REE Website User Guide

Agency Admin User

Residential Energy Efficiency

Contents

Website Overview

REE created a website that is used as a registration and training platform for both online and in-person classes. Each learner's account houses their training transcripts and training class certificates.

NOTE: If your employee successfully completed courses on the previous LearnREE.com learning platform (website), their account was transitioned over to this new LMS; therefore, you will not need to create them an account on the new site.

It is recommended that you use the latest version of Chrome, Firefox, or Microsoft Edge when operating the website using a desktop or laptop. The website can also be accessed from mobile devices such as tablets and smartphones.

Access

Link to the REE Training Website (LearnREE.com)

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Course Registration for New Learners

Create a Learner Account

All learners must have an account before they can be registered for courses.

NOTE: If your employee successfully completed courses on the previous LearnREE.com learning platform (website), their account was transitioned over to this new LMS; therefore, you will not need to create them an account on the new site. Please navigate to the Course Registration for Existing Learners section and follow those instructions to register your employee for trainings.
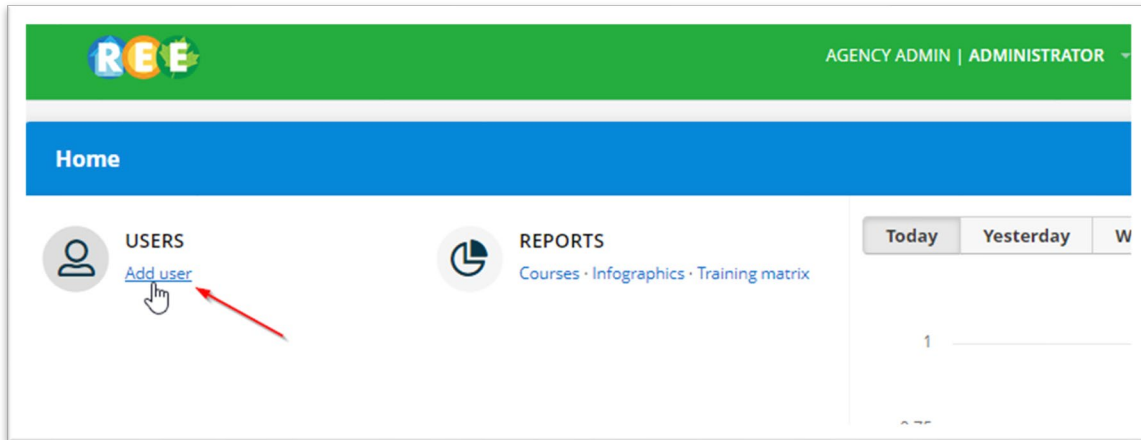
To create a learner account:

1. Go to LearnREE.com.

2. Click **Login** at the top right of the screen and log into your Agency Admin account.
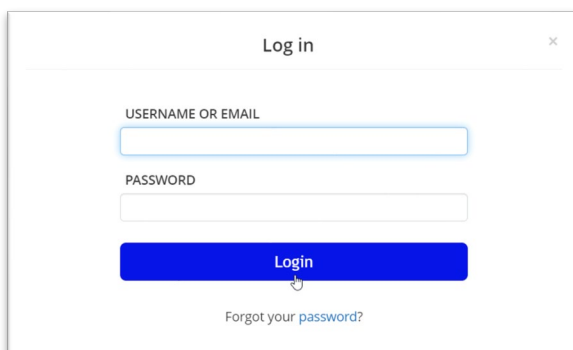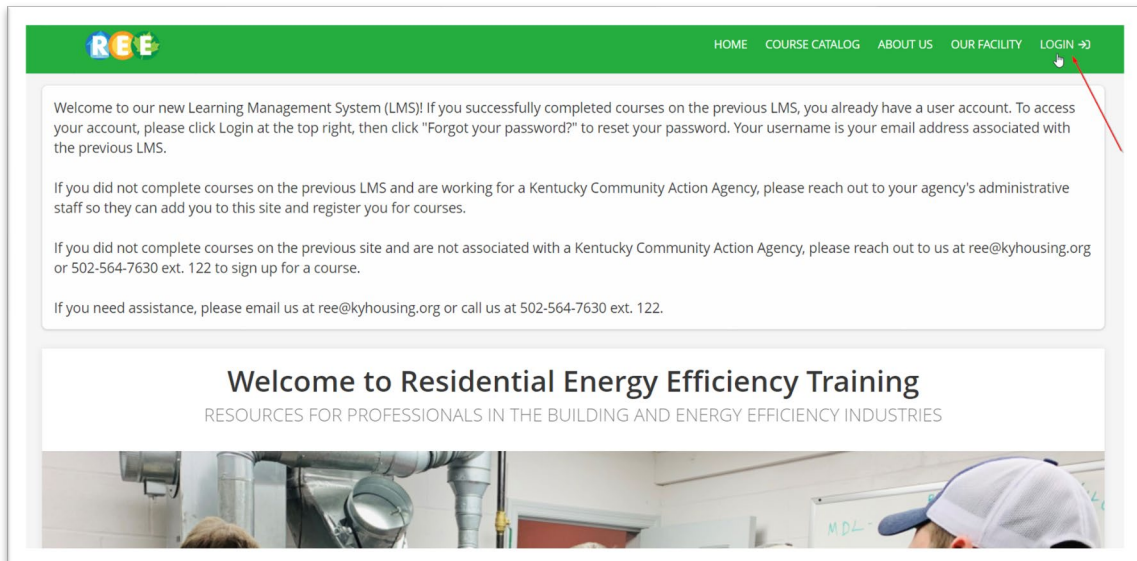
3. Click **Add user** under USERS.

4. Fill in the highlighted fields, including the HVAC #, BPI #, and Building Code #, if applicable.
   ***IMPORTANT: Please input the learner's email address in the Username field.***

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5. Scroll to the bottom of the page and click **Add user.**
   NOTE: If you accidentally input the learner's name and/or certifications #s incorrectly, the learner can update that information when they log into their account. If you input the learner's email address incorrectly, you will need to reach out to the REE Training Center at ree@kyhousing.org and someone will correct that information so the new learner can access their account.
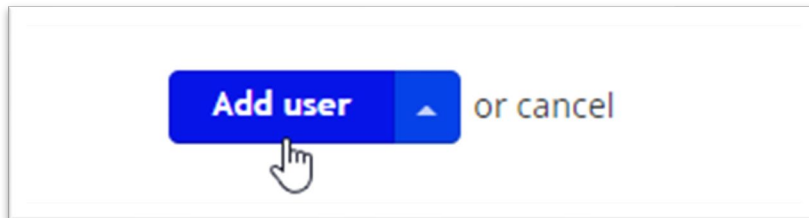

6. Your new learner will receive an email to the email address you inputted into their new user account, which will contain their username and a link to create a password.

