

## New Trainer Dashboard

### User Manual

## How to open and Login in the New Trainer Dashboard?

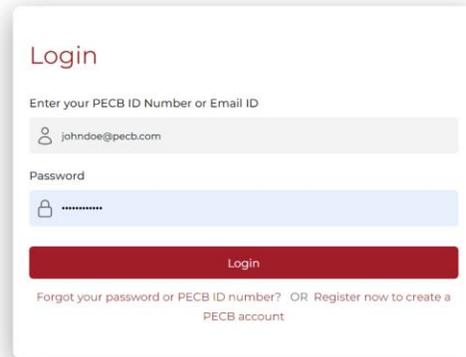
### Option 1:

To access the New Dashboards, please follow this link [beta.pecb.com](https://beta.pecb.com).

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

[Home](#) / [Login](#)

**PECB**  
Welcome to the  
myPECB dashboards



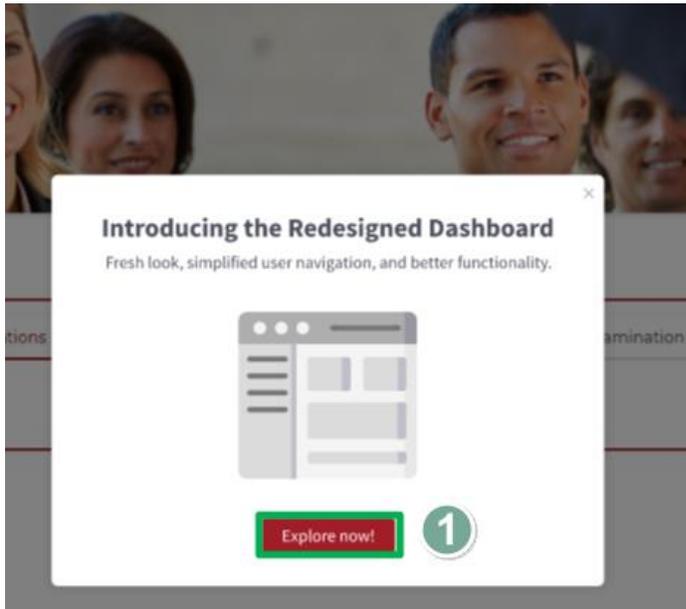
The screenshot shows a login form with the following elements:

- 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
- Text:** Forgot your password or PECB ID number? OR Register now to create a PECB account

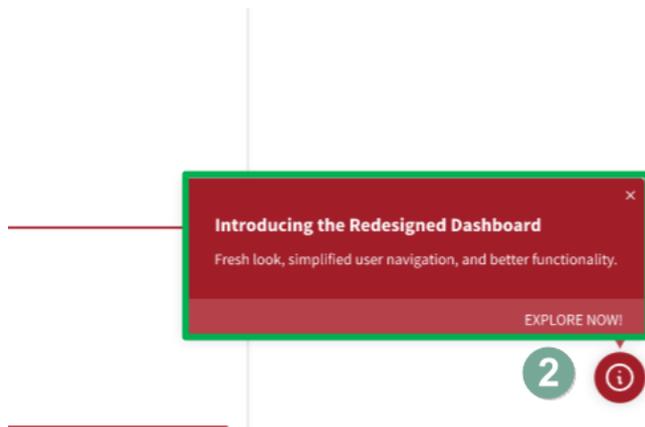
We recommend that you take a few minutes to explore the new design and functionalities, and let us know if you have any questions or concerns.

### Option 2:

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



- (1) **“The Explore now!”** option is a one-time pop-up notification that appears only on your first login in the New Trainer 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](https://beta.pecb.com).



