LETA

North Dakota Law Enforcement Training Academy

North Dakota P.O.S.T.

Peace Officer Standards and Training

Genius Manager/Instructor Help Guide

This guide is designed to assist instructors and managers with navigating the Genius platform. On Genius, both instructors and managers are categorized under the label "Affiliation." This designation indicates that they serve as Affiliation Managers for your agency. Each agency is organized into "Affiliations." Throughout this document, the term "Affiliation Manager" refers to either an instructor or a manager.

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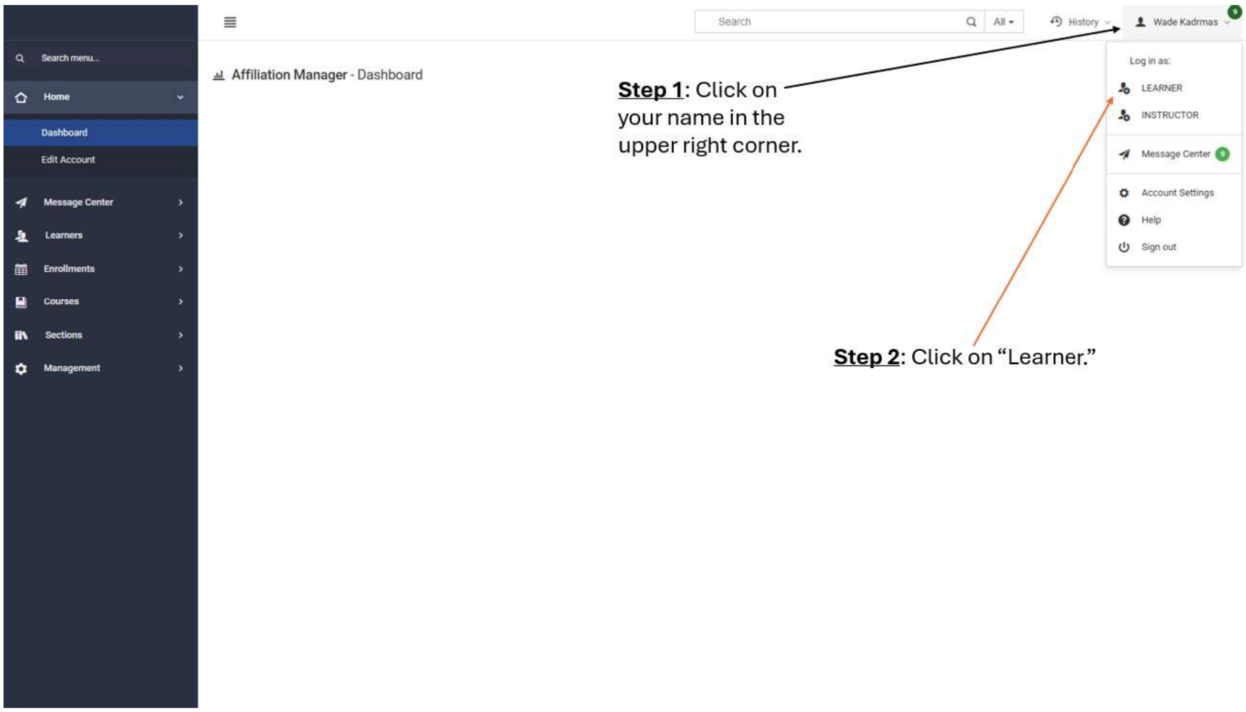
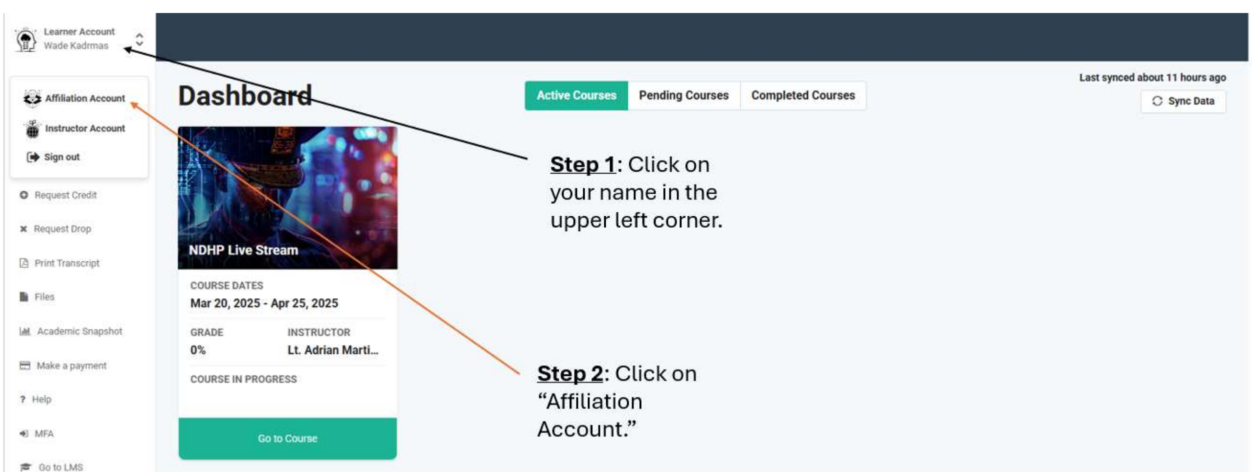
Switching Between Accounts:

When signing into Genius, it should take you to the “Affiliation Manager” dashboard. Below is how you switch between being an Affiliation Manager and a Learner.

Switching from Affiliation Manager to Learner



Switching from Learner to Affiliation



Creating Sections (The NEW PFN 9 and PFN 10):

