

New Partner Dashboard
User Manual

How to open and Login within the New Partner Dashboard?

We recommend that you take a few minutes to explore the new design and functionalities, and let us know if you have any questions or concerns.

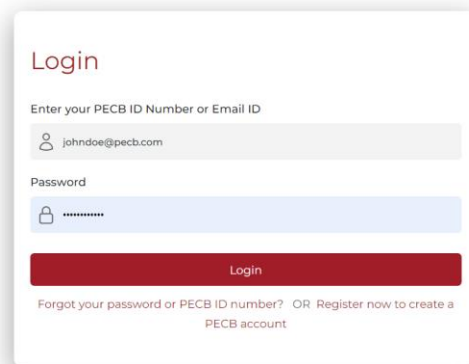
Login Option 1:

To access the New Dashboards, please follow this link beta.pecb.com.

You can access the New Partner Dashboard by using your existing PECB credentials.

🏠 / Login

PECB
Welcome to the
myPECB dashboards

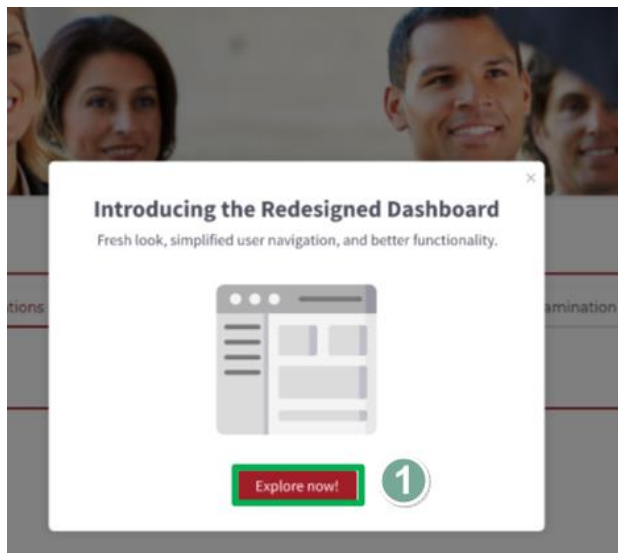


The screenshot shows a login form with the following elements:

- Title:** Login
- Input Field:** Enter your PECB ID Number or Email ID. The value entered is johndoe@pecb.com.
- Input Field:** Password. The password is masked with dots.
- Button:** Login
- Links:** Forged your password or PECB ID number? OR Register now to create a PECB account

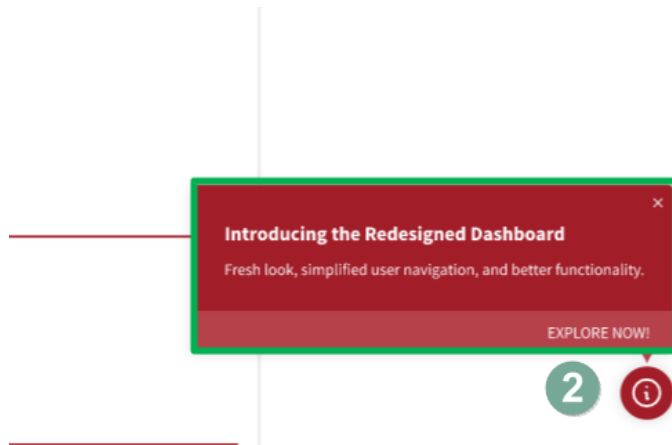
Login Option 2:

You can also access the New Dashboard through pop-ups available in the Current (Classic) Dashboard.



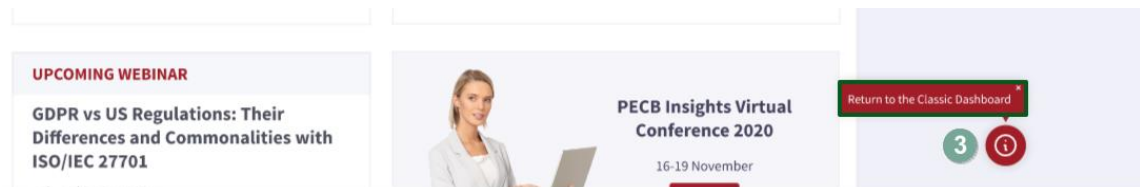
- (1) **“The Explore now!”** option is a one-time pop-up notification that appears only on your first login in the new Partner dashboard.