### How to return to the Current Trainer Dashboard after being redirected to the New Trainer Dashboard?

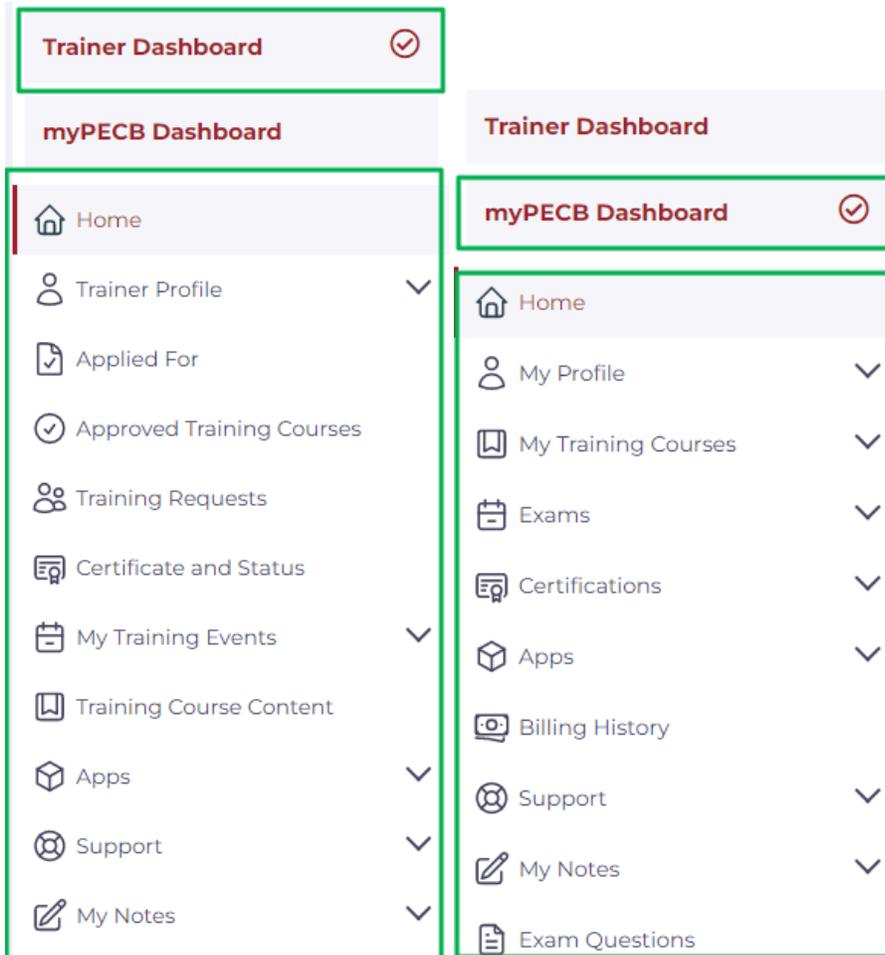
- (3) After you have been redirected to the [beta.pecb.com](https://beta.pecb.com) and if you want to return to the Classic (Current) dashboard please click on the **“information icon”**, placed at the bottom right corner of the New Trainer dashboard, where the following is indicated: **“Return to the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



### How to switch from your Trainer dashboard to your Member Dashboard?

As a trainer, you have the option to switch between the Trainer dashboard and the Member dashboard by simply clicking on the corresponding tab.

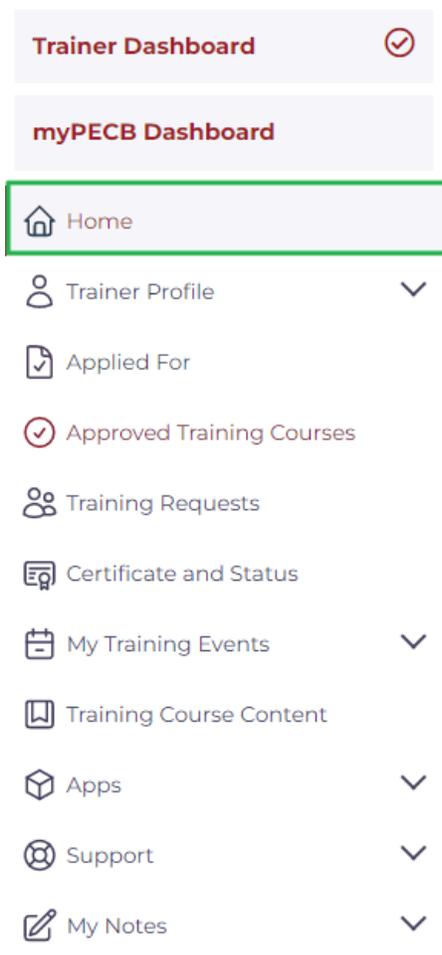
- 1) If the Trainer dashboard option is selected, it will have a tick mark next to it and the list of menus in the left panel will be automatically updated to trainer-related options.
- 2) If the Member dashboard option is selected, it will have a tick mark next to it and the list of menus in the left panel will be automatically updated to member-related options.



