NCMA’s Concrete Products University Online provides the opportunity for supervisors and managers to track education progress for their employees. There are two ways that progress tracking can be set up, depending on how you would like to handle payment for education modules:

- Option 1 – Manager purchases education and assigns. These instructions cover this option.
- Option 2 – Individual employees purchase their own education. For this option, a ‘Group’ must be set up for tracking. Contact NCMA Staff for more information on this and to set up a ‘Group’ for your employees.

These instructions will cover how to manage tracking for employees using Option 1 above.

**Step 1 – Create CPU Online Account for Manager**

1. Go to [www.ncma-cpu.org](http://www.ncma-cpu.org)
2. Click on ‘Login’
3. Click on ‘Register for an Account’
4. Fill in necessary information and create account (there is no cost for this).
Step 2 – Purchase Education for Employees

1. Browse CPU Online to locate education module(s) that you would like your employees to take.
2. When prepared to purchase a module, enter the number of access codes you would like to purchase (see the circled box in picture below).

3. For ‘Access Type’, click drop down arrow and select ‘Registration Code’.

4. Click ‘Add’ to add to your cart.
5. Complete purchasing process by going to your Cart and purchasing. (Note that purchasing happens through PayPal, but you can enter a credit card without having to create a PayPal account).
Step 3 – Assign Registration Codes to Employees

1. Log in to your CPU Online account
2. Click on the box that says ‘View Registration Codes’

3. This page lists all your registration codes. The ones on the top are ones that are purchased and not assigned. At the bottom are codes that have been registered to employees previously.
4. To assign a code, simply click the link ‘Email Registration Code’ for the code you wish to assign.

5. Enter the email for the employee you wish to assign. The CPU Online system will send that person an email with a link for them to access the training.
6. They will have to click on the provided link and log in to access (it is helpful if they have created a CPU Online account first).
Step 4 – Tracking Progress

1. Once you have assigned codes, you can use the CPU Online system to monitor the progress of your employees.

2. Log into your account, and then click on the box that says ‘User Completion Report’

3. Once your employee(s) have claimed the registration code from the system email, they will show up on this report. You can sort by name, module, or completion date. The ‘Course Status’ column will show whether the education module has been completed or not. For courses that have certificates, you can download a copy of the certificate once they have finished the course. You can also export this report to Excel if that is desired.

Please do not hesitate to contact NCMA staff if you have any problems with this process!