



Job Aid Hold, Revoke, and Reinstate User Training Certifications

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Version 1.0

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Introduction

This Job Aid will walk you through the process for placing worker's PTS certifications on hold (if their certification is in progress), revoke (if they are certified), and reinstate.

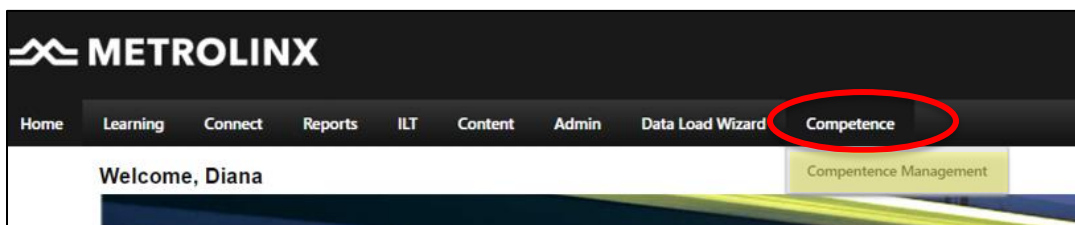
When a user's PTS certifications are on hold, they are not permitted access to the site until it is reinstated. When it is revoked, their certification is permanently removed without the ability for reinstatement. When users held certifications are reinstated, they are authorized to return to site.

Hold or Revoke Users PTS Certifications

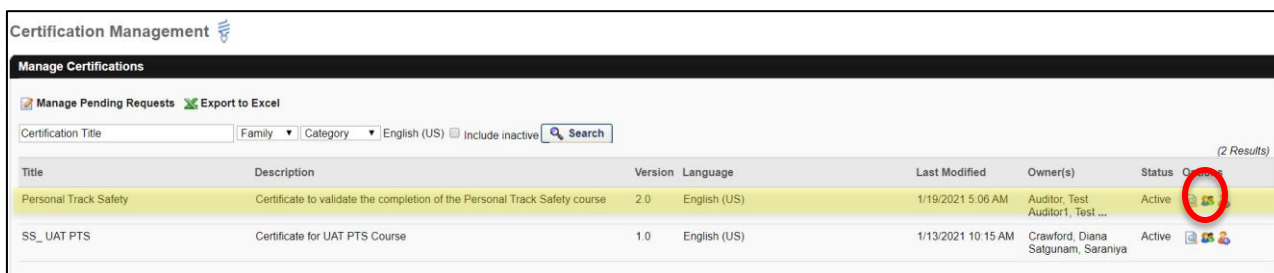
Due to situations and scenarios, it is required that authorized personnel be able to hold and revoke workers PTS certifications so they can no longer work on the site.

This action is not locked to the user, so all authorized personnel can hold, revoke, and reactive certifications whether they are the initiators or not.

1. Hover over the **Competence tab** in the top navigation bar, then click on the **Competence Management** option.



2. In the **Certificate Management** page, locate the **Personal Track Safety** training object.
3. Click on the **View Users** icon on the right side of the training objective.



4. Use the search filter to search for the user by Last Name, then click on the Search button. Results appear in the bottom of the screen.

- Click on the **Information icon** on the right side for the user.

Personal Track Safety

Personal Track Safety

Title: Personal Track Safety
 Description: Certificate to validate the completion of the Personal Track Safety course
 Certification owner: Dixon, Jason
 Crawford, Diana
 Auditor, Test
 Auditor1, Test

USERS

Search for Users:
 Select OU Criteria Employee Last Name:

(167 Results) 1 2 3 4 5 >>

Name	User ID	Identifier	Version	Current Status	Options
Admin, Cornerstone	cesadmin		2.0	In Progress (On Hold)	
Admin, System	sadmin		2.0	In Progress	
Ali, Ahmad	Ahmad Ali	Metrolinx (Division)	1.0	Certified	
Alkoka, Mohamed	Mohamed Alkoka	Metrolinx (Division)	2.0	In Progress	

- Click on the **Place on Hold** or **Revoke** button.