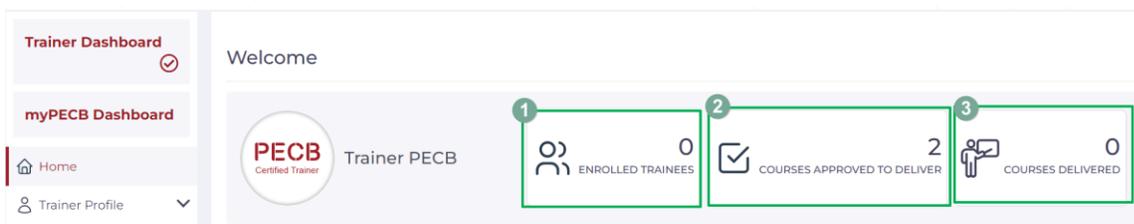
**What can you access inside the Home page section of the New Trainer Dashboard?**

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

- **Insights Section**
- **News Releases**
- **Upcoming Webinar**
- **PECB Insights Conference 2022 Moments**



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

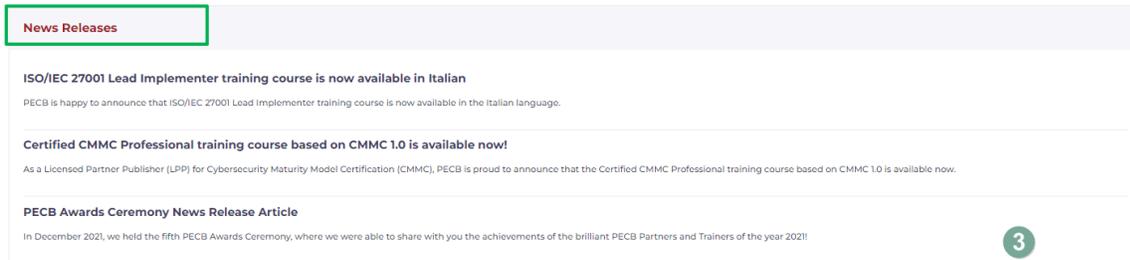


All three Insights, placed within the header of the home page, will serve as informative tools for the trainer.

- 1) The **Enrolled Trainees** section presents the total number of candidates that are marked as present, regardless of the Event status.

- 2) The **Courses Approved to Deliver** section presents the total number of Approved Training Courses certification categories; or courses that can be taught by the trainer.
- 3) The **Courses Delivered** section presents the total number of courses for which the Course status equals to Completed.

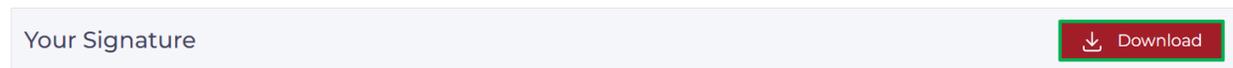
### Home Page: What information is communicated inside the News Releases section?



Inside the **News Releases** section, you can access communications regarding 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: How can you download your Trainer e-signature?

To download the Trainer e-signature simply click on the **Download** button, as seen below.



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?