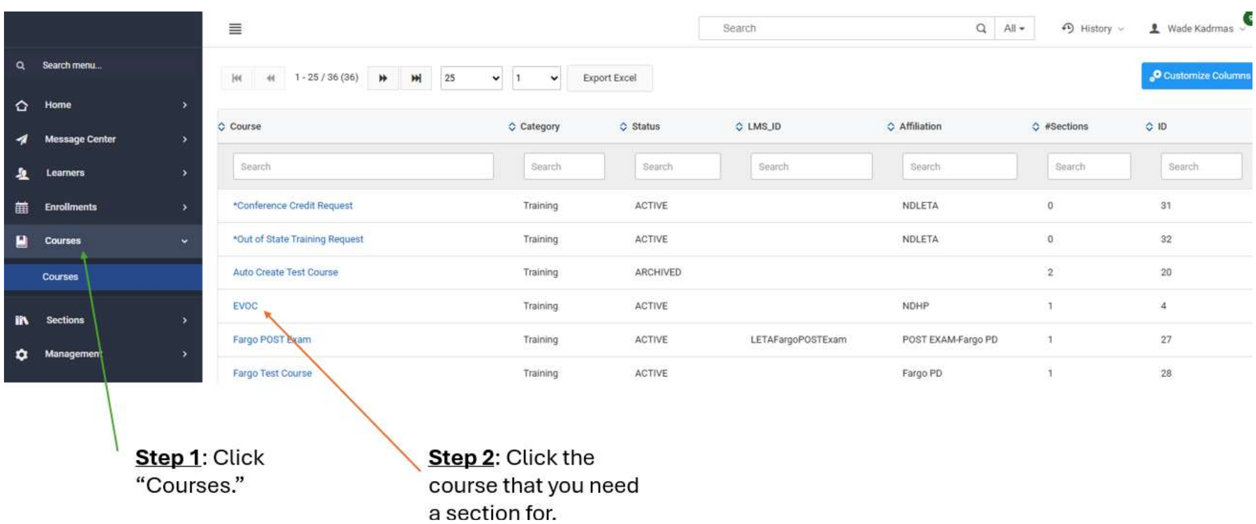
All POST-approved courses will be entered into Genius by ND POST. Affiliation Managers will only be able to create sections from the entered courses. All courses will be entered with your agency's name before the course (i.e., Fargo PD Handcuffing). There will no longer be a POST course number accompanying courses.

By clicking "Courses," you will be able to see all the courses assigned to your affiliation. By clicking "Sections," you will be able to see all sections assigned to your affiliation.

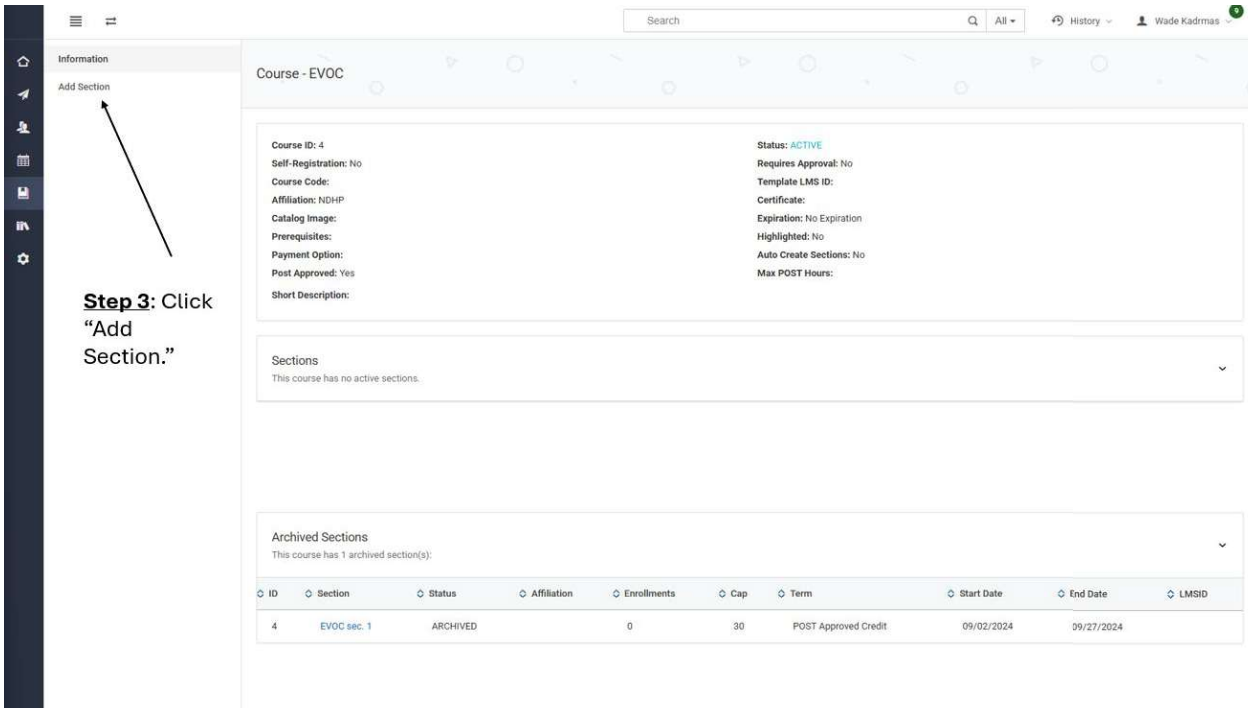
There are two ways to create sections under Affiliation Manager. You can add a section by going to "Courses" or "Sections" on your Affiliation Manager toolbar on the left side of the screen.

Adding a Section via "Courses"

- **<u>Steps 1 and 2</u>**: Click Courses → Click the Course you want to add a section

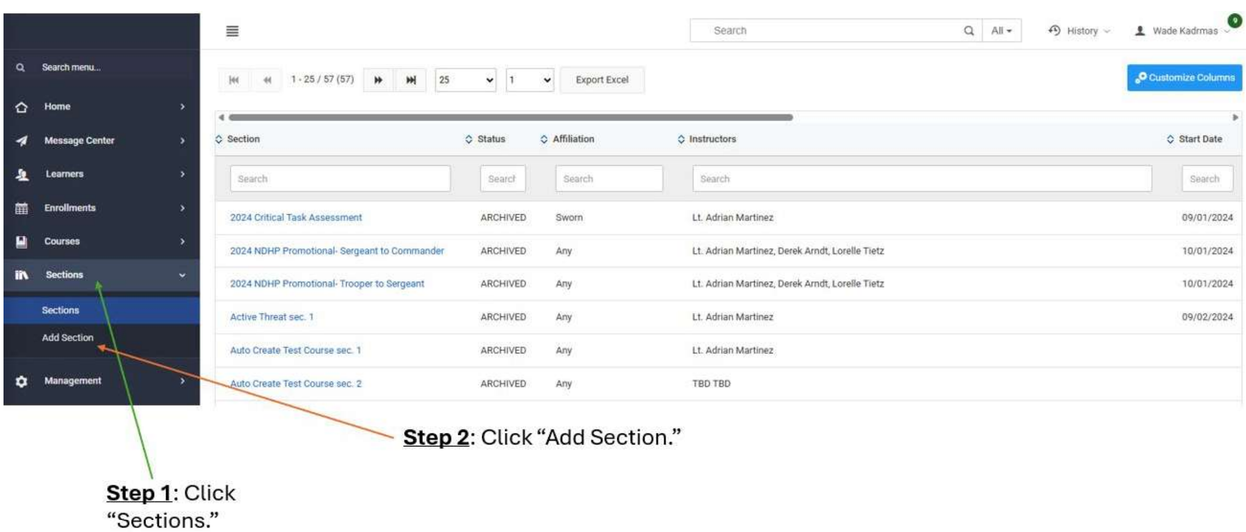


<u>Step 3</u>: Click "Add Section."



