plans, certifications and sessions involving your team members (find out more on the Reports tab)
- 5** View the library of Tork trainings by accessing "**Hand hygiene and cleaning**" in the user menu
- 6** A user can download a certificate after completing a course