ProductivityNOW eLearning

Access Guide

Purpose: This guide is to provide step by step instructions on how to grant access to external contractors to complete Autodesk Build Construction management required training.

Process:

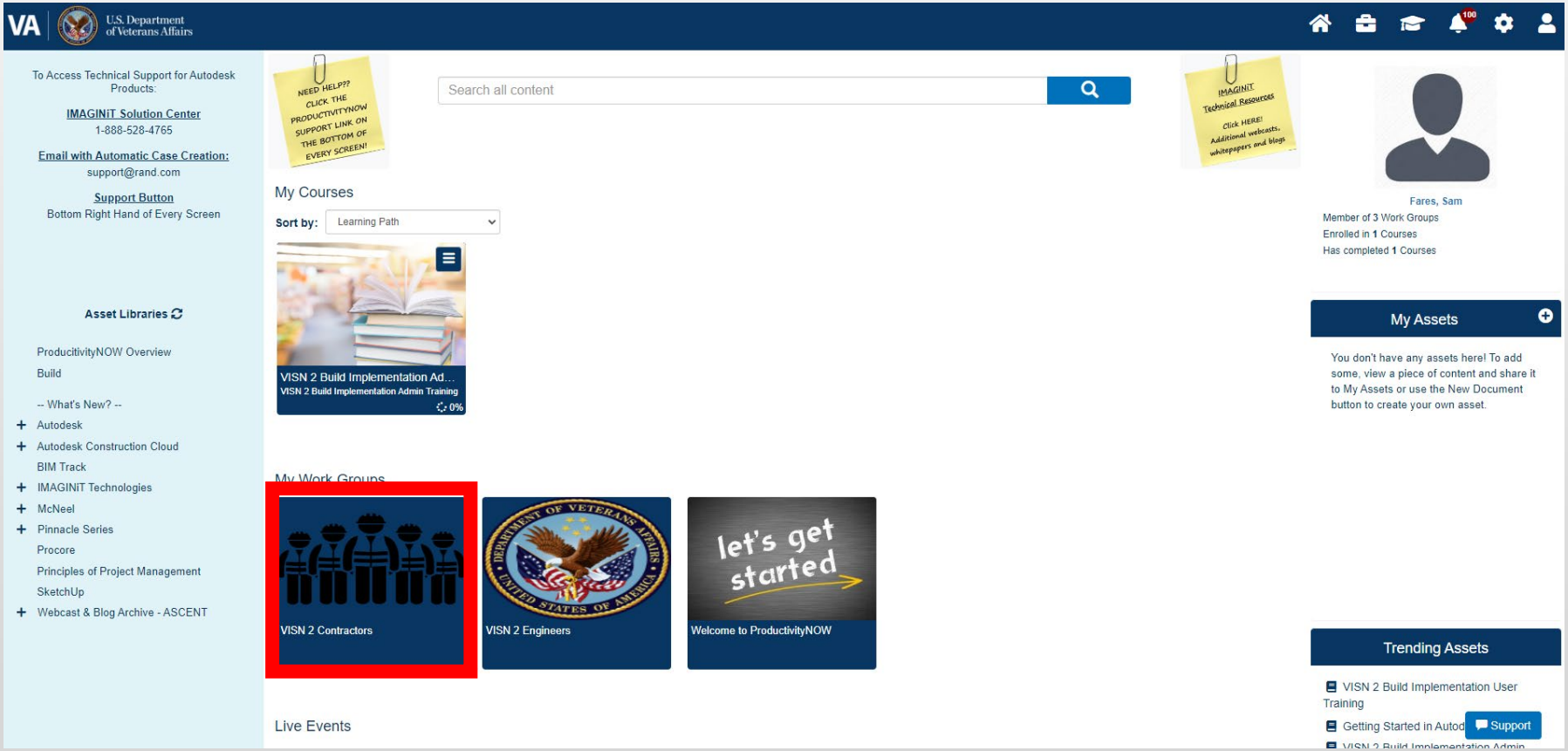
- ✓ Contract has been awarded (Design or Construction)
- ✓ Contractor(s) request access to ProductivityNow NLT 14 days from contract award, and provide the following staff information to the COR:
    - Name
    - Email
- ✓ COR to grand access to the requested staff and ensure an expiration date is set to 12 calendar days.
- ✓ COR to assign Autodesk training courses to the requested staff.
- ✓ COR shall inform the contractor that access invite had been sent.
- ✓ Contractor's staff to acknowledge / accept access invite and start the training
- ✓ Contractor Shall submit Autodesk Build training completion certificates or competency memo to COR.