Adding a Section via “Sections.”

<u>Steps 1 and 2</u>: Click “Section” → Click “Add Section.”



Important Note: If creating a section via “Courses,” the course name will auto-populate for you in the section creation page. However, if creating a section via “Sections,” you will have to select the course under the drop-down menu when you are in the course section. This example is below.

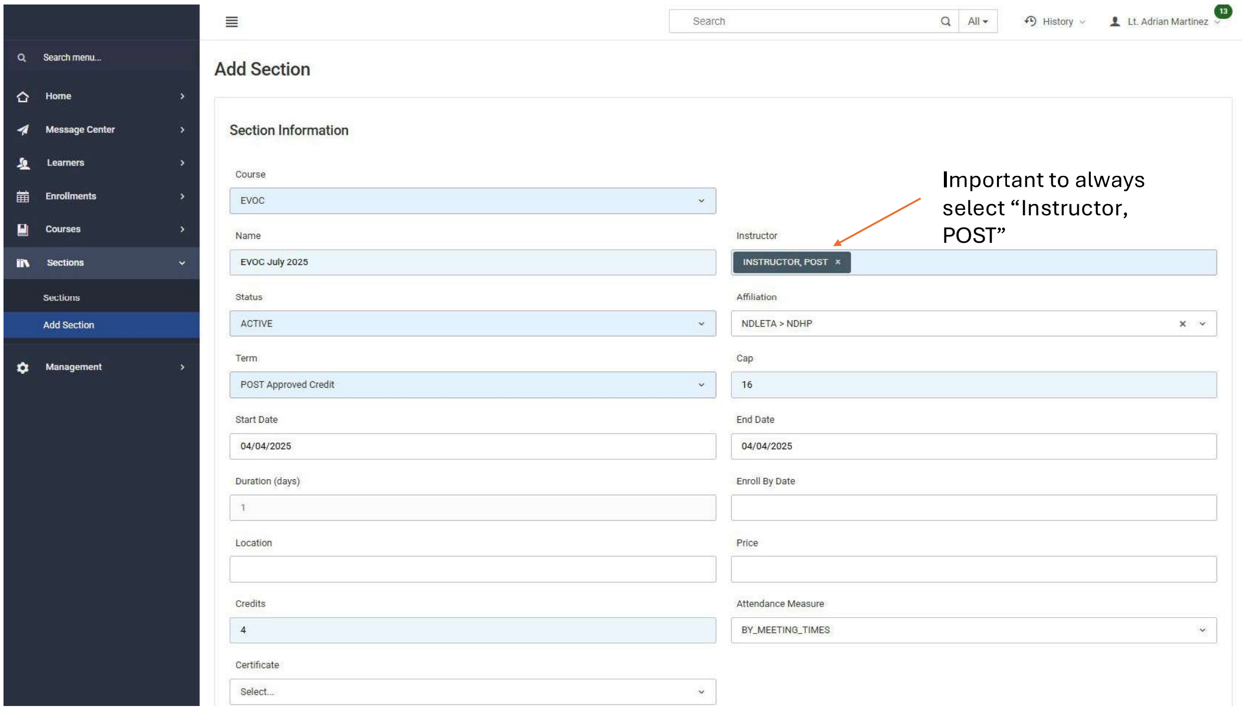
Essential Terms and Considerations for Section Creation

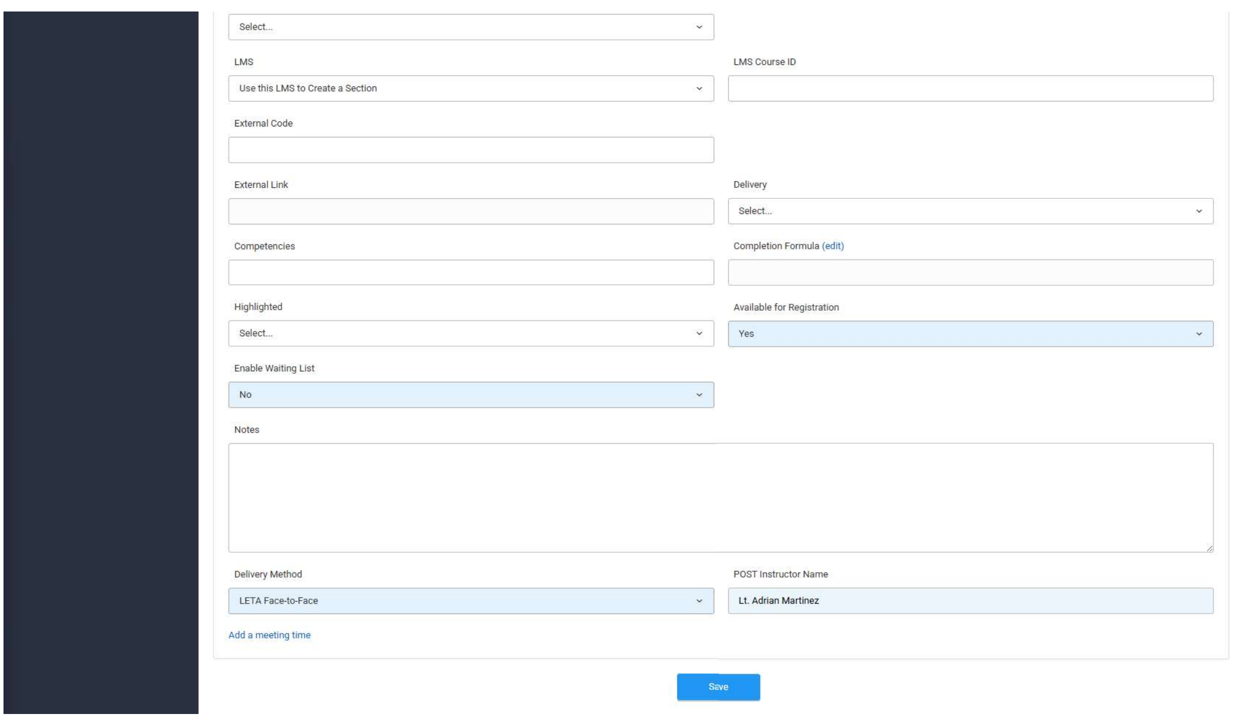
- All items highlighted in blue are mandatory fields. The section will not save until all these items are completed.
- When selecting a course, the "Name" will be the course that populates on the student's transcripts. It will generally assign a section number to it. For example, "EVOC sec. 2." You can change the Name as you see fit. However, please leave the approved name in the "Name." In this given example, please leave "EVOC." You can add a date of the training (i.e., EVOC Aug 2025) or just leave the "sec. 2."
- **Instructor**: You should select "Instructor, POST" for every section created.
- **Status**: Should be "Active."
- **Affiliation**: This is not blue. **However, YOU MUST select your affiliation**. Failure to select your affiliation will result in you not seeing your created section. Once you start typing in your affiliation, you will see it in the drop-down menu. Click your agency name to have it enter the "Affiliation" field. If you fail to enter your affiliation, you will not see it in your sections. You will then need to contact POST for them to edit it.
- **Term**: Either "POST Approved Credit" or "Non-POST Approved Credit." To get POST credit, you must select "POST Approved Credit."
- **Cap**: This is how many students you want to have in your section. It auto-populates to "30." However, if you need 200 students, you should put 200.
- **Start Date and End Date**: These fields are not required. However, if you use them because you have a multiple-day training, you must use both.
- **Duration (days)**: This will auto-populate based on the use of the Start and End dates. This is not a required field.
- **Enroll By Date**: This is not a required field. However, if you are having your officers enroll themselves, you can set a date they must enroll by to receive credit.
- **Location**: This is not a required field. However, you can type a location in if you want to tell your officers where the training will be. For example, if you are hosting a defensive tactics training at a local gym, you can put "Planet Fitness" in the location.
- **Price**: Leave this blank.
- **Credits**: Credits will auto-populate to "1." This is how many training hours you want to give your students. If your training is four hours long, put "4" in the credit box. REMEMBER: Your course may be approved for 10 hours, but you can always do less; you just can't do more. If you forget how many hours your course was approved for,