Associate New Learner with Agency Group
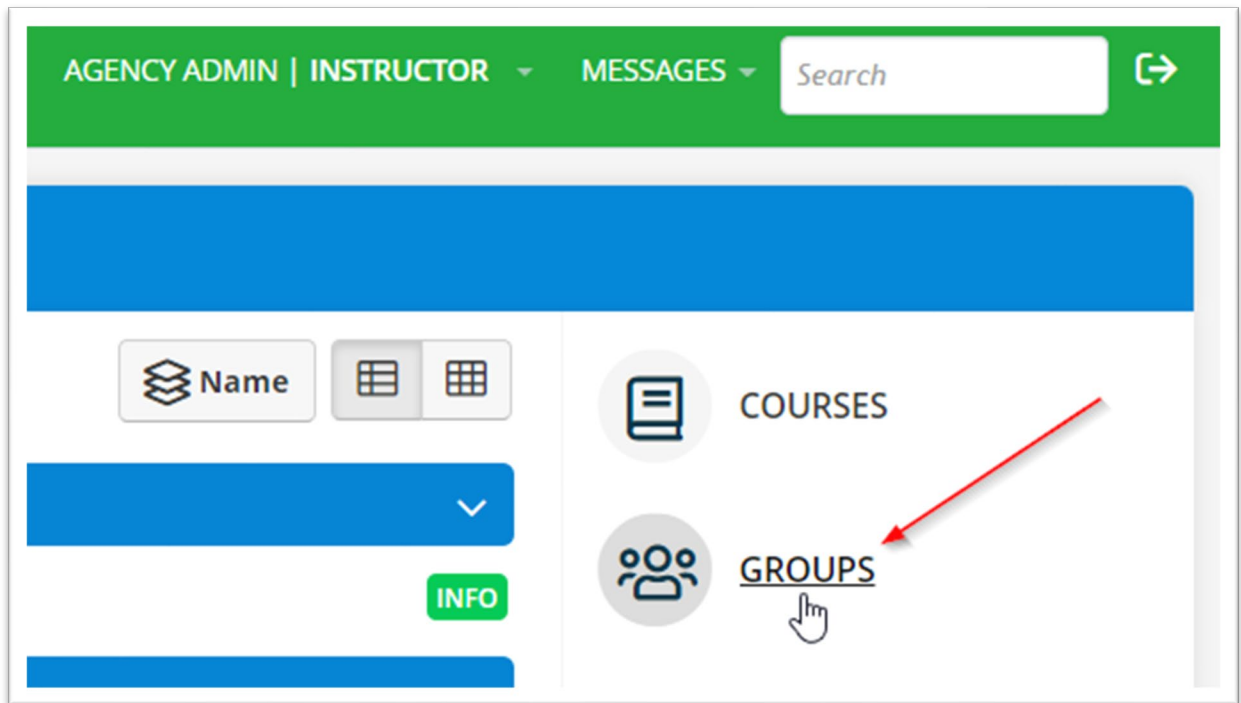New learners will need to be associated with your agency's group before you register them for courses.

1. Once you have created your new learner, hover over Administrator at the top of the page and then change your view to **Instructor.**
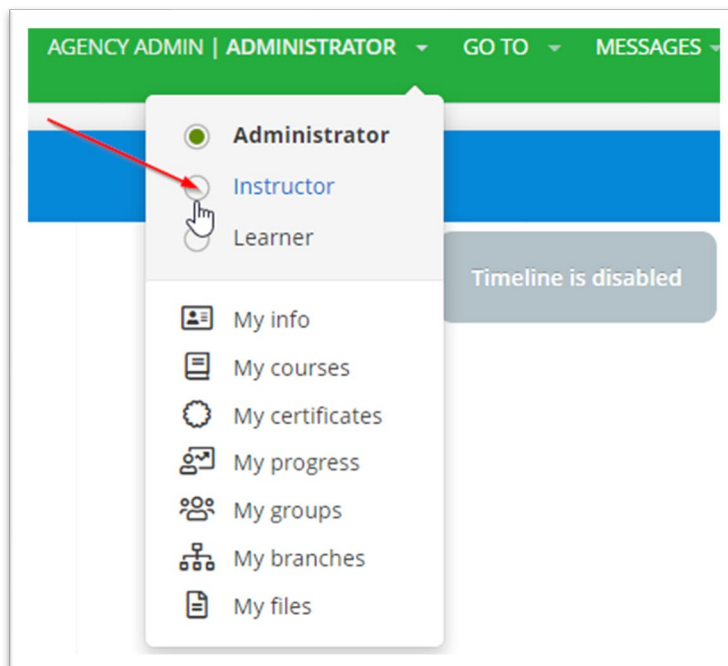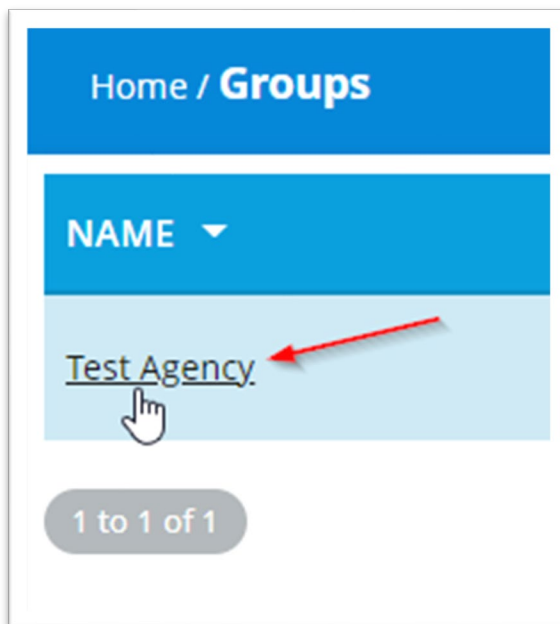
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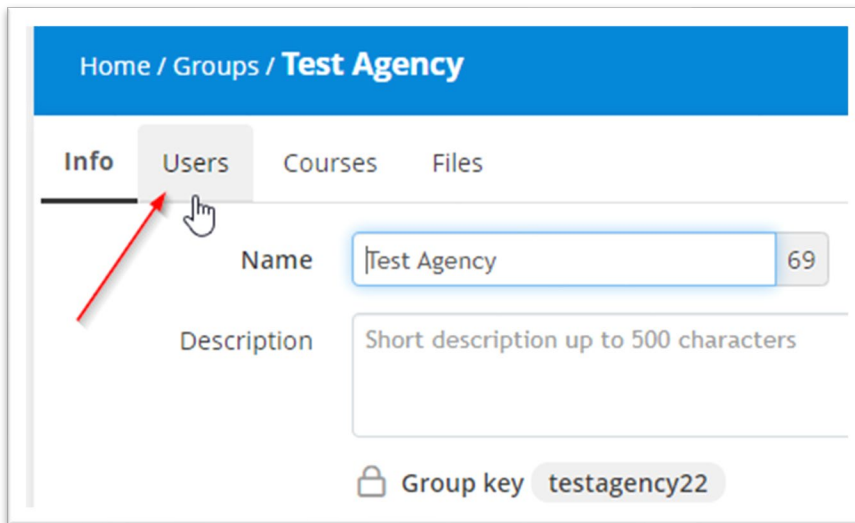2. Click **GROUPS** on the right side of the page.
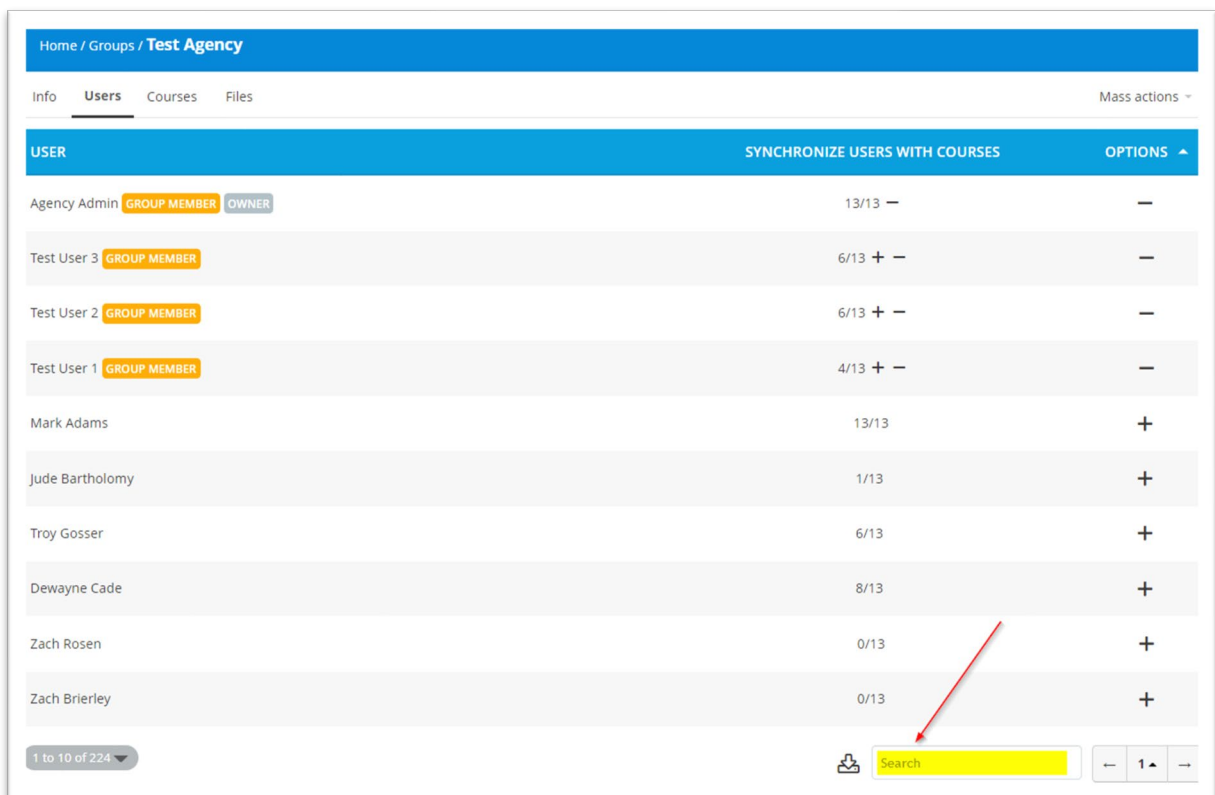

