

# NAEO Operator Training Program

The operator training program is broken into 2 login types. A **Company Administrator** and a **User**. The Company Admin allows you to create new users, assign users training, and run reports on your users. User accounts allows you to view training that has been assigned. This document will go through the process of creating new users, assigning those users training, and completing the assign training.

## Accessing the NAEO's LMS website

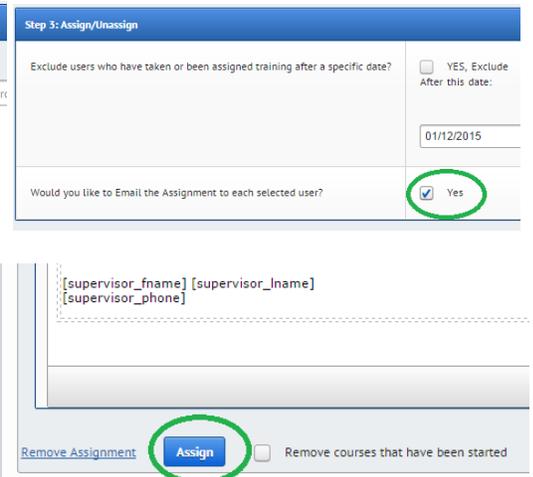
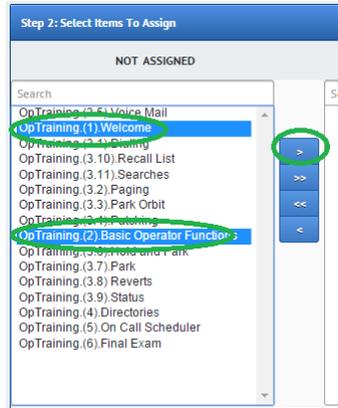
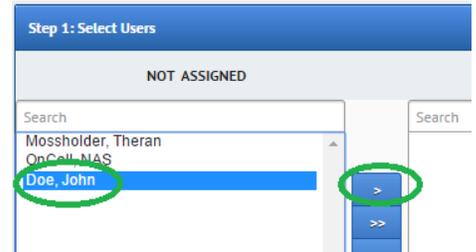
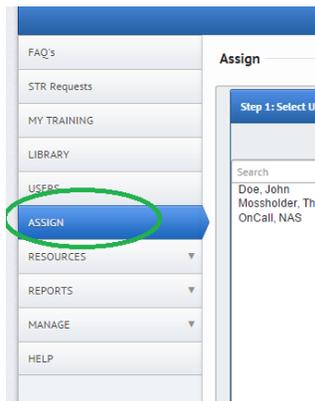
1. To access the training go to <http://naeo.myhypertrack.com/users/login>
2. Enter your Username and Password. The default user name for your company admin is the email address of the company admin for the NAEO website. The default password is "optraining"
3. When you first login in you will be presented with some How-To videos. These videos are to help you understand all the features available with NAEO's Learning Management System or LMS. NAEO's LMS gives you the ability to not only use NAEO's training content but you can upload and assign your own materials.

## Adding a New User

1. Click on the Users Tab. The Users tab will display all the current users associated with your company. You can also add new users as needed.
2. Click +Add to add a new user
3. Enter the users information. We recommend the Username be the same as the email. It is not necessary to fill out all the fields.
4. Once you have all the fields filled out, scroll to the bottom and click Save.
5. Your new user will now be in the list of users.

## Assign Training to Users

1. Click on the Assign Tab
2. Choose the User/Users you would like to assign training to.
3. Click the Right Single Arrow
4. Scroll down and choose which training you would like to assign.
5. Click the Single Right Arrow
6. For ease we recommend you email the assignments to your users. Doing so will eliminate the need for them to have to log into the site. They will simply receive an email with the list of assignments and be able to click on each one to open and view it.
7. Finally Click Assign. An email will be created and sent with the assigned courses. All the user has to do is click on the links in the email to complete each assignment.



**MyHYPERTrack<sup>sm</sup>**  
Learning Management System

### Training Assignment

Dear John,

You have been assigned the following training and/or information. Please review and complete this assignment as soon as possible by clicking on the links provided below.

- [2014 NAO Welcome](#)
- [2014 NAO Basic Operator Functions](#)