you can search this by going to "Courses." After clicking on your course, you will see "Max POST Hours." That is the max number of hours you can get credit for when teaching the course. Hours must be in hour increments only.

- **Attendance Measure**: Leave this blank.
- **Certificate**: Leave this blank. Every course will automatically come with a certificate once students are completed.
- **LMS**: **Please select "Use this LMS to Create a Section."** This will avoid any confusion from your students.
- **LMS Course ID**: Leave this blank.
- **External Code**: Leave this blank.
- **External Link**: Leave this blank.
- **Delivery**: Leave this blank.
- **Competencies**: Leave this blank.
- **Completion Formula**: Leave this blank.
- **Highlighted**: Leave this blank.
- **Available for Registration**: If you select "Yes," your students will be able to self-enroll as the course will appear on your affiliation learner's dashboards. By selecting "No," you would enroll your students as they would not have the option.
- **Enable Waiting List**: This is whether you need or want a waitlist. More often than not, you will select "No."
- **Notes**: Leave this blank.
- **Delivery Method**: This indicates how the course will be delivered. The following options are as follows:
    - **Agency Face-to-Face**: Select this option if your agency is doing training in person.
    - **Agency Online**: Select this option if your training is online.
    - **LETA Face-to-Face**: Select this training if your training is in person and at the LETA.
    - **LETA Online**: Only the LETA will use this option.
- **POST Instructor Name**: Type the name of the POST Instructor that will be completing the training for your agency. This is the same person you would previously have put on a PFN 9.
- **Add a Meeting Time**: This option can be used to complete a day, time, and location where you want your officers to meet for the course. However, you can leave this blank too.
- **Save**: Ensure to hit "Save" after you have entered all your information for your training section.

Example of a Completed Section via "Add Section"





<u>Enrolling Learners:</u>

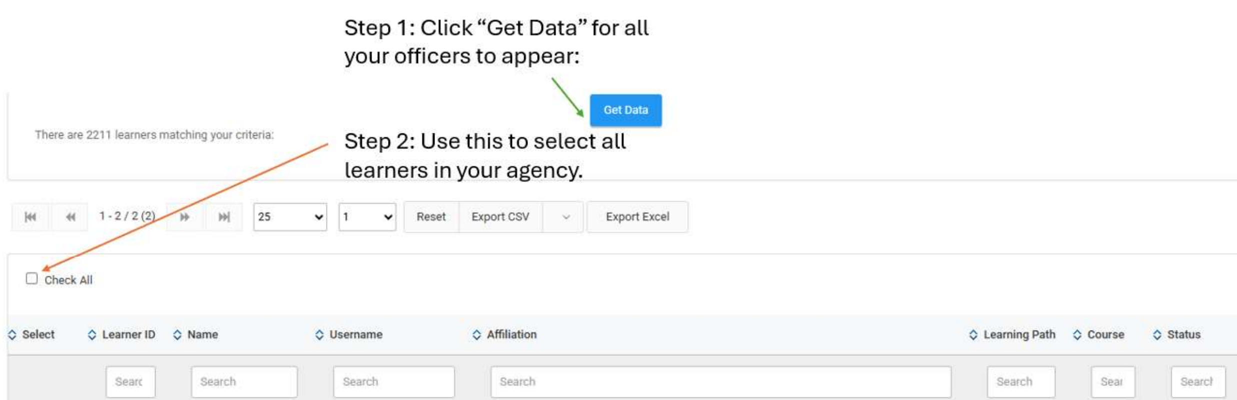
After you create a section, you will have three options to enroll your learners in your training. The three options are self-enrollment, enrolling via "Bulk Action," and enrolling via a CSV file.

- **Self-enrollment**: This allows your learners to self-enroll into your training. By making the registration available, learners can self-enroll from their own learner dashboard.
- **Bulk Action**: This allows instructors or managers to bulk enroll learners from their affiliation. This is useful when you are enrolling one or 1,000 users. You can enroll your entire agency efficiently by using this method.
- **Importing a CSV File**: This method allows you to enroll and complete users at the exact same time to get them training credit. This method can be quick but will require the knowledge of all learners' ND.gov user IDs. This is the only method you can use if you are cross-training with a learner from another agency. Otherwise, they will not get credit for attending your training.