Personal Track Safety

Certification Details

Title: Personal Track Safety
 Description: Certificate to validate the completion of the Personal Track Safety course
 Family: Safety
 Category: Rail Safety

Current Status: Certified
 Current Period: Three Year Renewal
 Current Version: 1.0
 Required Credits: 2.00
 Earned Credits: 2.00

Due Date: None
 Expiration Date: 8/7/2020

CERTIFICATION

TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
PTS Course (Required Credits: Min = 2.00, Max = 2.00 / Acquired Credits: 2.00)						
Personal Track Safety	Session	1.00	Completed	None	Yes	
SS_PTS Final Assessment	Test	1.00	Completed	Review None	Yes	

Buttons: **Revoke**, **Place On Hold**, Progress Report, Print Certificate

- Enter a comment for the reason their certification is being placed on hold or revoked (e.g. Failed multiple audits).
- Click on the **Submit** button.

Revoke Certification

Please indicate why this certification is being revoked.

Comments:

- Now the users PTS certification is on hold or revoked and they can no longer access the site. The status for the user its updated.

Ali, Ahmad	Ahmad.Ali	Metrolinx (Division)	1.0	Revoked	
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Reinstate Users PTS Certifications

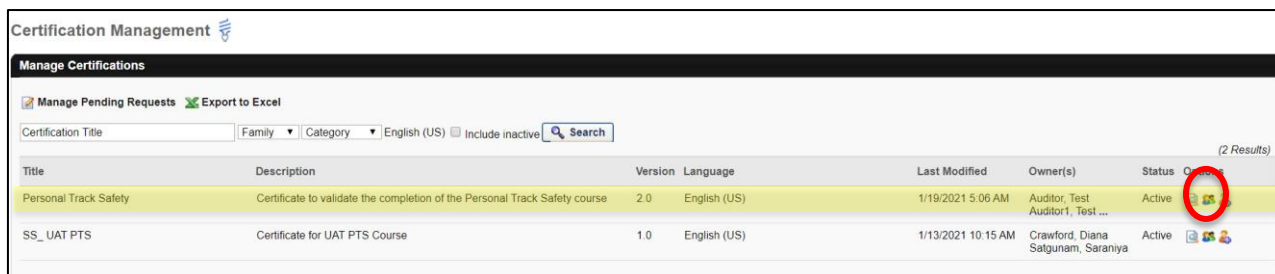
You can reinstate a user's certification if it is on hold, so they are reauthorized to access the site. Reinstate certification signifies the user has returned to good standing and is no longer On Hold.

You do not have the option to reinstate a user's certifications once it has been permanently revoked.

1. Hover over the **Competence tab** in the top navigation bar, then click on the **Competence Management** option.



2. In the **Certificate Management** page, locate the **Personal Track Safety** training object.
3. Click on the **View Users** icon on the right side of the training objective.



4. Use the search filter to search for the user by Last Name, then click on the Search button. Results appear in the bottom of the screen.

- Click on the **Information icon** on the right side for the user.













Personal Track Safety

Title: Personal Track Safety
 Description: Certificate to validate the completion of the Personal Track Safety course
 Certification owner: Dixon, Jason
 Crawford, Diana
 Auditor: Test
 Auditor1, Test

USERS

Search for Users:
 Select OU Criteria Employee Last Name:



(167 Results) 1 2 3 4 5 >

Name	User ID	Identifier	Version	Current Status	Options
Admin, Cornerstone	cesadmin		2.0	In Progress (On Hold)	 
Admin, System	sadmin		2.0	In Progress	 
Ali, Ahmad	Ahmad.Ali	Metrolinx (Division)	1.0	Revoked	 
Alkoka, Mohamed	Mohamed.Alkoka	Metrolinx (Division)	2.0	In Progress	 
Amin, Harshal	Harshal.Amin	Metrolinx (Division)	2.0	In Progress	 
Andreadis, Jim	Jim.Andreadis	Metrolinx (Division)	2.0	In Progress	 

- Click on the **Reinstate** button.

METROLINX

Home Learning Connect Reports ILT Content Admin Data Load Wizard Competence

Search  

Certification Management >

Personal Track Safety

Certification Details

Title: Personal Track Safety
 Description: Certificate to validate the completion of the Personal Track Safety course
 Family: Safety
 Category: Rail Safety
 Current Status: In Progress (On Hold)

[Reinstate](#) [Progress Report](#)



- Enter a comment for the reason their certification is being reinstated.
- Click on the **Submit** button.

Reinstate

Reinstate certification signifies this users have returned to good standing and is no longer On Hold.
 Please indicate why this certification is being reinstated.

Comments:

- Now the users PTS certification is reinstated, and they can return to the site. The status for the user its updated.

Admin, Cornerstone	cesadmin		2.0	In Progress	 
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