3. Click on your group name.
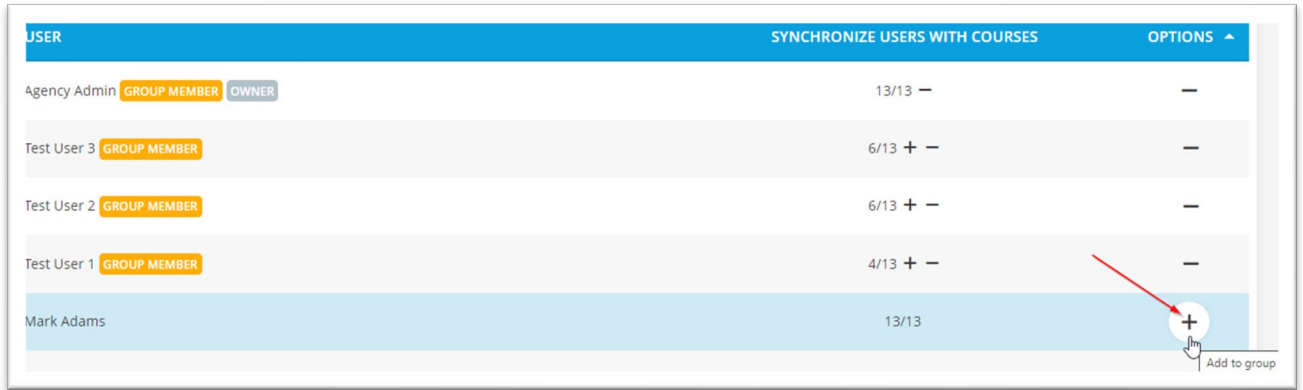
4. Click the **Users** tab.

5. Search for the new learner you just added, by typing their name in the search box at the bottom right of the page.

![REE Residential Energy Efficiency logo]

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6. Once you have found your new learner, click the **plus (+) sign** to the right of the learner's name, under Options, to add them to your Group.

7. Your learner will receive an email to the email address associated with their user account, informing them that you have assigned them to your group.

Register New Learner for Course(s)

IMPORTANT! Please do not move forward until you have read this note.
Most of our courses have seat capacities (maximum number of students allowed). Please reference the **Course Seat Capacity** section below before registering new learners for courses. *If there are already the maximum number of learners registered for the course in which you were planning on registering your new learner, PLEASE DO NOT ADD THEM TO THAT COURSE. THEY WILL BE REMOVED.* If there is another instance of that course that has available seats, you may add your new learner to that course instance instead.