- (2) The **“information icon”**, placed at the bottom right corner of the current dashboard, will be available while both dashboard versions co-exist, and when clicked you will be automatically redirected to beta.pecb.com.



How to return to the Current Partner Dashboard after being redirected to the New Partner Dashboard?

- (1) After you have been redirected to beta.pecb.com and you want to return to the Classic (Current) dashboard please click on the **“information icon”**, placed at the bottom right corner of the New Partner dashboard, where the following is indicated: **“Return to the classic Dashboard”**.



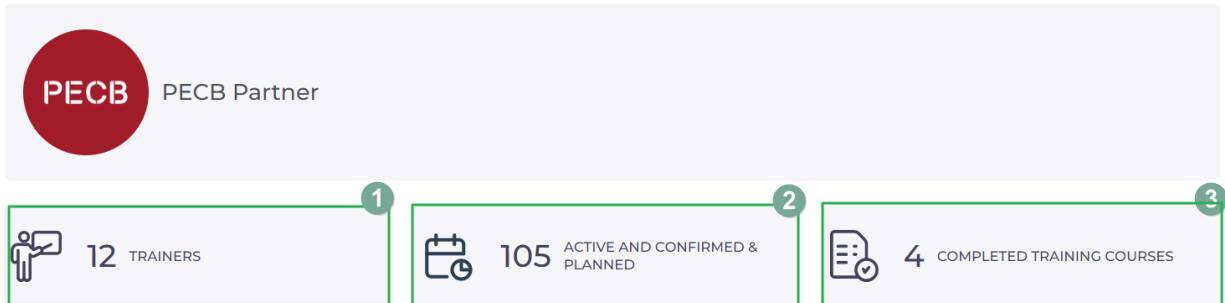
What can you access inside the Home page section?

Inside the **Home** section, you can access the following information:

- **Insights Section**
- **News Releases**
- **Upcoming Webinar**
- **PECB Insights Conference 2022 Moments**
- **Access KATE**
- **Download the PECB Partner Level Scheme**

Home Page: What do the figures in the Insight section represent?

The new dashboard homepage is comprised of a new section where you can access insights regarding your training courses, exams, and certificates.



1. The number in the **TRAINERS** section represents the total number of trainers whose status is Accepted.
2. The number in the **ACTIVE AND CONFIRMED & PLANNED** section represents the total number of Training Courses that have a Planned or Active and Confirmed status.
3. The number in the **COMPLETED TRAINING COURSES** section represents the total number of Training Courses with a Completed status.

Home Page: What information is communicated inside the News Releases section?

The News Releases section is titled 'News Releases' and contains three news items. Each item has a title, a date, and a short summary.

- PECB Awards Ceremony 2022**
On November 18th, 2022, denoting a great conclusion to the 8th edition of the PECB Insights Conference 2022, we held the PECB Awards Ceremony, marking also a return to in-person events after three-years of virtual events!
- PECB Selected as a 2022 IT and Technical Training Watch List Company**
We are proud to announce that Training Industry has selected PECB as a 2022 IT and Technical Training Watch List Company!
- PECB Obtains Accreditation by ANAB!**
We are beyond excited to announce that we have been granted initial accreditation by the ANSI National Accreditation Board (ANAB) for the provision of certificate program services under ANSI/ASTM E2659-18, Standard Practice for Certificate Programs within the scopes of accreditation: ISO 9001 Foundation, ISO 22301 Foundation, ISO/IEC 27001 Foundation, ISO 31000 Foundation, and ISO 37001 Foundation.

Inside the **News Releases** section, you can access communications such as the latest news and developments regarding PECB's new releases, products, events, etc. A short summary will be provided in the dashboard, and if interested, you will be able to redirect to the page with the full content.

