



## **HOW TO ACCESS / LOG INTO THE PADI ELEARNING SITE**

**AND**

## **HOW TO SET UP AND CONTROL STAFF ACCESS TO THE YOUR ELEARNING SITE**

Step 1:

Log on to the PADI Pro Site at <https://www.padi.com/mypadi/default.aspx>

Step 2:

Enter your user Name and Password the click on the "Log In" box.

If you do not know your User Name and or Password pick up the phone and call PADI Customer Service at 1-800-729-7234 ext. 2495. Tell them the name of your store and your PADI store number. You will then be issued a Username and Password. Once you have these carry on as per the steps listed here.

Step 3:

Once logged in, look for the black bar that lists the following in white text: My Account, Online Services, Toolbox, Training Essentials, Pro Development. Go ahead and click on "Tool Box."

Step 4:

Go ahead and click on "eLearning." and tools to help you both understand and use PADI eLearning. Make certain you read through the various pieces you find here.

Here you will find a wealth of information

Step 5:

Go ahead and click on "Sign into Your PADI Virtual Classroom."

Step 6:

Here you are asked to "log In" the information entered in this box should be your email address that is associated with your PADI store account. After doing that go ahead and enter your Password; this is typically a separate password (not the same as used to log into the pro site). If you do know the Log In email address and do NOT know the password you can go ahead and click on the "Forgot Password?" box on the lower left - the password will then automatically be emailed to the log in email address.

If you do not know the email address to use when logging in then pick up the phone and call PADI Customer Service at 1-800-729-7234 ext. 2495. Tell them the name of your store and your PADI store number. You will then be advised of the email address that they have on the account. Once you know that you can go back to the sign in page, enter the email address and then click on the "Forgot Password?" box (lower right) and you will be emailed the password, to the email address that you have just confirmed. This will happen automatically and immediately. Go and check your email and retrieve the password. Once you have both the email address and the password go back to Step 6 and carry and log in, then carry on to step 7.

Step 7:

Congratulations, you are now in the PADI eLearning site where you can post your logo and contact information, see your student's progress and communicate with them, post announcements and do all of the things necessary to manage your elearners!

## **SETTING UP STAFF ACCESS TO THE ELEARNING SITE**

Step 1:

Log into the PADI Pros Site.

Step 2:

Log into the eLearning site (see above).

Step 3:

Click on "User Maintenance"

Step 4:

Choose "1 Select a user"

Step 5:

Click on the "Select One" box which has a drop down menu.

Step 6:

Choose "Add new user."

Step 7:

Choose "2 Select role"

Step 8:

Click on the ""Select role" box which has a drop down menu.

Step 9:

Choose "Sub Admin"

Step 10:

Fill out the information boxes that ask for Responsibility, First name, Last Name, Phone, email and Password.

**IMPORTASNT NOTE:** The email filled in in the above step will become this person's Username for logging in.

Step 11:

Choose permissions. This is where you decide which permissions will be given to this staff member, these permissions can be changed by the administrator (generally store owner or manager) at any time. These are a series of "Yes" / "No" options. Choose what is appropriate for this staff member.

Step 12:

Click "OK"

**Congratulations you have just set up one of your staff as a sub administrator to access your eLearning site.**