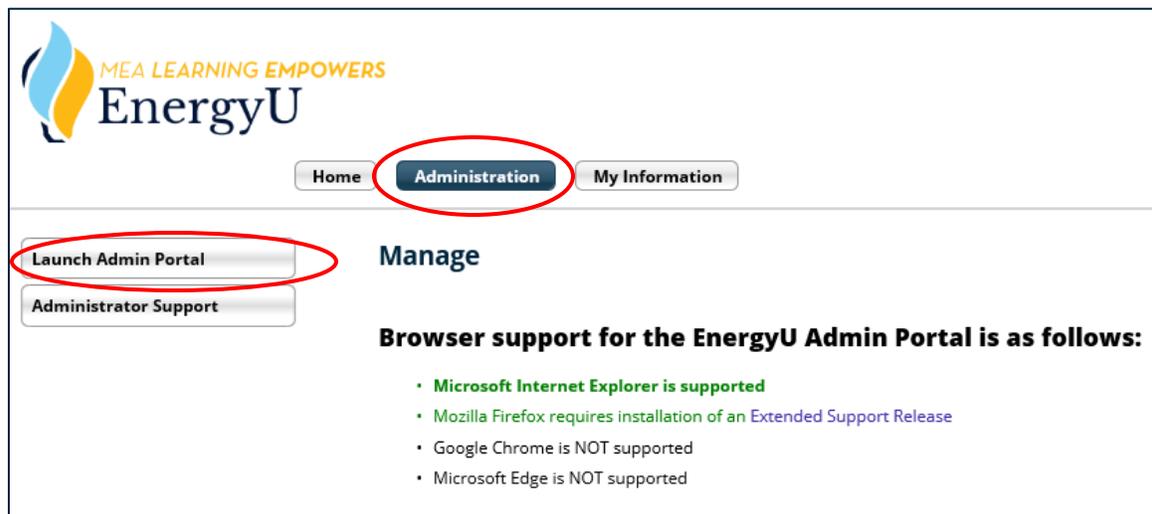


Getting Stated with EnergyU Administration

Welcome to EnergyU, the energy industry's most comprehensive eLearning portal. Your company level contains the courses and certification programs for the course libraries you have subscribed to. The following steps will help you get started.

Access Administration Portal

1. In a browser access visit MEAenergy.org and click **Sign In** to access the login for EnergyU.
2. Login using the login and password sent to you in your *Welcome to EnergyU* email.
3. Click the **Administration** button.
4. Click the **Launch Admin** button.



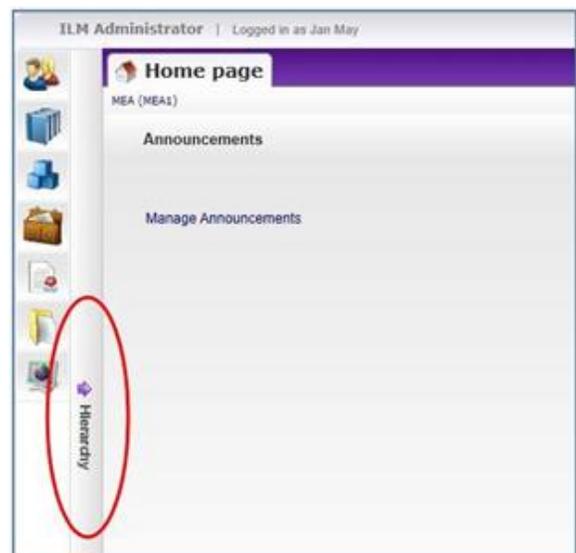
Open Your Hierarchy

5. Click the purple arrow next to Hierarchy.
6. The Hierarchy panel will expand and you will see your Company Name listed in the Hierarchy.