Notes:

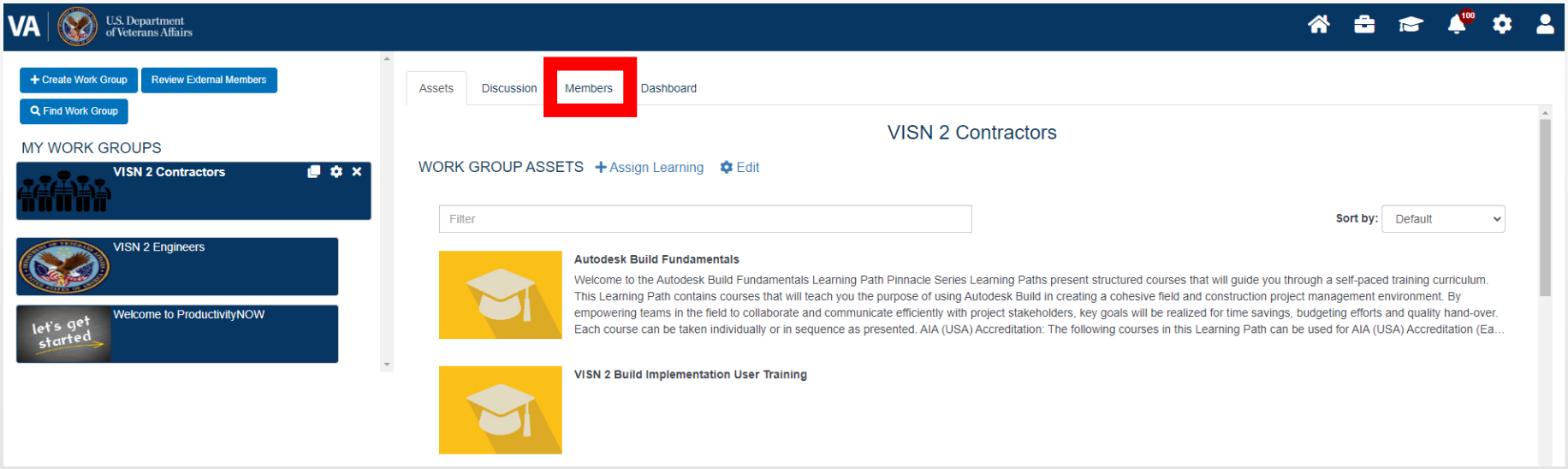
- Contractor MUST request access in writing through the COR.
- COR MUST establish access expiration date (ProductivityNOW License agreement and contract permit 52 external users for the entire VISN)
- Access to ProductivityNOW is separate from access to Autodesk Build.