Course Seat Capacity
*The number listed next to the course below indicates the **maximum** number of learners allowed in the course. **Please do not add more than the maximum to any course. Any learners added to a course that is at max capacity will be removed and will not be admitted to class.***
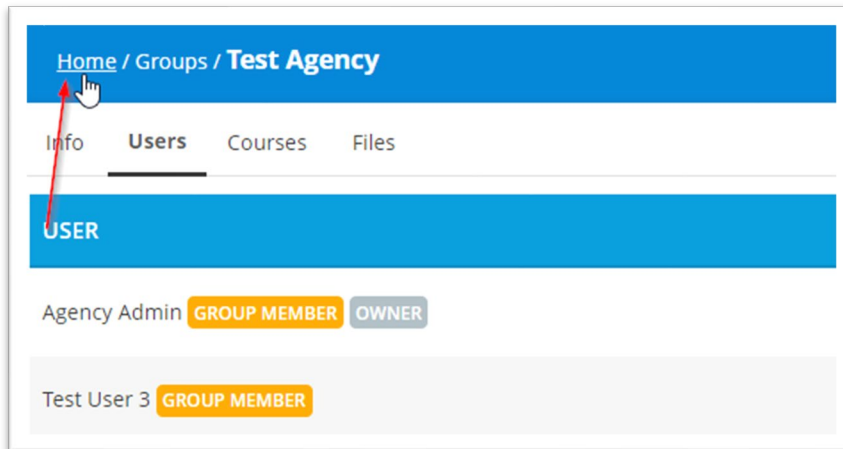
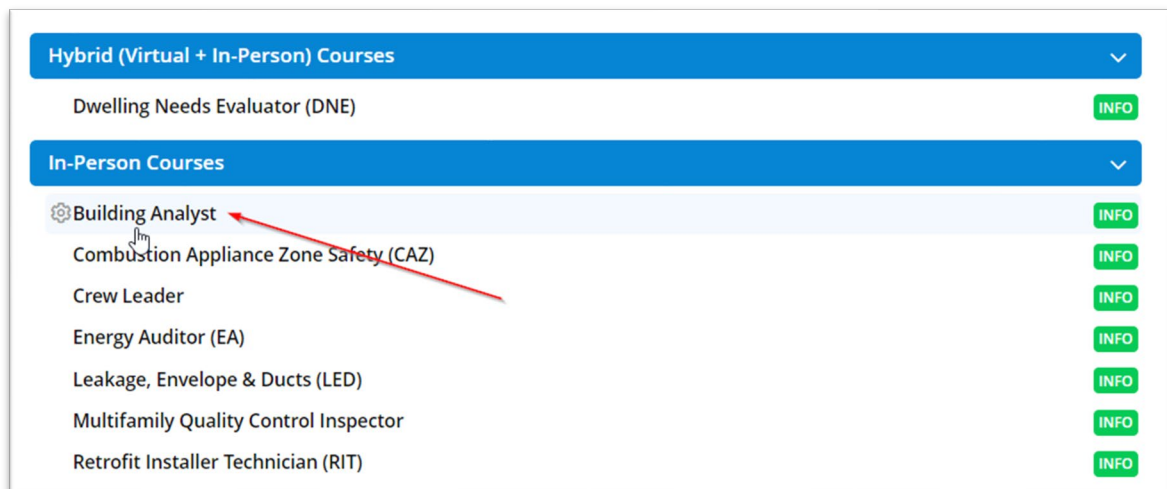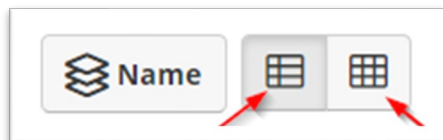|	
ASHRAE: no capacity	LED: 6
Building Analyst: 6	Multifamily QCI: 6
CAZ: 6	NEAT/MHEA: 6
Crew Leader: 6	QCI: 6
DNE: 6	RIT: 6
Energy Auditor: 6	Zonals: no capacity
Intro to WX: no capacity	

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How to Register a new Learner for Course(s):

1. Once you have associated your new learner with your Agency Group, click **Home** at the top left of the page.


2. Click the name of the course in which you would like to register your new learner.
    NOTE: There are two different course display views on your Home page (list view and thumbnail picture view). We are using the list view in this user guide, but you may use whichever view you like best. To change your view, click the small icons at the top right of the page next to Name.
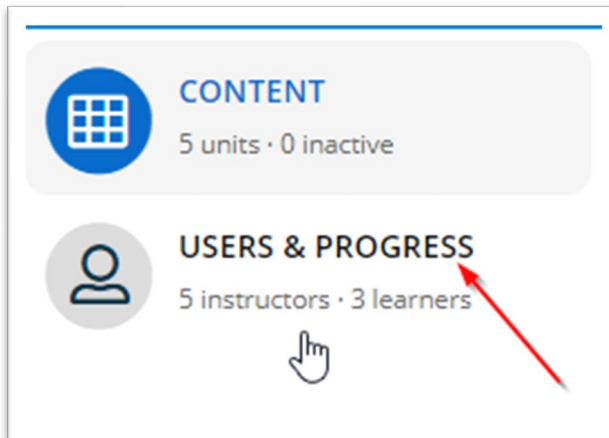
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3. Under the **USERS & PROGRESS** section on the right side of the page, you will find the number of learners already enrolled in the course. Compare this number with the Course Seat Capacity chart above to ensure there is a seat available for your learner. *Remember, if the course already has the maximum number of learners, please do not add your learner to the course. Select a different instance of that course, if there is one available that is not at max capacity.*
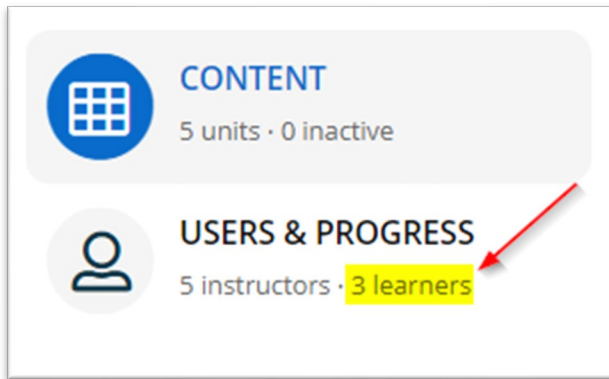
4. If the course isn't at max capacity, click **USERS & PROGRESS** on the right side of the page.

5. You can also count the number of currently enrolled Learners (labeled in Green) and compare that number to the Course Seat Capacity table above, to ensure there are enough seats left for your new learner.
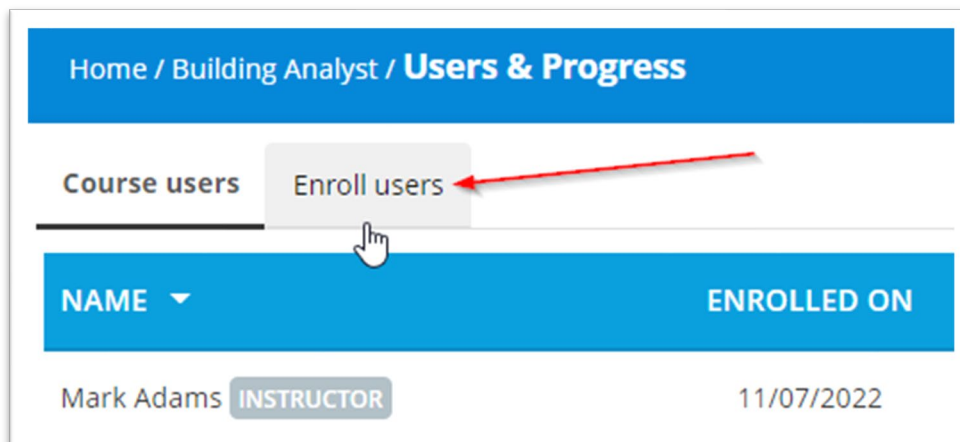
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1. *Please note that once REE is made aware that a course is at maximum capacity, it will be removed from your Course List. However, this could take up to 48 hours, so please ensure that you check the number of enrolled students, PRIOR to enrolling your learner, to ensure there is a seat available for them.*

6. Click the **Enroll users** tab at the top of the page.

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7. Find your new learner by typing their name into the search box at the bottom of the page.