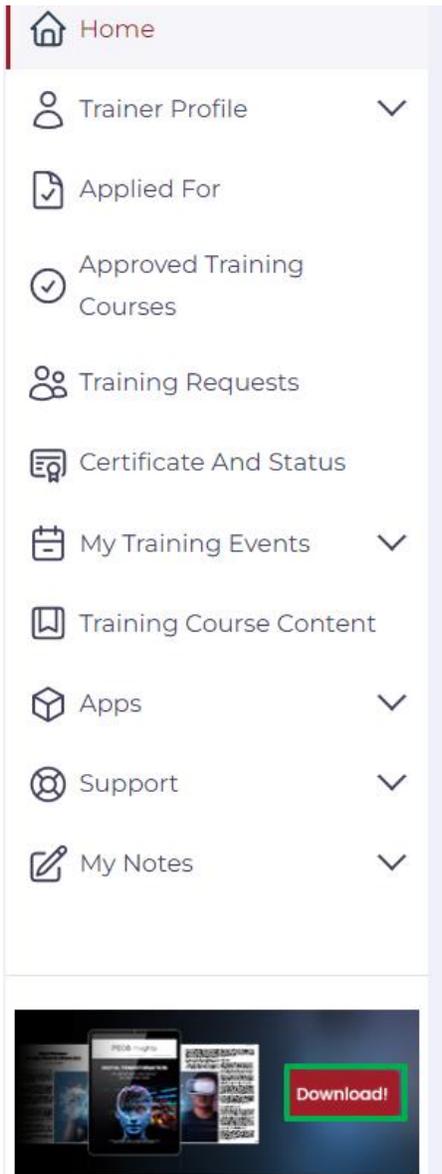
**REGISTER!**

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.



Home Page: To access and download the latest **PECB Insights Magazine** issues click on the **Download** button, on the widget placed at the bottom of the left panel, inside the Trainer Dashboard.



The image shows a vertical sidebar menu for a Trainer Dashboard. The menu items are as follows:

- Home (with a house icon)
- Trainer Profile (with a person icon and a dropdown arrow)
- Applied For (with a document icon)
- Approved Training Courses (with a checkmark icon)
- Training Requests (with a group of people icon)
- Certificate And Status (with a certificate icon)
- My Training Events (with a calendar icon and a dropdown arrow)
- Training Course Content (with a book icon)
- Apps (with a cube icon and a dropdown arrow)
- Support (with a gear icon and a dropdown arrow)
- My Notes (with a notepad icon and a dropdown arrow)

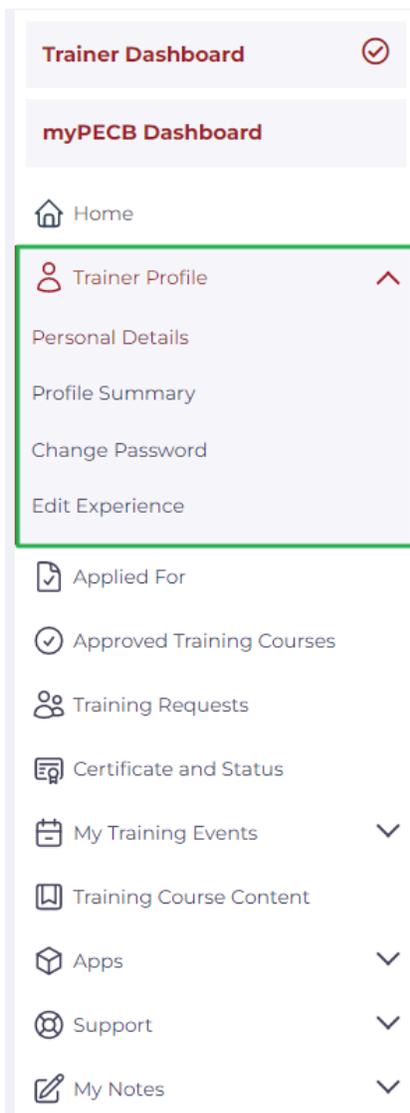
At the bottom of the sidebar is a widget for downloading magazine issues. It features three magazine covers on the left and a red button with the text "Download!" on the right.

