NC STATE UNIVERSITY Strategic Initiatives

EHPS REPORTER Admin Onboarding

Employees who are responsible for managing training can be assigned three different roles in REPORTER, 'Course Admin', 'Compliance admin', and 'Instructor'. For each role that applies to you, please complete the appropriate training provided by OIT and then submit a ticket to https://go.ncsu.edu/ehps-reporter-support so SI can grant you the permissions you need.

Course Admin

With this role, a user can create new instances and manage course attendance and completions.

Please complete the following training and submit a ticket here specifying the courses that you need to be an admin for:

https://reporter.ncsu.edu/link/courseview?courseID=OIT-REP-COURSEAD&deptName=OIT

Compliance Admin

With this role, a user can assign/unassign requirements, which means they can make a course mandatory and even require a periodic refresher. This role is also responsible for managing the compliance of participants.

Please complete the following training and submit a ticket here specifying the requirements that you need to be an admin for:

https://reporter.ncsu.edu/link/courseview?courseID=OIT-REP-COMPLIA&deptName=OIT

Instructor

With this role, a user can view the roster of an instance they have been added to and complete participants. This role is also needed to show if you are teaching an instance.

Please complete the following training and submit a ticket here specifying the courses that you need to be an instructor for:

https://reporter.ncsu.edu/link/courseview?courseID=OIT-REP-INSTRUCT&deptName=OIT