NAME	ENROLLED ON ▲	OPTIONS
Test User 1 **LEARNER**	5 minutes ago	-
Test User 2 **LEARNER**	5 minutes ago	-
Test User 3 **LEARNER**	11/09/2022	-
Mark Adams **INSTRUCTOR**	11/07/2022	-
Dewayne Cade **INSTRUCTOR**	10/28/2022	-
Lyndsey Coffield **INSTRUCTOR**	10/24/2022	-
Agency Admin **INSTRUCTOR**	10/21/2022	-
Troy Gosser **INSTRUCTOR**	10/10/2022	-
Jude Bartholomy	-	+
Zach Rosen	-	+

Course users   Enroll users

1 to 10 of 224   Search   ← 1 ▲ →

8. Click the **plus (+) sign** to the right of the learner's name, under Options, to add them to the course.

Course users   Enroll users

NAME	ENROLLED ON ▲	OPTIONS
Johnny Luckenbill	-	+

Enroll

1 to 1 of 1   johnny   ✕

9. Your learner will receive an email to the email address associated with their user account, informing them that they were registered for a new course. The email will contain pertinent information about the course.
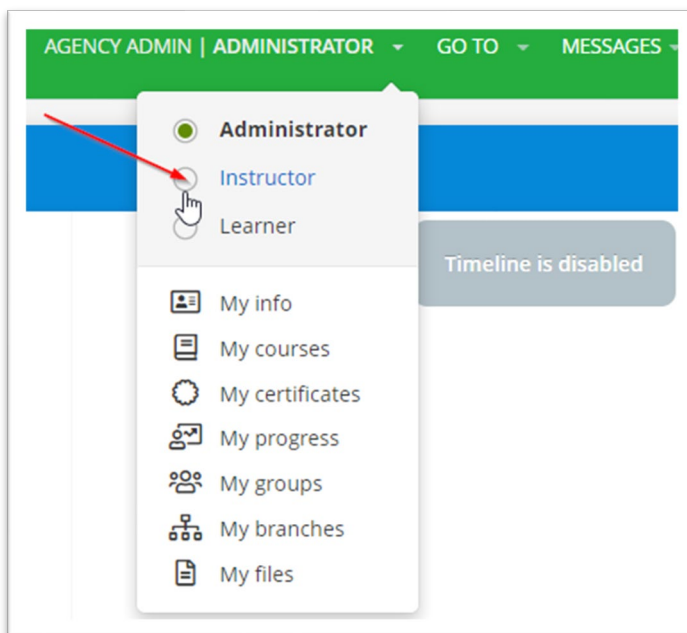
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Course Registration for Existing Learners

Associate Existing Learner with Agency Group

Some existing learners will need to be associated with your agency's group before you register them for courses.

1. Log into your LearnREE.com account, then hover over Administrator at the top of the page and then change your view to **Instructor.**

2. Click **GROUPS** on the right side of the page.
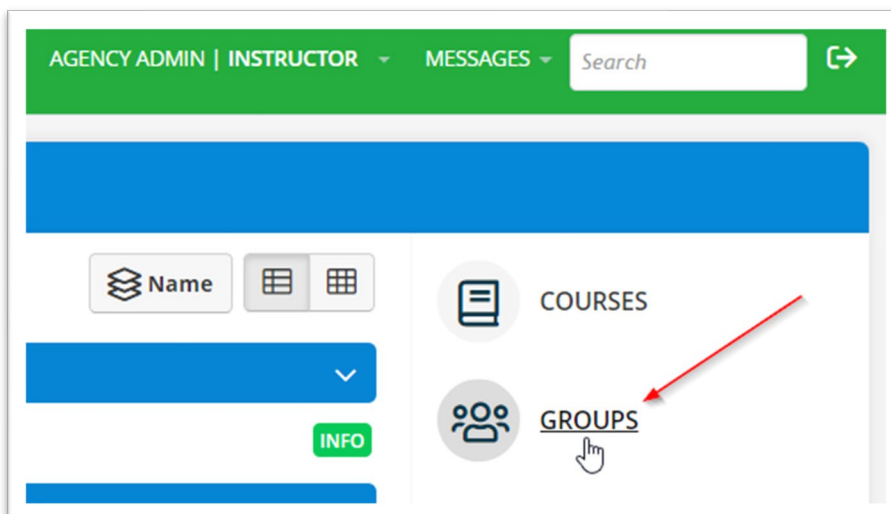
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3. Click on your group name.
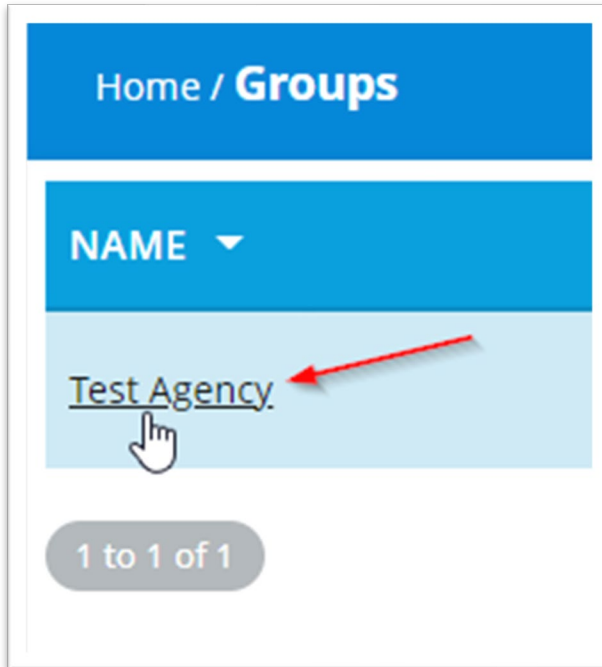
4. Click the **Users** tab.
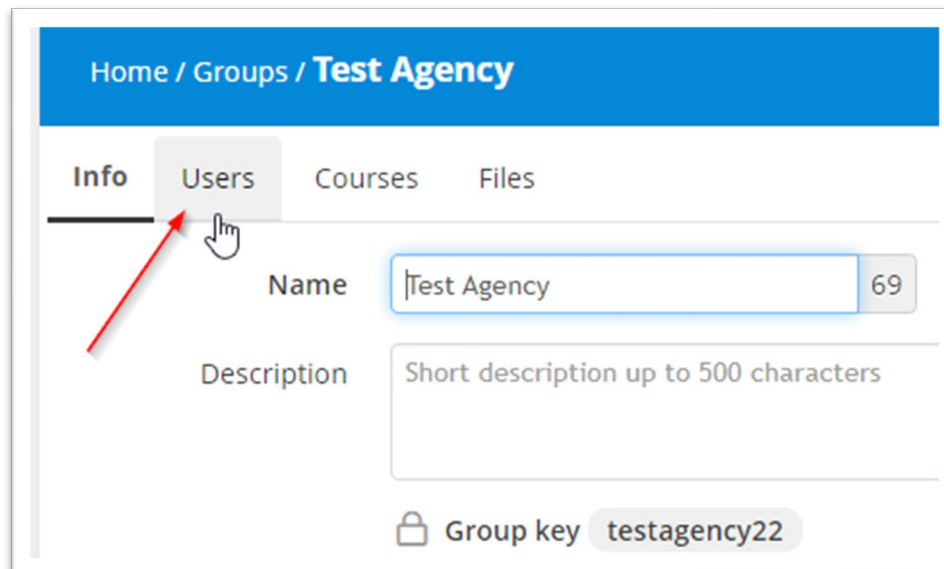
5. Search for the existing learner, by typing their name in the search box at the bottom right of the page.