## What can you access through the menus placed on the dashboard's left panel?

### What can you access through the Trainer Profile menu?

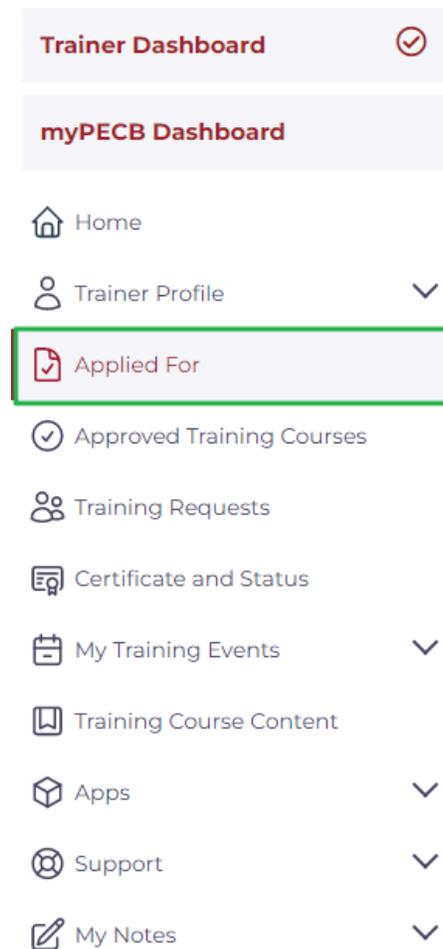
Through the sub-menus available under the **Trainer Profile** menu you can access and edit the following information:

- **Personal Details**: You can edit your data by clicking the Update button. You can upload/update your profile picture, change contact information, and other details. When you are done, please click on the Save button at the end of the page to update your account info.
- **Profile Summary**: To add/edit your profile summary, click on the Update button, located at the bottom right corner.
- **Change Password**: You can also change your PECB Trainer account password by clicking the Change Password tab. After changing your password, click on the Submit button.
- **Edit Experience**: Maintain your teaching and professional experience years.



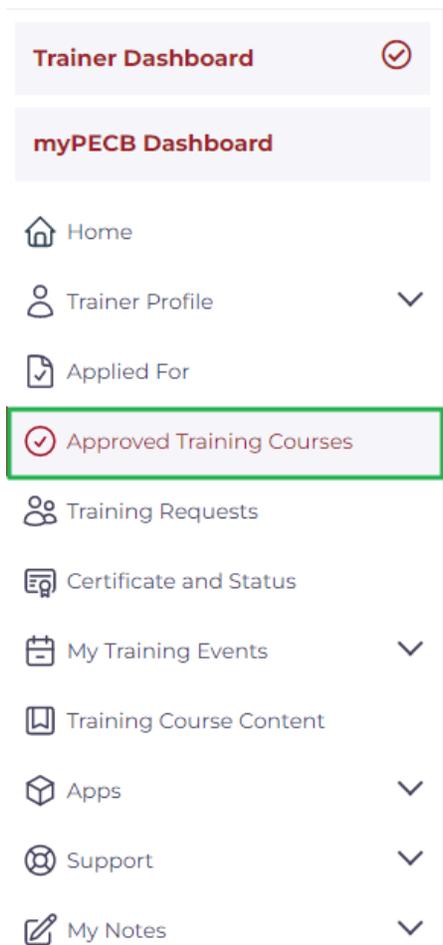
### What can you access through the Applied For menu?

Through the **Applied For** menu, you can see the details of your applied certification documents and their respective training and professional experience, provided by you, if you want to update any certification detail or want to apply for another document detail then click on the link "Apply for a new certification category".



## What can you access through the Approved Training Courses?

Through the **Approved Training Courses** menu, you can view the list of approved **Certifications Categories**.