Home Page: What information is provided in the Upcoming Webinar section?

Upcoming Webinar

ISO/IEC 27001, ISO/IEC 27001 and ISO/IEC 27021: How do they map?

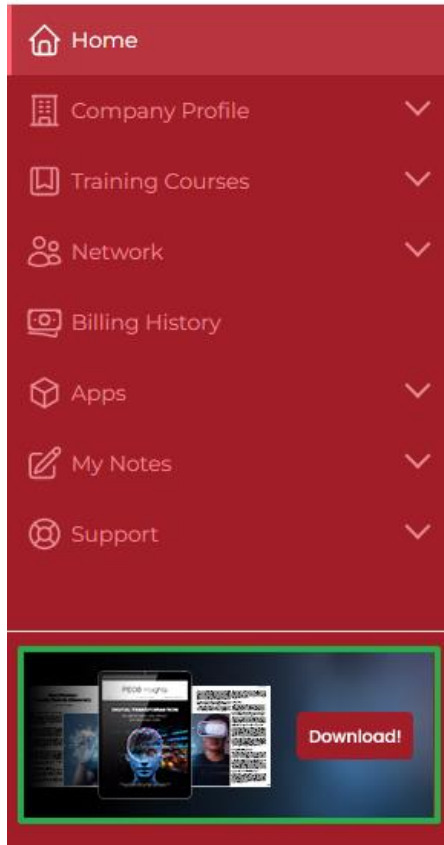
REGISTER!

In the **Upcoming Webinar** section you can be informed regarding the upcoming webinar which will be organized by PECB. If you are interested to attend the webinar you can be redirected to the webinar registration form by clicking the title. Moreover, if you want to access past webinars organized by PECB click the **REGISTER!** button.

Home Page: Relive the Best Moments from the PECB Insights Conference 2022 by clicking the **WATCH HERE!** button inside your dashboard!



To access and download the latest **PECB Insights Magazine** issue click on the **Download** button, on the widget placed at the bottom of the left panel, inside the Partner dashboard.



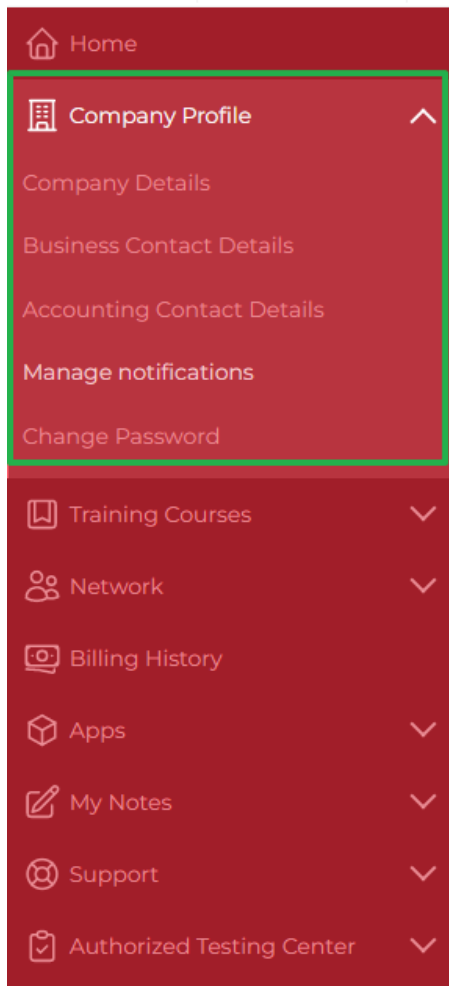
What can you access through the menus available within the left panel of the Partner dashboard?

What can you access through the Company Profile menu?

Through the sub-menus available under the Company Profile menu, you can access and edit the following information:

- **Company Details:** In this sub-menu you can edit and update company data by clicking the Update button. You can upload/update your company logo and change contact information, address, and other details. When you are done, please click on the Save button at the end of the page to update your account info.
- **Business Contact Details:** In this sub-menu can edit and update the contact information of the person assigned as the business contact for your company. You can edit this information by clicking the Update button. When you are done, please click on the Save button.