6. Once you have found your new learner, if they are not currently in your group, click the **plus (+) sign** to the right of the learner's name, under Options, to add them to your Group.

7. If your learner was not already associated with your group and you added them, they will receive an email to the email address associated with their user account informing them that you have assigned them to your group.

Register Existing Learner for Course(s)

IMPORTANT! Please do not move forward until you have read this note.

Most of our courses have seat capacities (maximum number of students allowed). Please reference the **Course Seat Capacity** section below before registering new learners for courses. *If there are already the maximum number of learners registered for the course in which you were planning on registering your new learner, PLEASE DO NOT ADD THEM TO THAT COURSE. THEY WILL BE REMOVED.* If there is another instance of that course that has available seats, you may add your new learner to that course instance instead.

Course Seat Capacity

*The number listed next to the course below indicates the **maximum** number of learners allowed in the course. **Please do not add more than the maximum to any course. Any learners added to a course that is at max capacity will be removed and will not be admitted to class.***

ASHRAE: no capacity	LED: 6
Building Analyst: 6	Multifamily QCI: 6
CAZ: 6	NEAT/MHEA: 6
Crew Leader: 6	QCI: 6
DNE: 6	RIT: 6
Energy Auditor: 6	Zonals: no capacity
Intro to WX: no capacity	

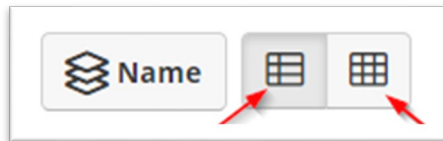How to Register an Existing Learner for Course(s):

2. Once your learner is associated with your Agency Group, click **Home** at the top left of the page.

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3. Click the name of the course in which you would like to register your new learner.
    NOTE: There are two different course display views on your Home page (list view and thumbnail picture view). We are using the list view in this user guide, but you may use whichever view you like best. To change your view, click the small icons at the top right of the page next to Name.

4. Under the **USERS & PROGRESS** section on the right side of the page, you will find the number of learners already enrolled in the course. Compare this number with the Course Seat Capacity chart above to ensure there is a seat available for your learner. ==*Remember, if the course already has the maximum number of learners, please do not add your learner to the course. Select a different instance of that course, if there is one available that is not at max capacity.*==

5. If the course isn't a max capacity, click **USERS & PROGRESS** on the right side of the page.

6. You can also count the number of currently enrolled Learners (labeled in Green) and compare that number to the Course Seat Capacity table above, to ensure there are enough seats left for your new learner.
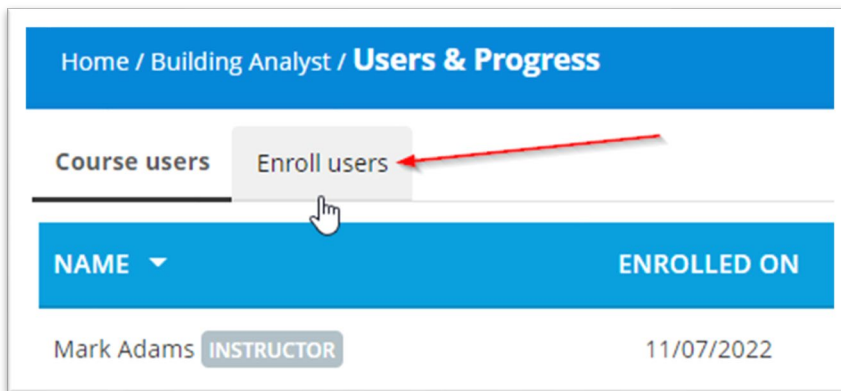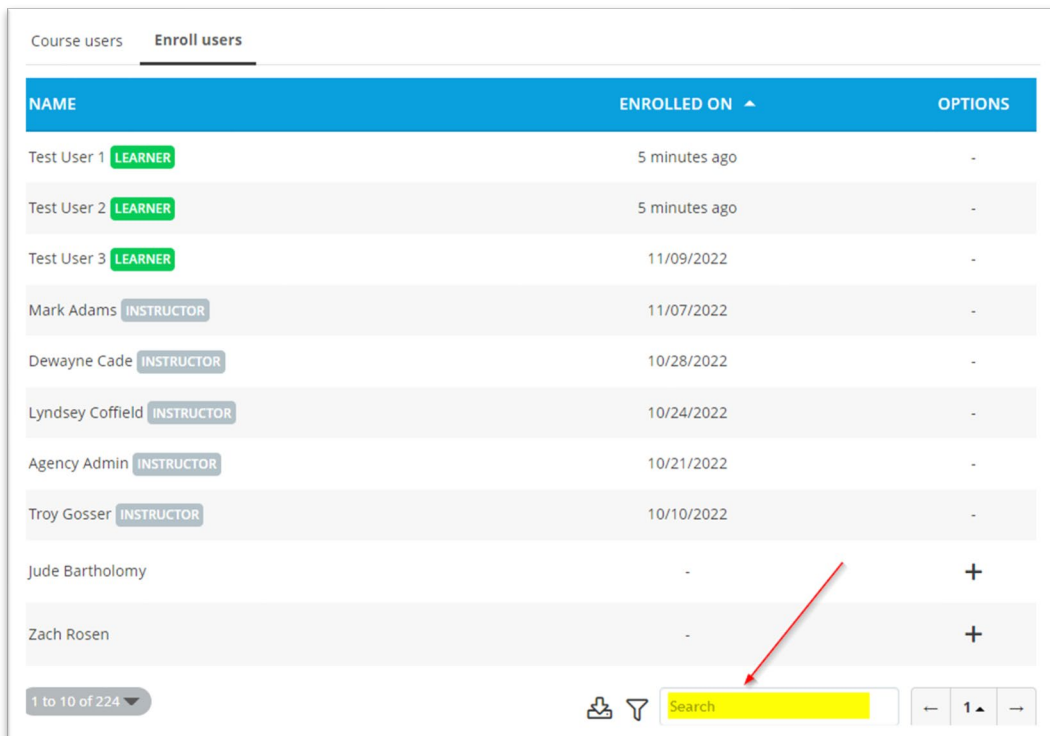
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7. *Please note that once REE is made aware that a course is at maximum capacity, it will be removed from your Course List. However, this could take up to 48 hours, so please ensure that you check the number of enrolled students, PRIOR to enrolling your learner, to ensure there is a seat available for them.*