Granting External Access Step by Step Instructions

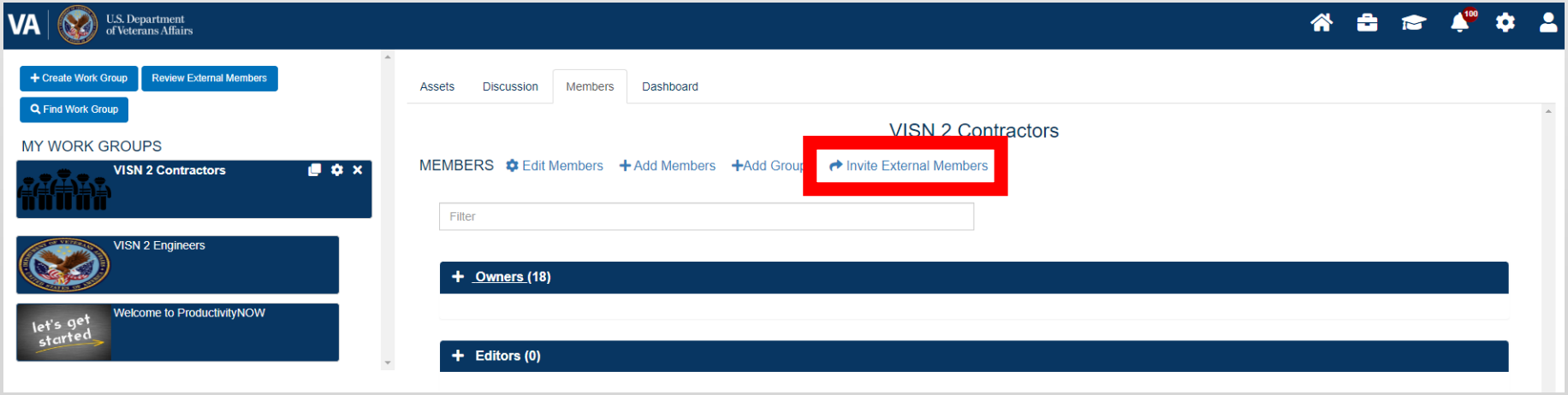
1) Login to your ProductivityNOW account
2) Go to VISN 2 Contractors Group