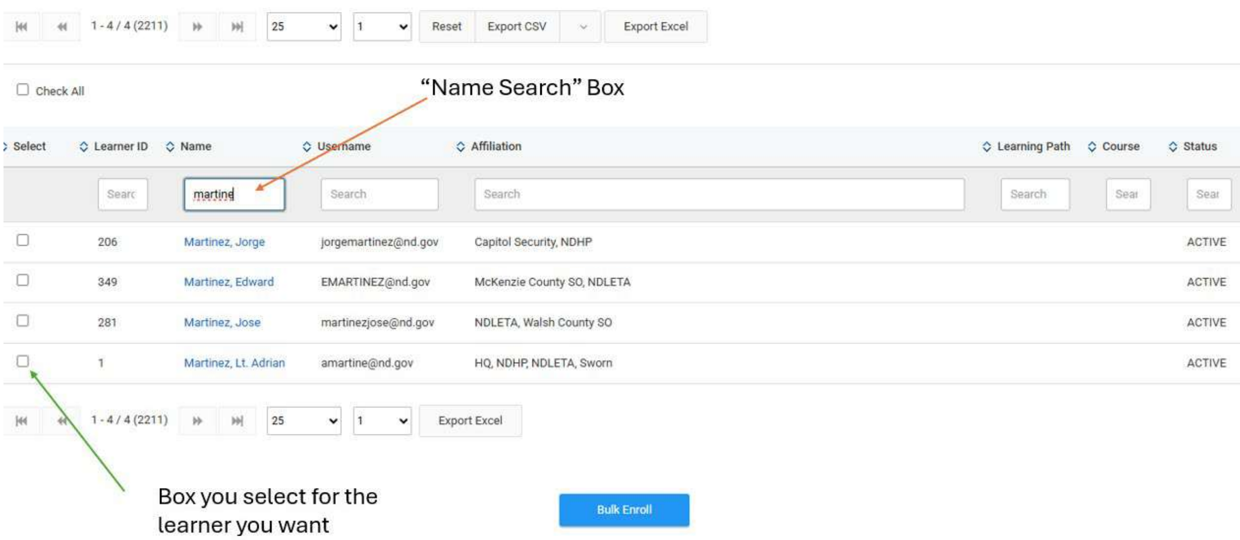
Enrolling Users via "Bulk Action"

Click on "Learners" → Click "Bulks Actions" → Click "Get Data" → Select the users you want to enroll → Click "Bulk Enroll" → Select Course → Select Section → Click "Enroll."

<u>Important Notes</u>: When wanting to enroll your entire agency, you can select the "Check All" button after hitting "Get Data." You can then hit "Bulk Enroll" after all your students have a checkbox next to their name.

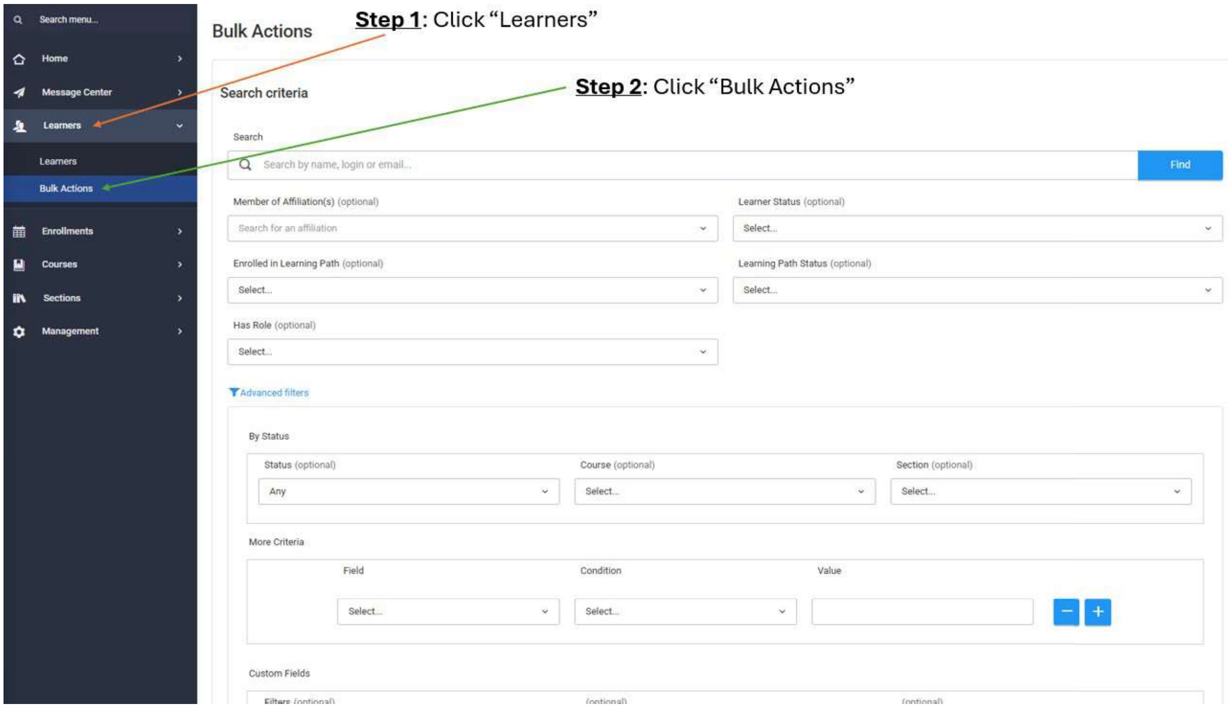


Tips: To select quite a few students to bulk enroll, you can use the "Name Search." A few things to remember when using this function: You can start typing in an officer's first or last name, which will shorten the number of learners that appear. After you select the officer you want, you can delete their name in the "Name Search" and start entering the next name you need to select. Before you hit "Bulk Enroll," ensure there are no letters in the "Name Search." Failing to delete the letters in the "Name Search" box will only enroll the last learner you selected. By deleting all the letters or names in the box, it will enroll every officer you selected.