8. Click the **Enroll users** tab at the top of the page.

9. Find your new learner by typing their name into the search box at the bottom of the page.

10. Click the **plus (+) sign** to the right of the learner's name, under Options, to add them to the course.

11. Your learner will receive an email to the email address associated with their user account, informing them that they were registered for a new course. The email will contain pertinent information about the course.

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Forgot Password

REE staff does not have access to passwords. To reset your password:

1. Go to LearnREE.com.

2. Click **Login** at the top right.
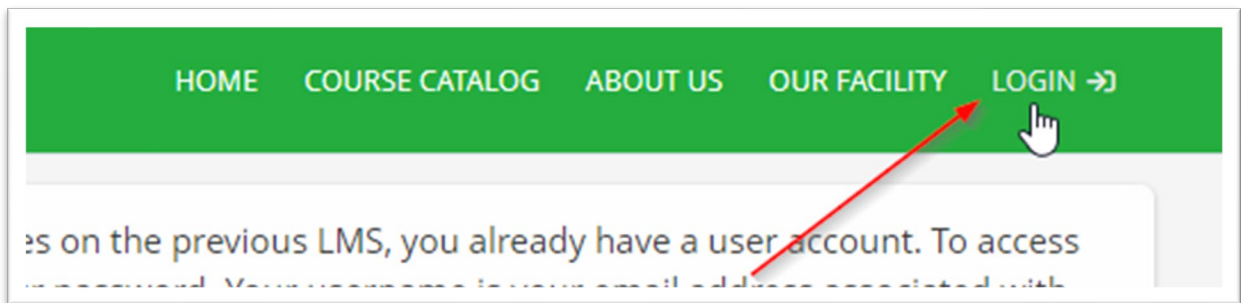
3. A Log in box will pop up – Click the **Forgot your password?** link.
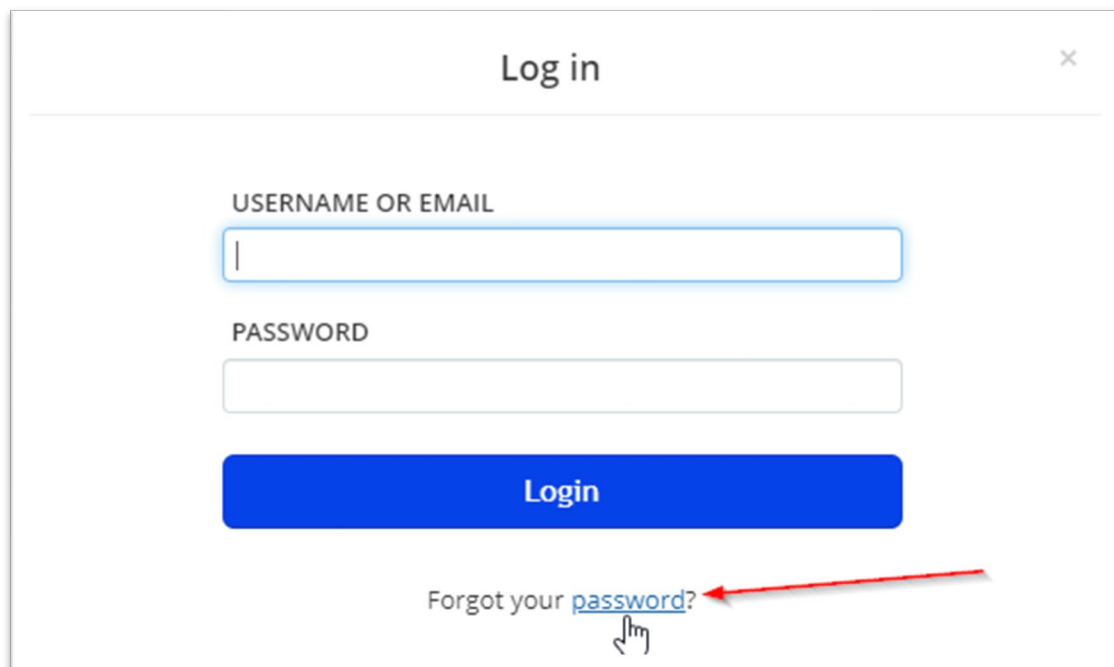
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4. A Reset Password box will pop up – Enter your email address, then click **Send**.

5. You will receive an email with instructions on how to reset your password.

Training Class Certificates

Training class certificates are available on the website once a learner *successfully* completes a course. Please note that if a learner does not successfully complete a course, a training class certificate will not be available.

Also, please note that training class certificates are different than BPI certification testing certificates. The BPI Home Energy Professional certification exams are separate tests with additional fees. Please reference the BPI Certification Testing section for more information.

Access Learner's Certificates (Earned on New Site)

1. Click **Login** at the top right of the screen and log into your Agency Admin account.

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2. Click *Courses* under the **Reports** section.

3. Navigate to the course in which your learner has successfully completed.

4. Click the **Users** tab on the top menu bar.

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5. Find your new learner by typing their name into the search box at the bottom of the page.