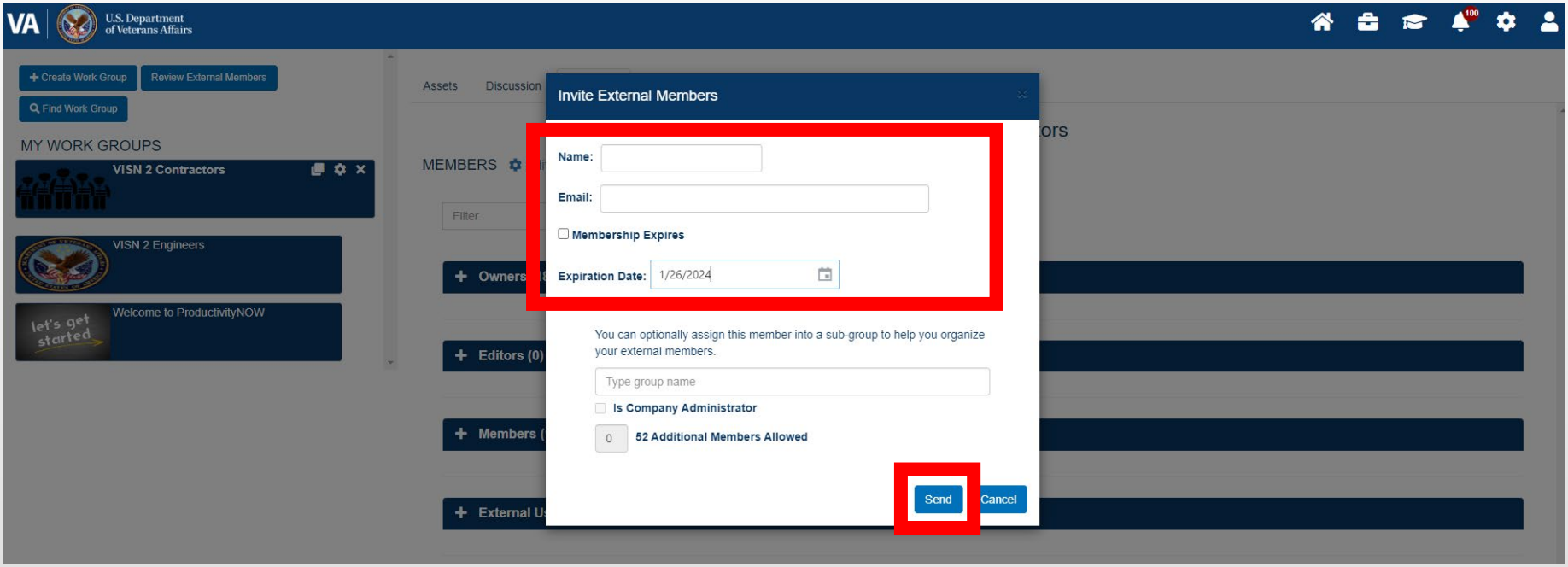
3) Go to Members



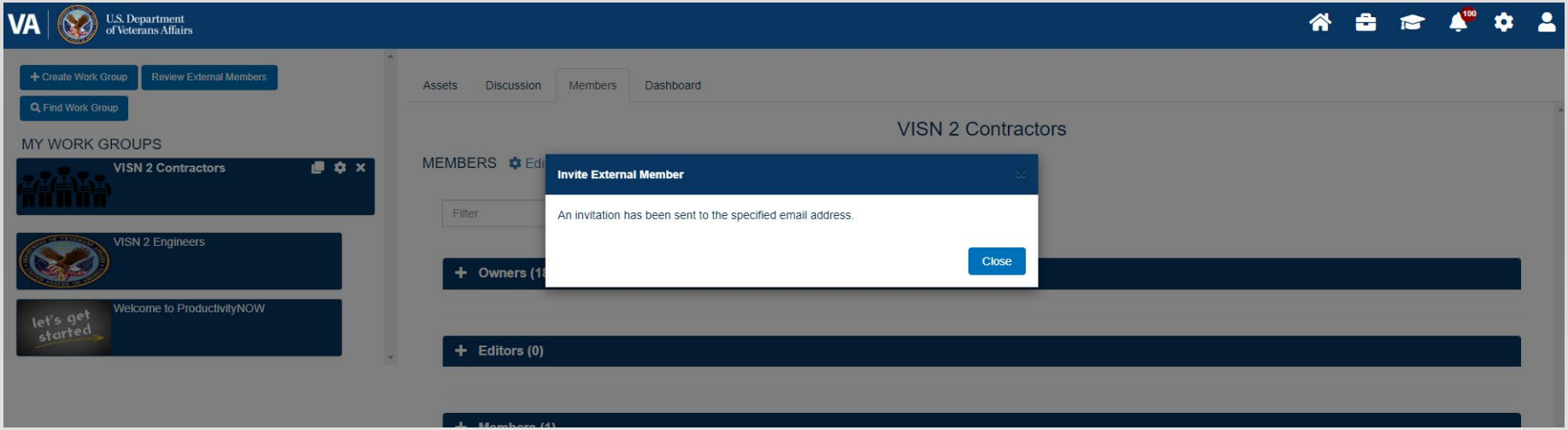
4) Go to Invite External Members



5) Fill in the invited staff info, mark Membership Expires, set Expiration Date, and hit send.

