

## Selecting an EnergyU Administrator 🔦 11/07/17

EnergyU is the MEA Energy Association (MEA) eLearning portal where over 31,000 users access online training and testing for the energy industry. Companies enrolled in EnergyU are required to designate one person as the primary EnergyU Administrator.

The individual you select as your company's EnergyU Administrator is important. This individual will be responsible for managing your users' online training and testing, including associated qualification data. In his/her administrative role this individual will be instrumental in ensuring success of your company's online training initiatives through:

- Proper implementation
- Improved user experience
- Data reporting accuracy and efficiency

While using the EnergyU system is not difficult, it is important that users know what courses they need to take, how to locate and launch those courses, how to handle failures and verify passing, and the importance of their transcript.

Training for administrators is also important. Using established procedures and best practices ensures the integrity of the data. Administrators must understand the steps for properly resetting courses and certifications, granting certifications for performance, enrolling users, backing up records, running reports, requesting data transfers, and resolving data discrepancies. As technology continues to change, administrators will need to stay abreast of plugin, browser and operating system requirements and changes.

Administrators not only work directly with users, they also work with MEA support staff regarding LMS and course maintenance, new requirements, implementing features and enhancements, etc. Qualities common among successful administrators include:

- Employee focused
- Detail oriented
- Organized
- Good understanding of company OQ requirements
- Intermediate to advanced computer skills
- Able to understand and follow established procedures

Selecting the right person for the job is your responsibility, training them is ours. Register for the [EnergyU Training blog](#) to get LMS updates and administrative guidance. Review the [administrator support page](#) to download documentation and view training videos. Visit the [MEA Events calendar](#) to register for our one-day in person training courses. Support staff are also available via email or telephone:

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