6. You may either simply preview the learner's certificate or you may download the learner's certificate and save with your agency files.
   - **Preview:**

   - **Download:**

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Access Previously Earned Certificates (Earned on Old Site)

Training class certificates for learners who **_successfully_** completed a course(s) on the previous LMS (website) are available on the new website. Please note that if a learner did not successfully complete a course, a training class certificate will not be available.
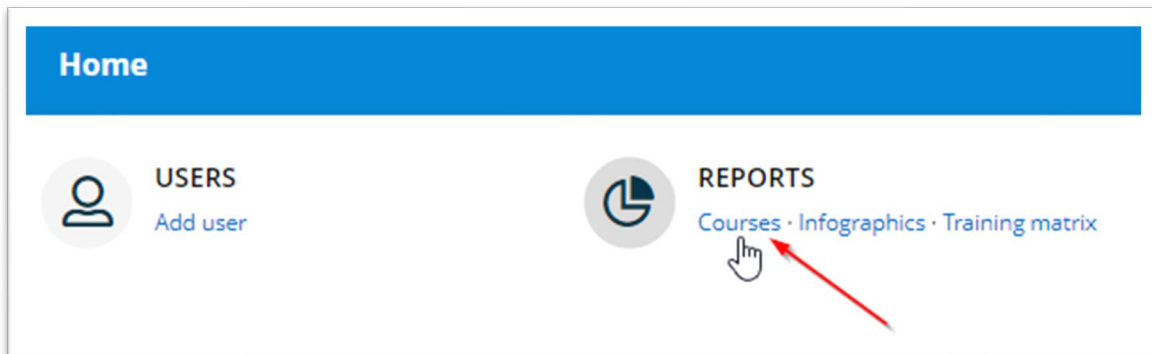
1. Click **Login** at the top right of the screen and log into your Agency Admin account.
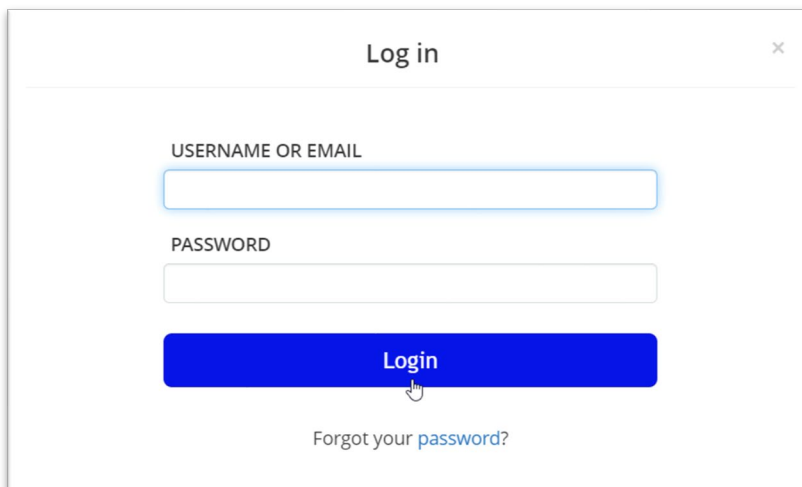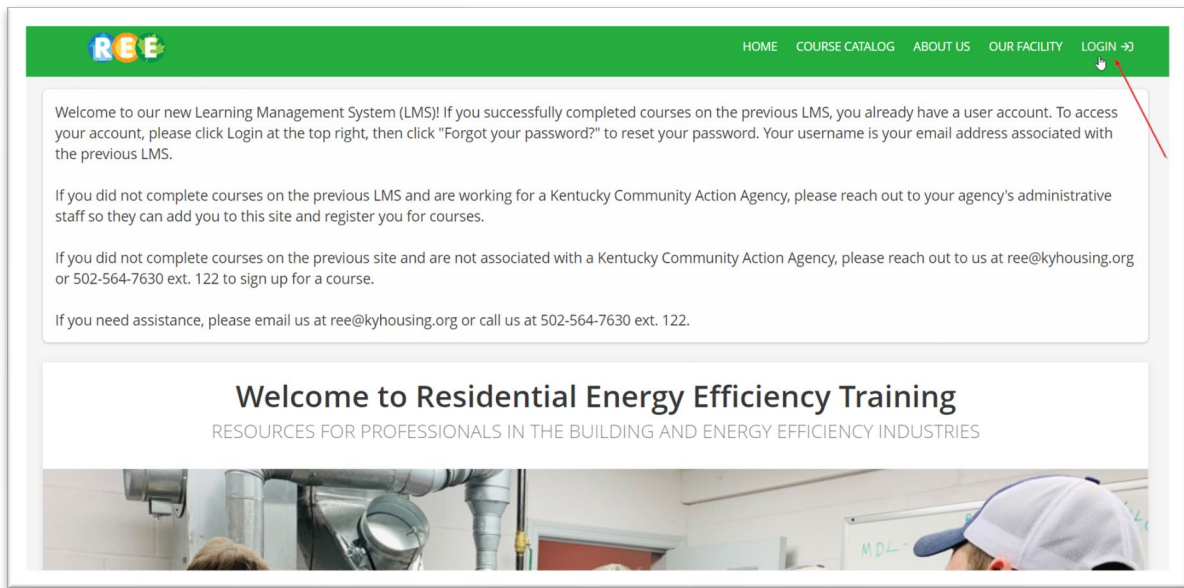
Residential Energy Efficiency
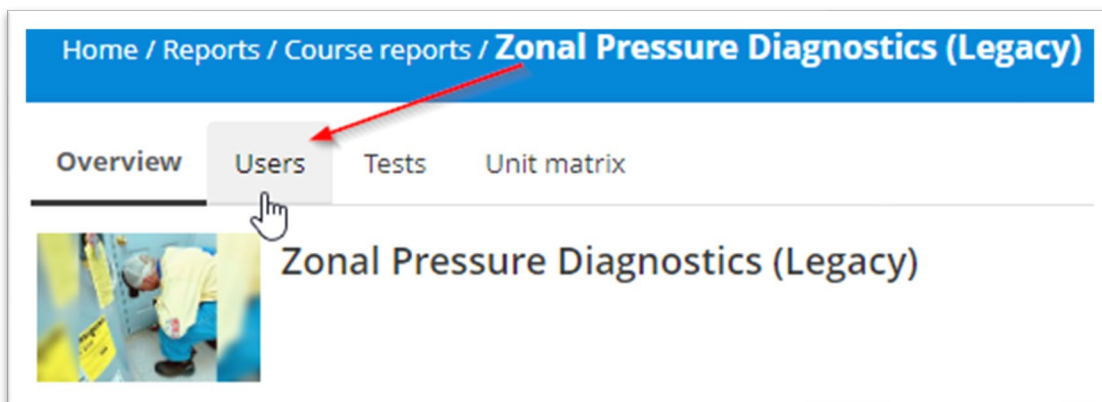
2. Click *Courses* under the **Reports** section.

3. Navigate to the course in which your learner has successfully completed.
   IMPORTANT: Training class certificate earned on the old site are housed under the name of the course followed by "Legacy."

4. Click the **Users** tab on the top menu bar.

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5. Find your new learner by typing their name into the search box at the bottom of the page.

6. You may either simply preview the learner's certificate or you may download the learner's certificate and save with your agency files.

- **Preview:**

- **Download:**

BPI Certification Testing

The Residential Energy Efficiency (REE) Training Center is an approved BPI Test Center, and we proctor various BPI Certification Tests.

Register for a BPI Certification Exam

Please contact us at ree@kyhousing.org to register for a BPI Certification Exam or BPI Recertification Exam. Taking a training class prior to challenging a BPI certification exam is not required; however, we suggest that anyone challenging a BPI Certification Exam consider taking the corresponding training course prior to challenging the BPI Exam, to prepare for success in the certification process.