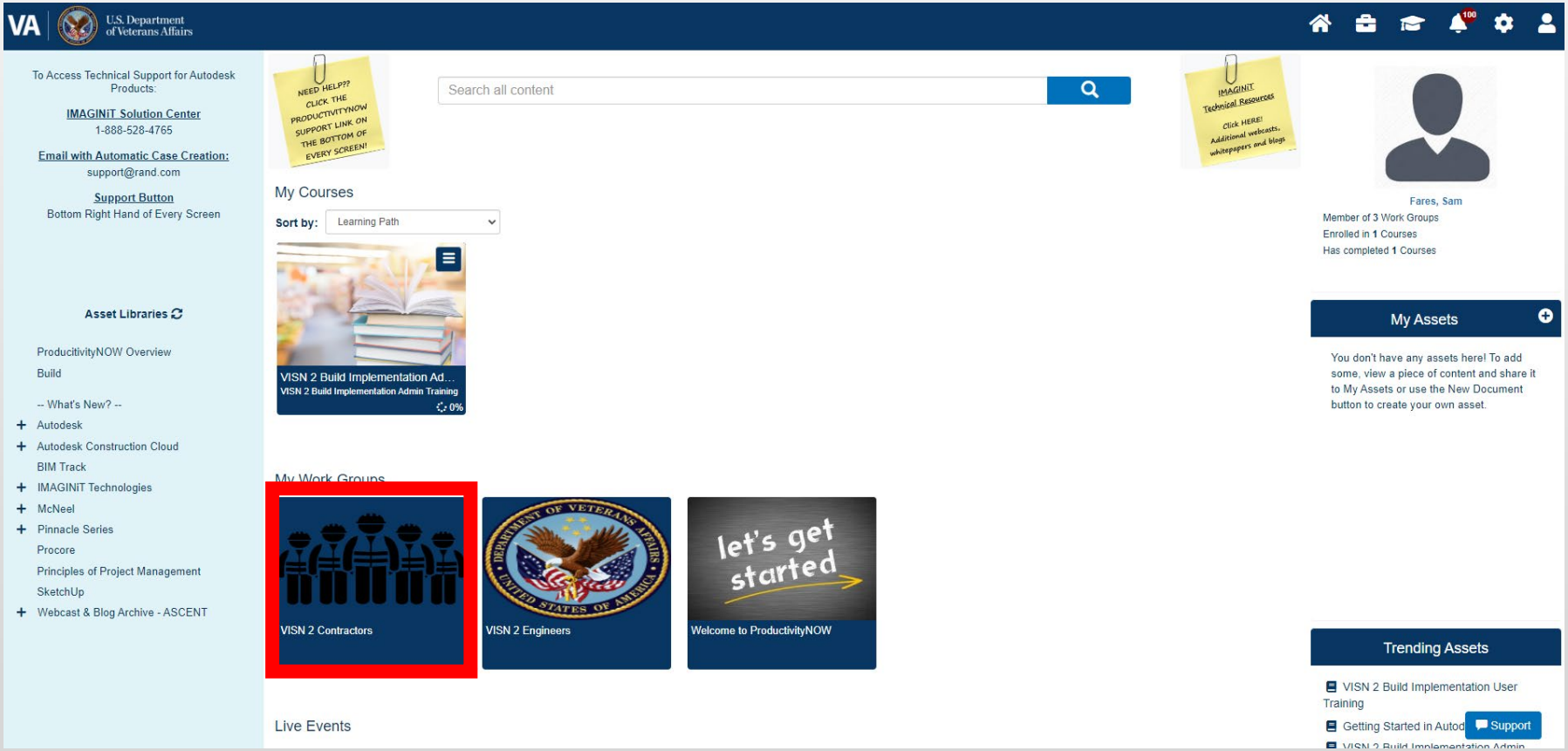


6) An invitation email will be sent to the external person with a link to the platform and login instructions.