- **Accounting Contact Details:** In this sub-menu you can edit and update data related to the person responsible for accounting matters at your company, by clicking on the Update button.
- **Manage Notifications:** In this sub-menu, you can manage your event-related e-mail notifications to candidates, by choosing to either enable or disable the settings of the respective notification categories.
- **Change Password:** In this sub-menu you can also change your PECB Partner account password by clicking on the Change Password tab. After changing your password please click on the Submit button.



What can you access through the Training Courses main menu(s) and sub-menu(s)?

Menu: Training Courses


- Through the **Classroom Training Courses** sub-menu you can create, view, update, and delete PECB Classroom Training Course events and also invite new trainees.
- Through the **Self-Study Training Courses** sub-menu you can view and create self-study events for trainees who are interested in going through the training in a self-paced method.

Menu: Training Course Content

- Through the **PECB Released Training Courses** sub-menu you can view PECB training courses, their version, language, and category. Subscribe to receive notifications. Download the training course catalogs to see the most recent updates and changes.
- Through the **Accessible Training Course** sub-menu you can access the training courses assigned to your account and download the complete course materials package in PDF.
- Through the **Request Access** sub-menu you can request the course you are planning to organize to be assigned to your account. Access additional information and guidance here or contact us at customer@pcb.com.

Menu: Training Course Location

- Through the **Manage Training Course Location** sub-menu you can manage your training course locations. Training event locations can only be registered in territories attributed to the PECB Partner. The full list of all Attributed Territories can be found [here](#). Details about the training course location will be public on the PECB website. Access additional information and guidance at <https://help.pcb.com/index.php/manual/reseller-manuals/>.
- Through the **Add a New Location** sub-menu you can add a New Event's Location Information.

 Home

 Company Profile 

 Training Courses 

Classroom Training Courses

Self-Study Training Courses

Training Course Content

PECB Released Training Courses

Accessible Training Course


Request Access

Training Course Location

Manage Training Course Location

Add a New Location

 Network 

 Billing History

 Apps 

 My Notes 

 Support 

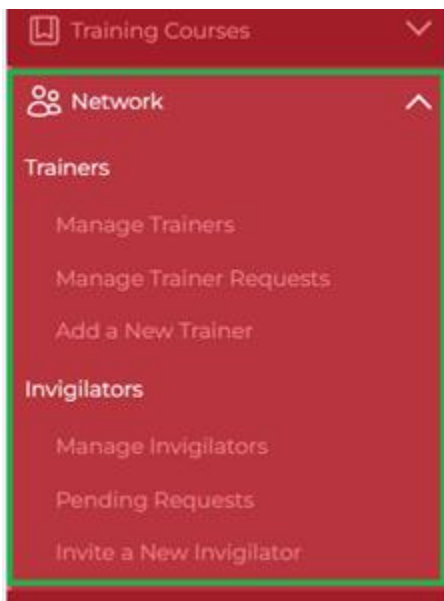
What can you access through the Network main menu(s) and sub-menu(s)?

Main Menu: Trainers

- Through the **Manage Trainers** sub-menu you can view, manage, and update all the PECB Trainers associated with you. PECB Certified Trainers are categorized into three different Trainer visibility types: Private, Open with Authorization, and Freelancer. You can access additional information and guidance about Trainers here or contact trainer@pecb.com.
- Through the **Manage Trainer Requests** sub-menu you can manage requests received by other partners to be associated with your trainers who hold the “open with authorization” visibility status.
- Through the **Add a New Trainer** sub-menu you can select any PECB trainer whom you want to send a request to provide trainings for you. An automatic mail will be sent to that trainer as soon as you submit your request. It is up to that very trainer to accept or reject your request.