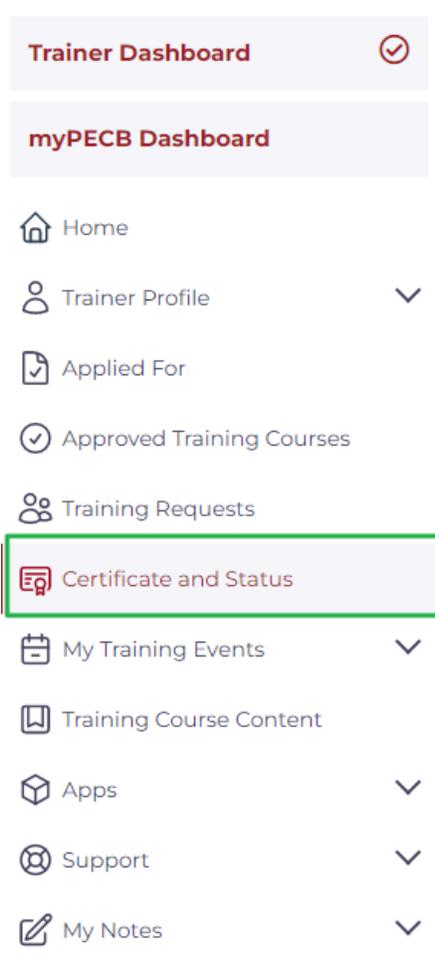
### What can you access through the Training Requests menu?

Through the **Training Requests** menu, you can view Partners request to add you as their trainer. If you wish to accept or remove the requests, you can make the decision here.



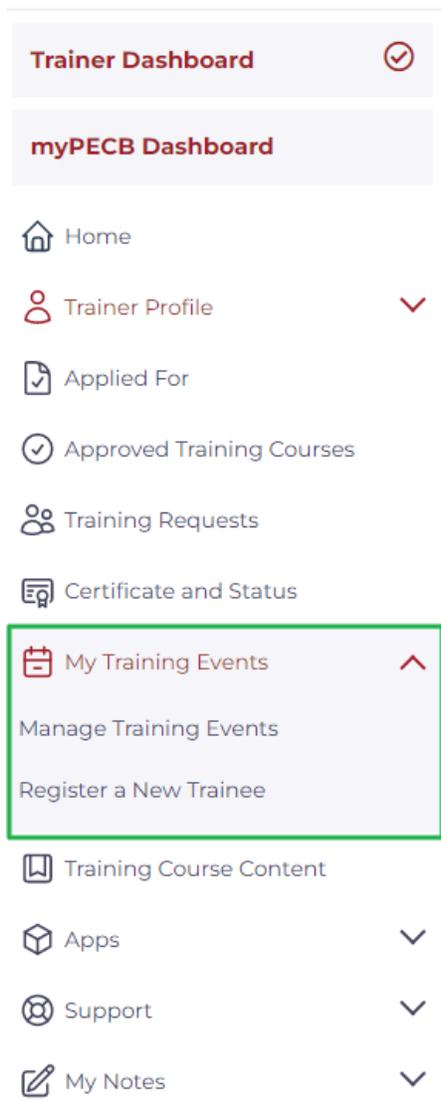
### What can you access through the Certificates and Status menu?

Through the **Certificates and Status** menu, you can view or download all of your PECB certifications, earned through time.



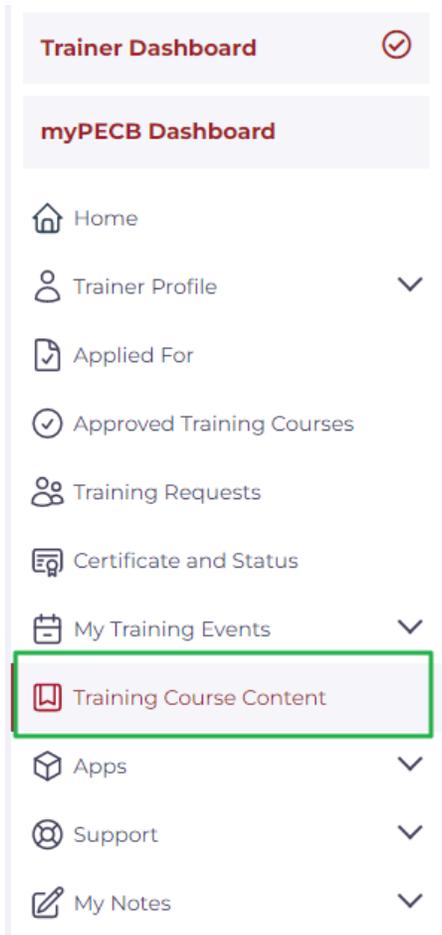
## What can you access through the My Training Events menu?