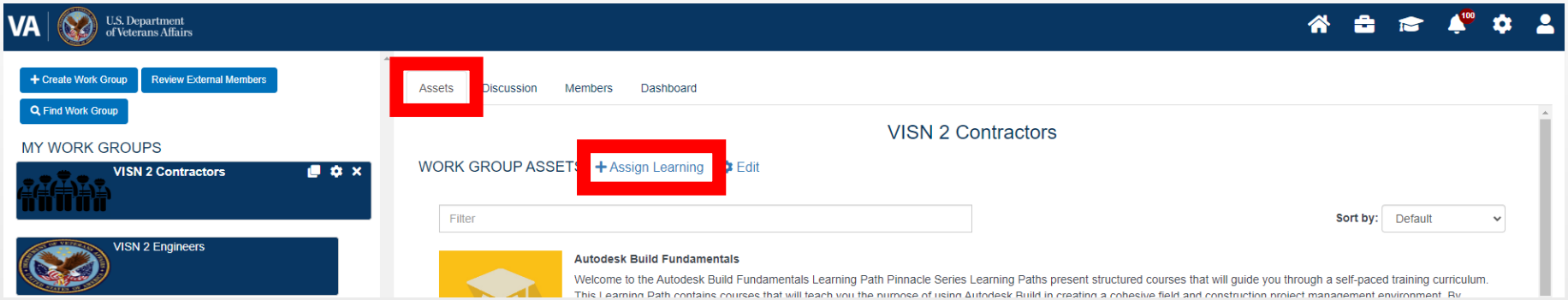


Assign Training Step by Step Instructions

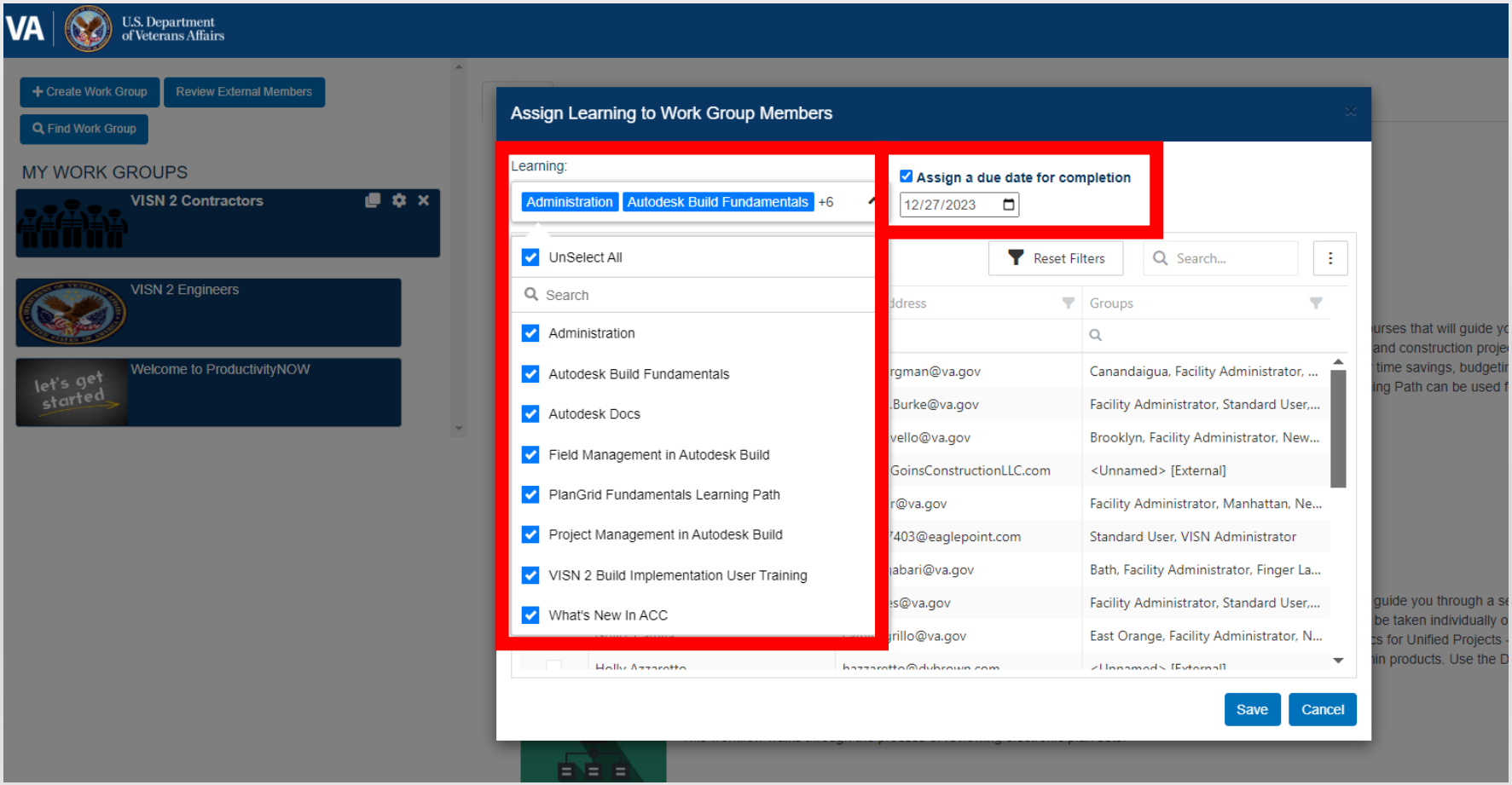
1) Login to your ProductivityNOW account
2) Go to VISN 2 Contractors Group