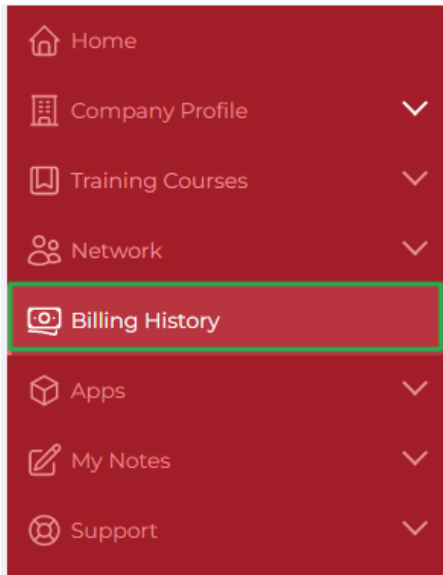
Main Menu: Invigilators

- Through the **Manage Invigilators** sub-menu you can manage invigilators who will administer paper-based exam sessions you organize. All invigilators must be properly approved by PECB and follow the PECB invigilator guide.
- Through the **Pending Requests** you can view the list of invigilators which you are no longer associated with.
- Through the **Invite a New Invigilator** you can use the available form to enter the full name and e-mail address of the person that you want us to invite on your behalf to become a PECB approved invigilator.



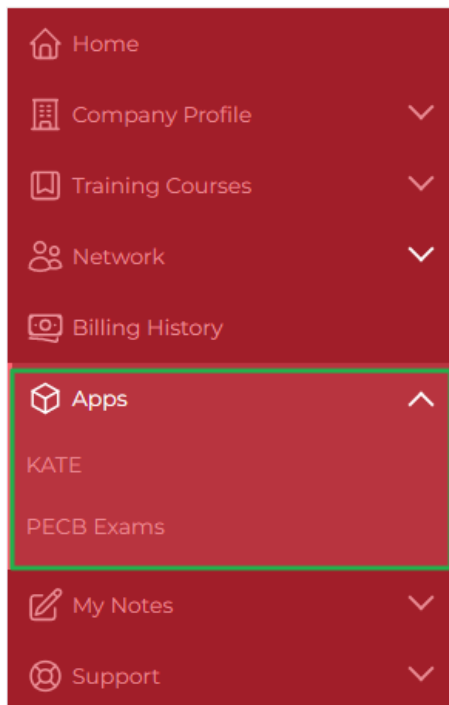
What can you access through the Billing Information menu?

Through the **Billing History** you can view your payment history and the status of your invoice for the training courses you have delivered.



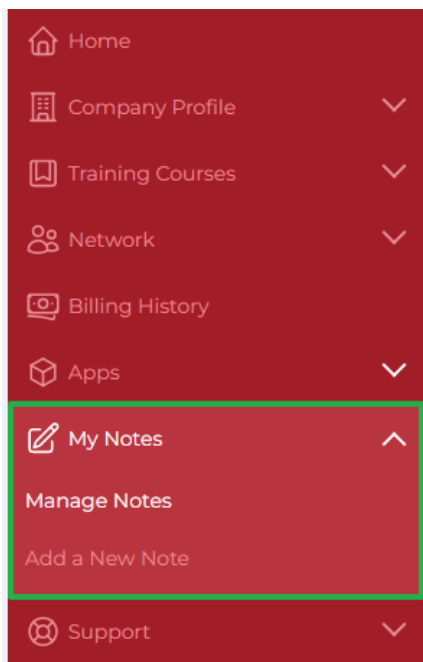
What can you access through the Apps menu?

Through the sub-menus available within the **Apps** menu, you have the option to be instantly redirected to the landing page of KATE application(s) and PECB Exams, where you can access or download the respective applications.



What can you access through the Notes menu?

Through the sub-menus available under the **My Notes** menu, you have the option to take notes on PECB training courses, course material, exam material, and other important information you wish to save.



What can you access through the Support menu?

Through the sub-menus available under the **Support** menu, you have the option to instantly be redirected to the PECB Help Center or choose the option to Raise a New Ticket.



Home



Company Profile



Training Courses



Network



Billing History



Apps



My Notes



Support



Help Center

Raise a New Ticket