Through the sub-menus available under the **My Training Events** menu, you can access the list of training events, assigned to you or imparted by you, and you also have the option to Register a New Trainee.



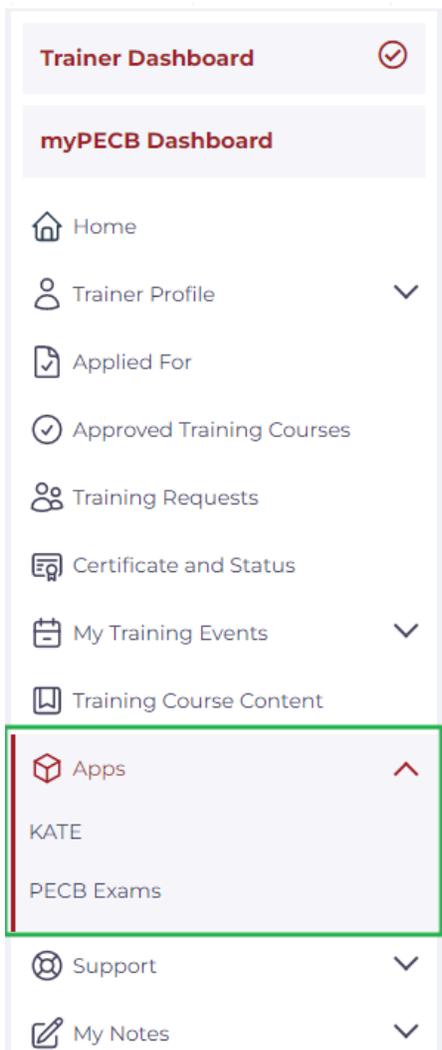
### What can you access through the Training Course Content menu?

Through the **Training Course Content** menu, you can view your training course content details and device information, and take appropriate actions.



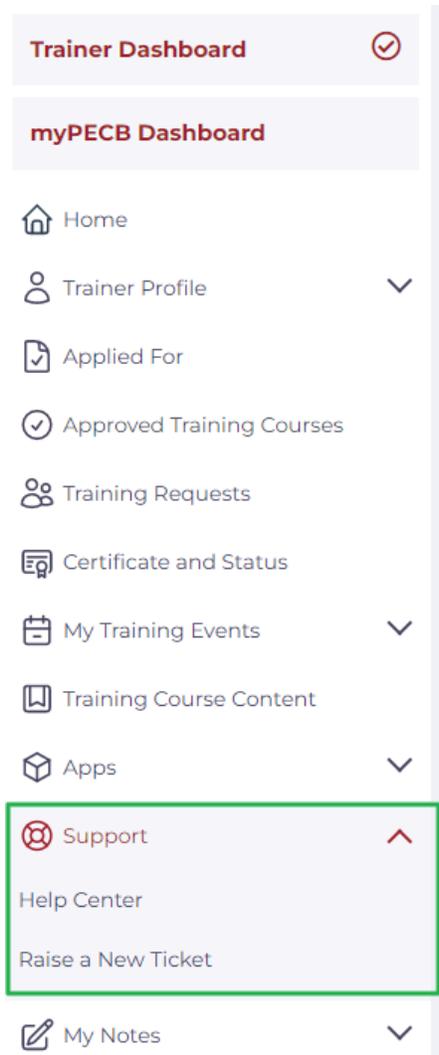
## What can you access through the Apps menu?

Through the sub-menus available under 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 Support menu?

Through the **Support** menu, you have the option to instantly be redirected to PECB Help Center or open a ticket through PECB Support Center.



## What can you access through the My Notes menu?

Through 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.