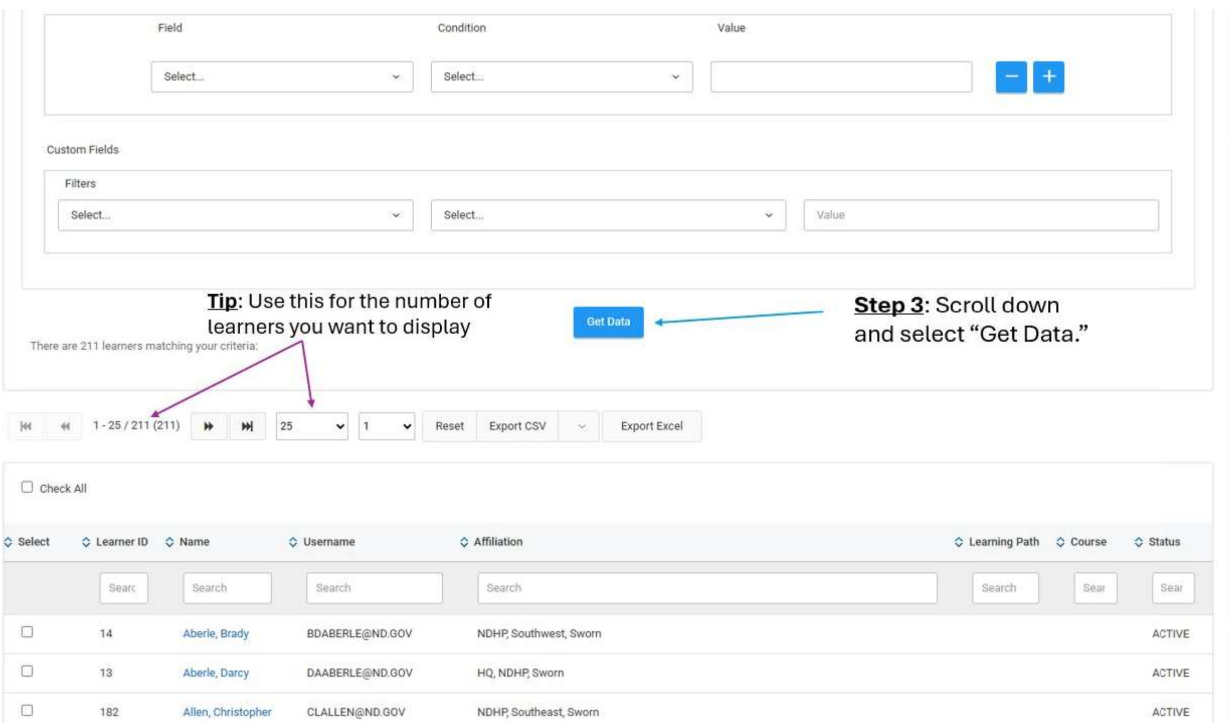


Step 1: Click "Learners."

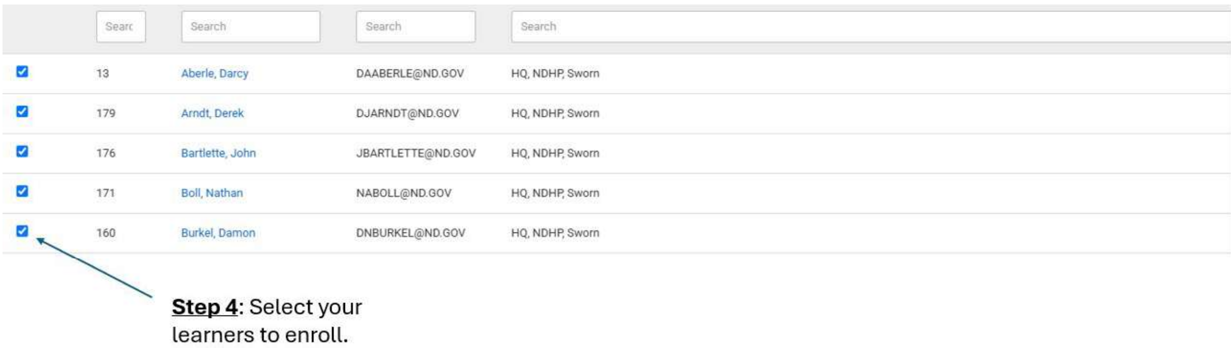
Step 2: Click "Bulk Action."



Step 3: Click "Get Data."



Step 4: Select your learners you wish to enroll.

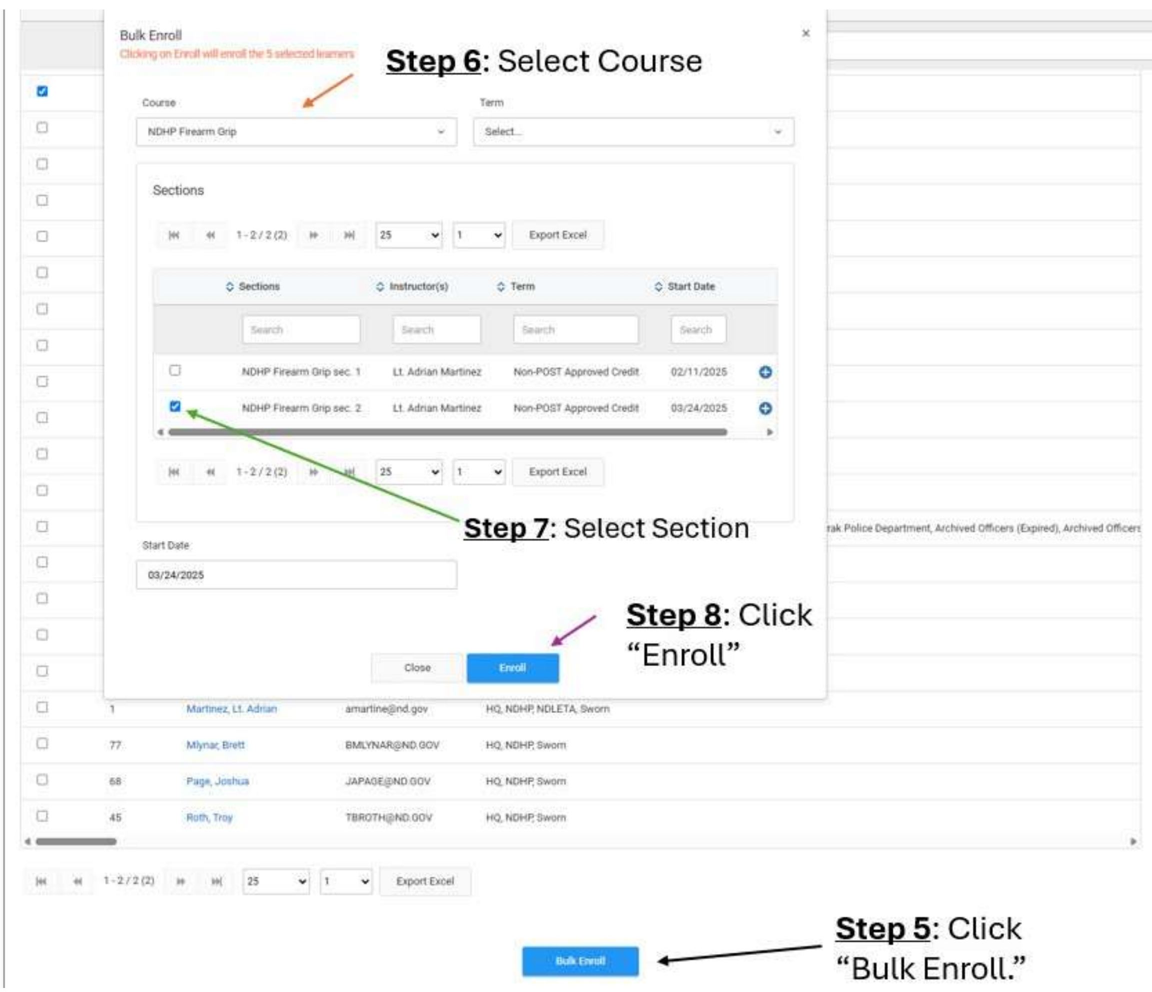


Step 5: Click “Bulk Enroll.”