Add a New User to EnergyU

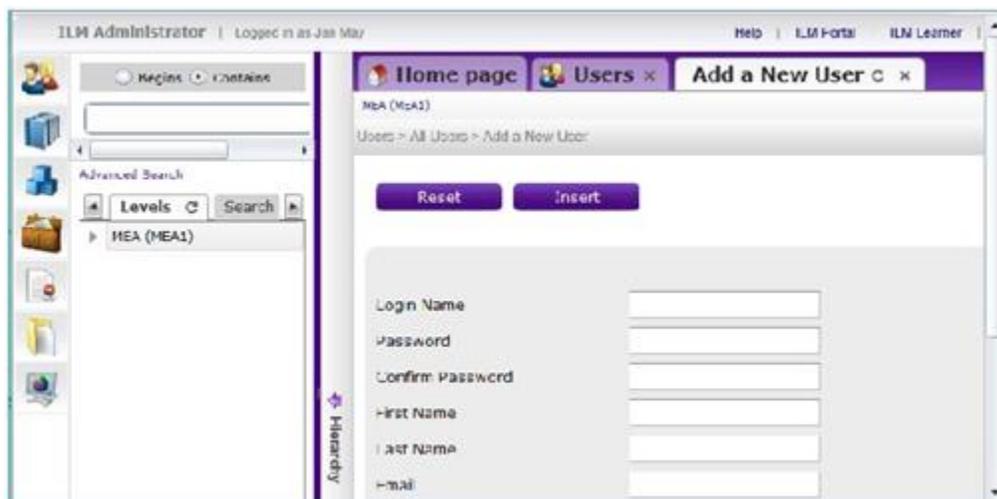
1. Select **Users** from the **Categories Bar**.

2. Select Add a New User from the **Other Options** list on the right side of the screen.





3. In the **Login Name** field, enter the username you are assigning to the user.
NOTE: This name must be unique to the system (not just unique to your company).
4. In the **Password** field, enter the password the user must provide to access the system. Enter the password again in the Confirm Password field.
5. Enter the user's **First Name**, **Last Name**, the user's **Email address**.
NOTE: A valid email address is required for using the Forgot Password feature, and for receiving notifications.
6. DO NOT make changes to the Interface Language & Regional Locale Preference fields.
7. MEA recommends the Employee ID field not start with a zero, as opening reports in Excel may drop the leading zero. This field must match the Employee ID in ISN if your company requires transfers to ISNetworld.
NOTE: MEA does not authorize the use of Social Security numbers for user/employee identification purposes. MEA will not be held responsible if any portion of a Social Security number is entered in EnergyU.
8. Your **Company ID** can be found in parenthesis behind your Company Name in the Hierarchy. Company ID must be entered in both locations.
9. DO NOT enter anything in the **Evaluator ID** field. When applicable, MEA Technical Support will enter this information.
10. Click **Insert**.



Enroll a User in a Certification Program(s)

1. Select **Users** from the **Categories Bar**.
2. Select the desired user from the listed users.
3. Click the **Certificates** menu options tab.
4. Select **Enroll/Remove Certificates** from the menu options list.
5. Refer to the **Certification List** (<https://www.energyuniversity.org/pdfs/EnergyUCertificateList.xls>) to find the appropriate certification programs in relation to the courses the user needs to complete.

EnergyU Certification List						rev. 2/2017
Evaluation Description - 192 Courses	MEA TNG Certificate #	Re-Eval Interval	MEA KNT Certificate #	Re-Eval Interval	MEA PEF Certificate #	Re-Eval Interval
192-2011 Prevention of Accidental Ignition	MEA1474	36	MEA1185	36	MEA1107	36
192-2014 Service Lines Not In Use and Service Discontinuance	MEA1476	60	MEA1186	60	MEA1108	60
192-2301 Uprate Steel Pipeline to Pressure Producing Hoop Stress >= 30% SMYS	MEA1477	36	MEA1187	36	MEA1109	36
192-2302 Uprating Pipeline to Pressure Producing Hoop Stress < 30% SMYS	MEA1478	36	MEA1188	36	MEA1110	36
192-2401 Welding	MEA1479	12	MEA1189	12	MEA1111	6
192-2402 Visual Inspection of Welds	MEA1480	48	MEA1190	48	MEA1112	48
192-2402 Nondestructive Testing of Welds	MEA1481	48	MEA1191	48	MEA1113	48

6. From the left panel, select the certificates you would like to enroll the user in, then click the **Enroll** button. The certificates the user is enrolled in will then display in the right panel. You can search for specific certificates or select all.

Home page Users x Phil Mickelson x

DEMO - EnergyU Company (DEMO)

General Options Courses Curricula Certificates Re

View Achieved Certificates Reset Certification Programs

Grant Certificates **Enroll/Remove Certificates**

Users > Certificates > Enroll/Remove Certificates

Available certification programs

Certificate Name Start With Search...

Select All Invert Selection

Certification Name	Code
<input type="checkbox"/> MEA1101	MEA 192 - PEF192-1501.01 Odorization - M
<input type="checkbox"/> MEA1102	MEA 192 - PEF 192-1501.02 Odorization - M
<input type="checkbox"/> MEA1103	MEA 192 - PEF192-1802.01 Vault Maintenanc

Assigned certification programs

Certificate Name Start With Search...