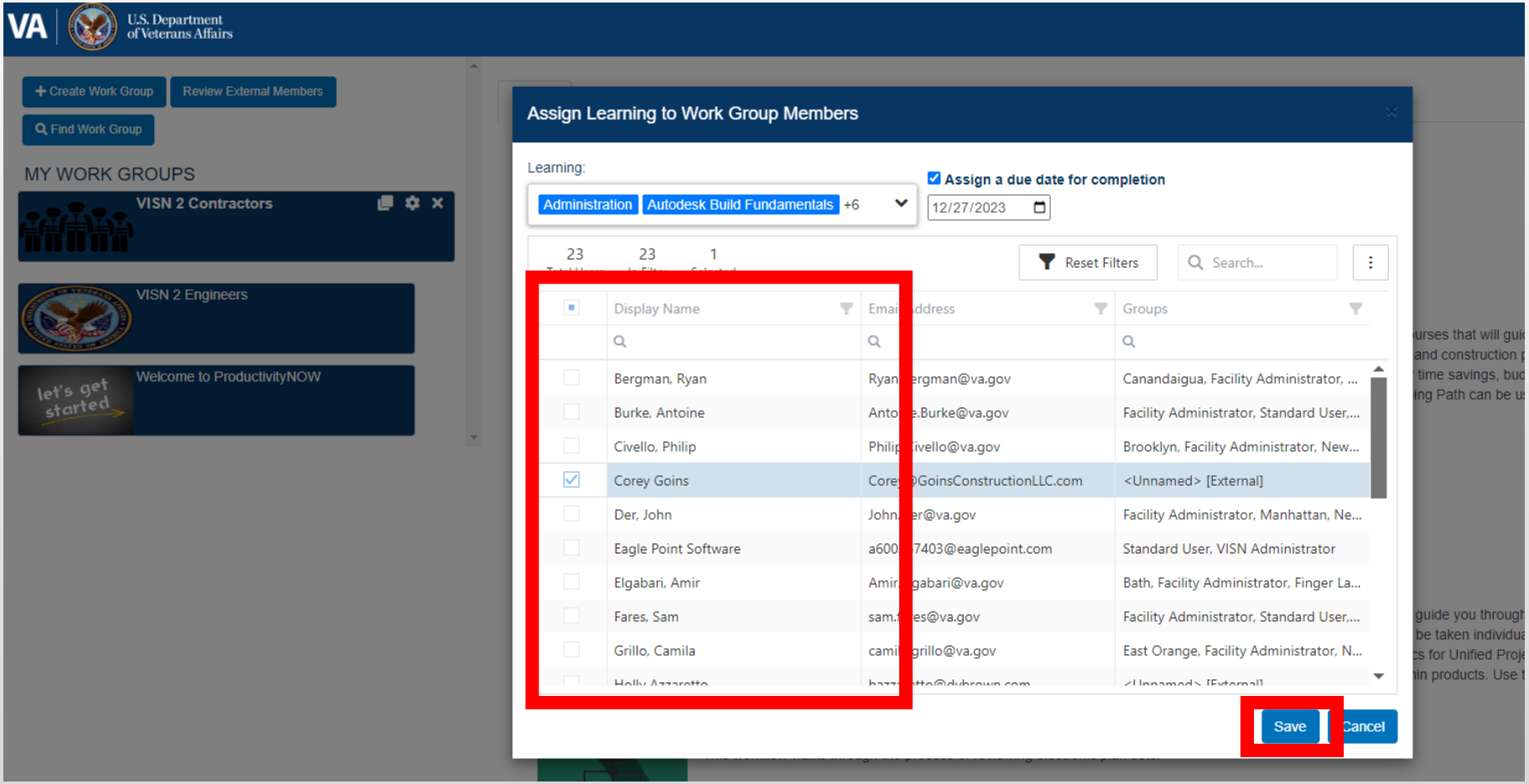
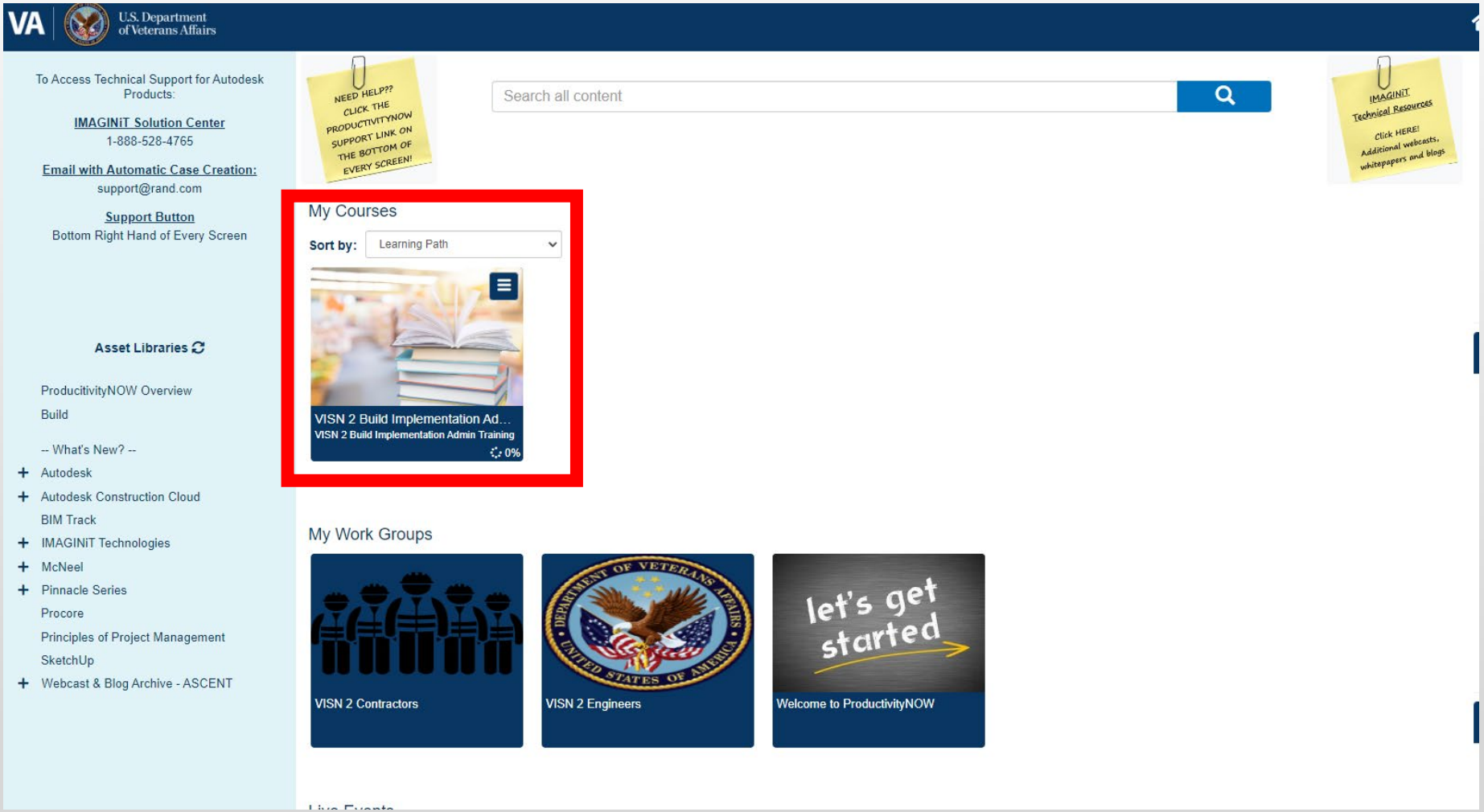
3) Go to Assets, then Assign Learning



4) Select Learning, check Assign a due date, and set due date



5) Select member name(s) and click save



6) The member will be notified that training courses has been assigned.
7) Assigned trainings will be on member's main page