Step 6: Bulk Enroll window will pop up. Select Course.

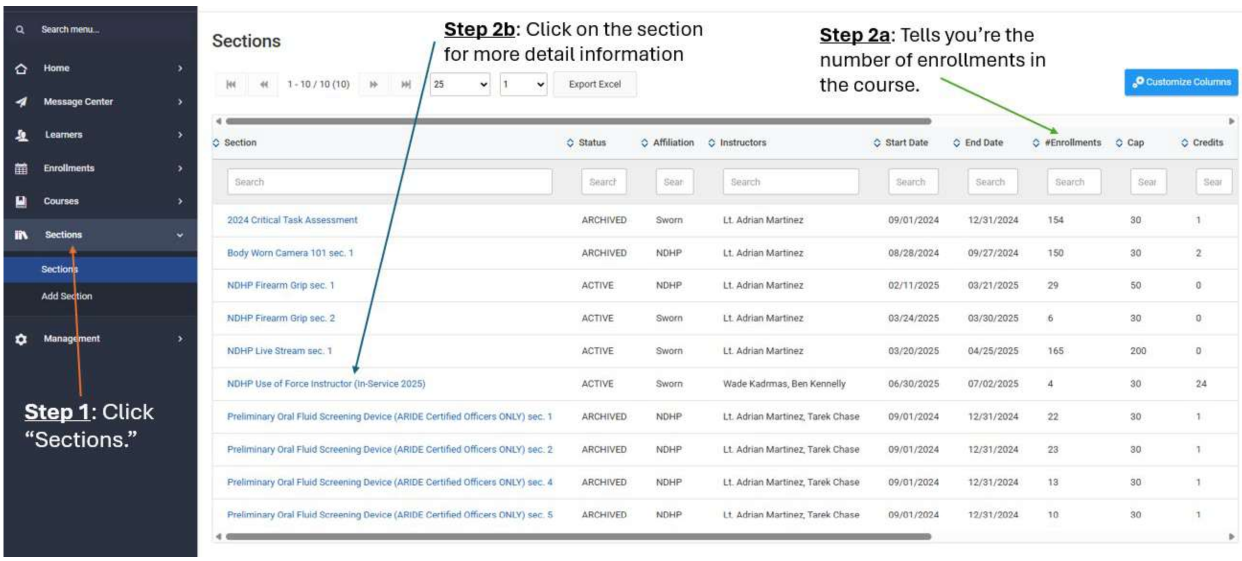
Step 7: Select Section.

Step 8: Click “Enroll”

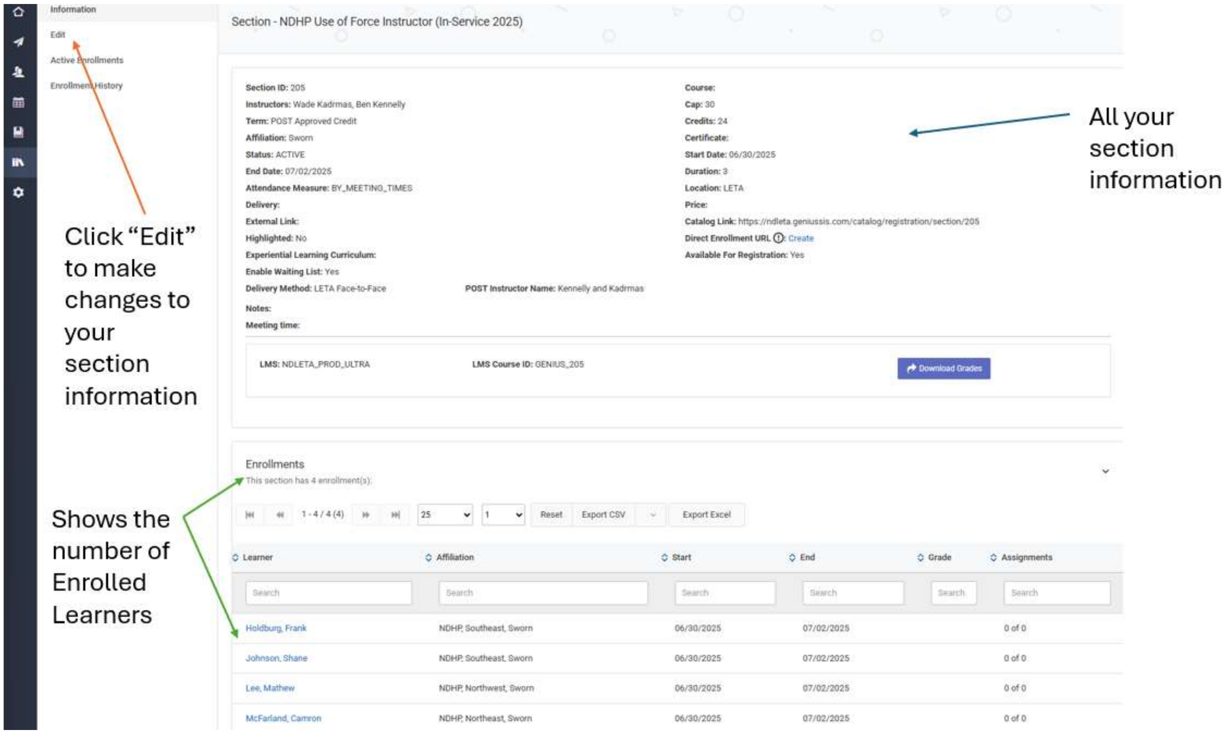


Verifying Enrolled Learners

<u>Step 1</u>: Click “Sections.”
<u>Step 2a</u>: There is a column on the “Sections Dashboard” where you can scroll over to and see the number of enrolled learners.
<u>Step2b</u>: You can select the section itself and find out more detailed information (i.e., number of learners enrolled, learners' names, etc.).