Select All Invert Selection

Certification Name
<input type="checkbox"/> MEA112
<input type="checkbox"/> MEA1122
<input type="checkbox"/> MEA113

Page size 50

Enroll

- Enrolling a user in a certificate program will assign the corresponding course to the user. For example, enrolling the user in MEA1474 will give the user the 192-2011 training course (see Certificate List graphic above).
- To verify the user has the required courses, from the user's tab select the **Courses** menu options tab, then select **View Courses**.

Credits by User Report

The Credits by User Report is the most widely used report in the system. It gives you quick, up-to-date information.

- Select **Users** from the **Categories Bar**.
- Select the desired User.
- Select **Reports**.
- Select **Credits - By User**.
- Everything the user has attempted will show on the report. You will see the name of the course, their score, whether the course is passed or not, and the date scored.

Users > Reports > Credits -- By User

Credits -- By User: Mickelson Phil
(Click the course link to see all of the recorded scores for the course)

Uncheck to see all courses.

1 of 1 of 1

Course Name	Score	Passed	Credits Earned	Date Credit
192-0201 e-TNG Gas Detection and Alarm System Maintenance	85%	No	Course Credits 0.00	1/13/2014
192-0202 e-TNG Isolation of a Gas Compressor Unit	25%	No	Course Credits 0.00	1/13/2014
192-0202 KVT Isolation of Compressor Units	45%	No	Course Credits 0.00	1/13/2014
192-0205 e-TNG Compressor Station Inspection and Testing	75%	No	Course Credits 0.00	1/13/2014

- If you wish to see everything assigned to the user, uncheck the **Uncheck to see all courses** box.

Users > Reports > Credits -- By User

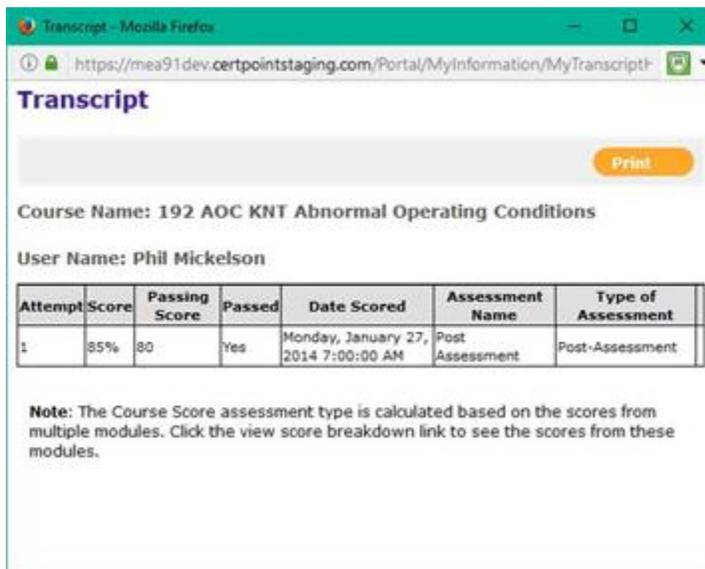
Credits -- By User: Mickelson Phil
(Click the course link to see all of the recorded scores for the course)

Uncheck to see all courses.

1 of 1 of 1

Course Name	Score	Passed	Credits Earned
192 AOC e-TNG Abnormal Operating Conditions			No score data available
192 AOC KNT Abnormal Operating Conditions			No score data available
192-0101 e-TNG Characteristics and Hazards of Natural Gas			No score data available
192-0101 KNT Characteristics and Hazards of Natural Gas			No score data available

7. If the course shows “No Score Data Available” the user has either never taken the course, or the course has been reset.
8. Click on the name of the course to open the transcript history window to see if there are past scores that have been reset.



Custom Set-up Options Available

MEA Technical Support staff can work with you on various options for implementing automatic course/certificate enrollment for your users. In addition, you may elect to turn on notifications for your company; users would receive email notification prior to certificate expiration. Please contact [MEA Technical Support](#) to discuss implementation of these and other custom features.

OQ Connect Program Assessment Review

Approximately 90 days following your initial start-up with EnergyU, MEA Technical Support will be in contact with you to review your OQ process to ensure compliance with the program.

Visit the Support Web Page

Visit MEAEnergy.org/support to learn more.