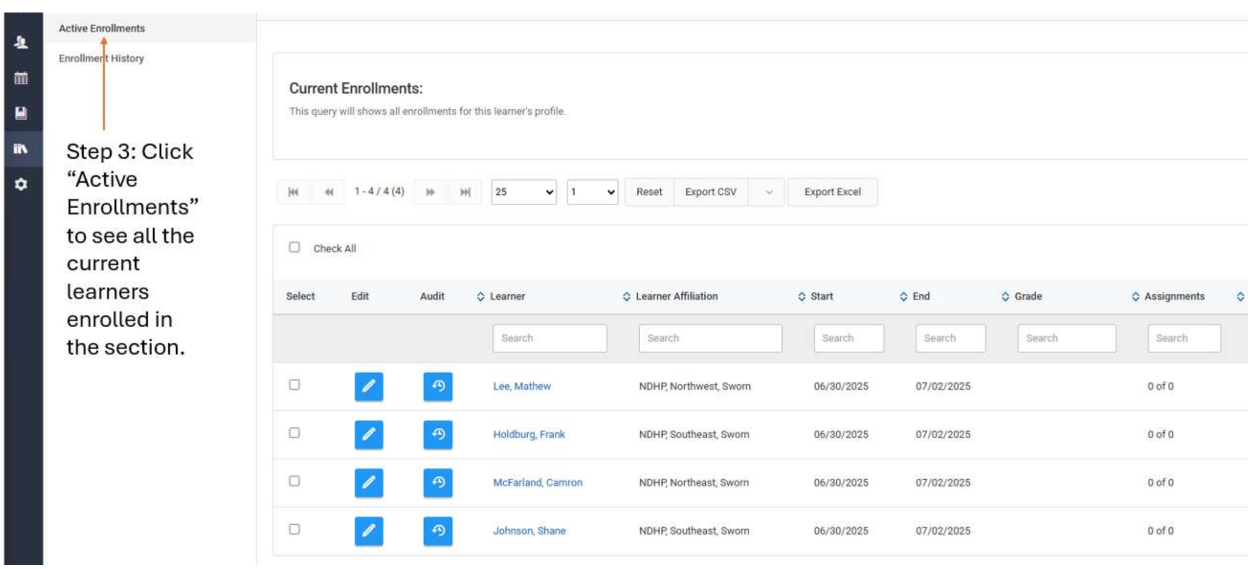


After clicking the specific section, you can see the section information, edit the section information if you made a mistake, and view the enrollments (active and history).



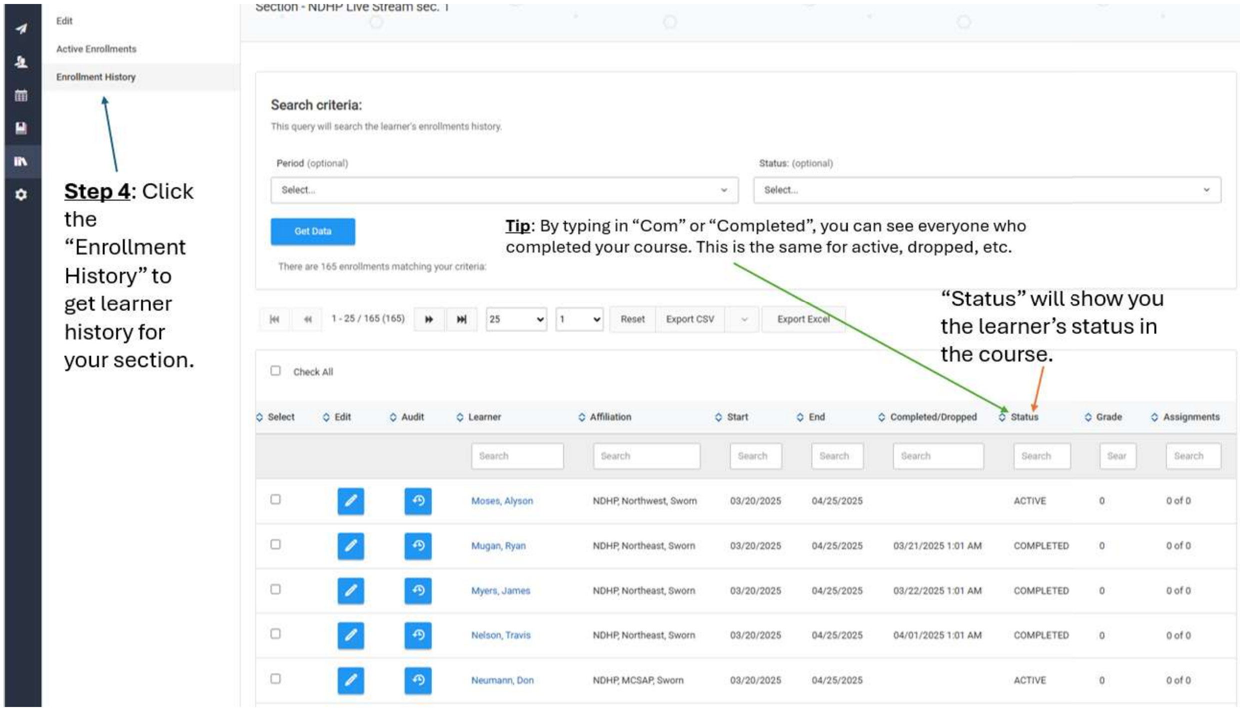
Active Enrollments

<u>Step 3</u>: The "Active Enrollments" screen allows you to see all the students that are actively enrolled in your section. By clicking "Active Enrollments," you will see all the current enrollments. You will also be able to drop, complete, or show the learner was unsuccessful by using this screen. Dropping and completing the learner will be covered later in this guide.



Enrollment History

Step 4: Clicking "Enrollment History" will give you the entire learner history for that section. It will show you learners that are active in the course, and the learners that completed, dropped, or failed the course.



Completing Learners in a Section:

Completing learners in a section is indicating they have completed the training and should get full POST credit hours. You can do this by using "Bulk Actions" under "Enrollments," editing the individual learner, or importing a CSV file.

- **Bulk Actions under Enrollments**: This feature allows you to complete one or more learners at a time. This feature allows you to give multiple students different completion dates. For example, this is a great tool to use when your entire agency has a training to complete, but you will be instructing different groups on different days. This way, all learners can be in the same section, but you can choose the different days they complete the training.
- **Editing Learner under Sections**: This allows you to complete an individual learner.

- **Importing a CSV**: This method allows you to enroll and complete users at the exact same time to get them training credit. This method can be quick but will require the knowledge of all learners' ND.gov user IDs. **This is the only method you can use if you are cross-training with a learner from another agency.** Otherwise, they will not get credit for attending your training.

Completing Learners via "Bulk Actions" under Enrollments

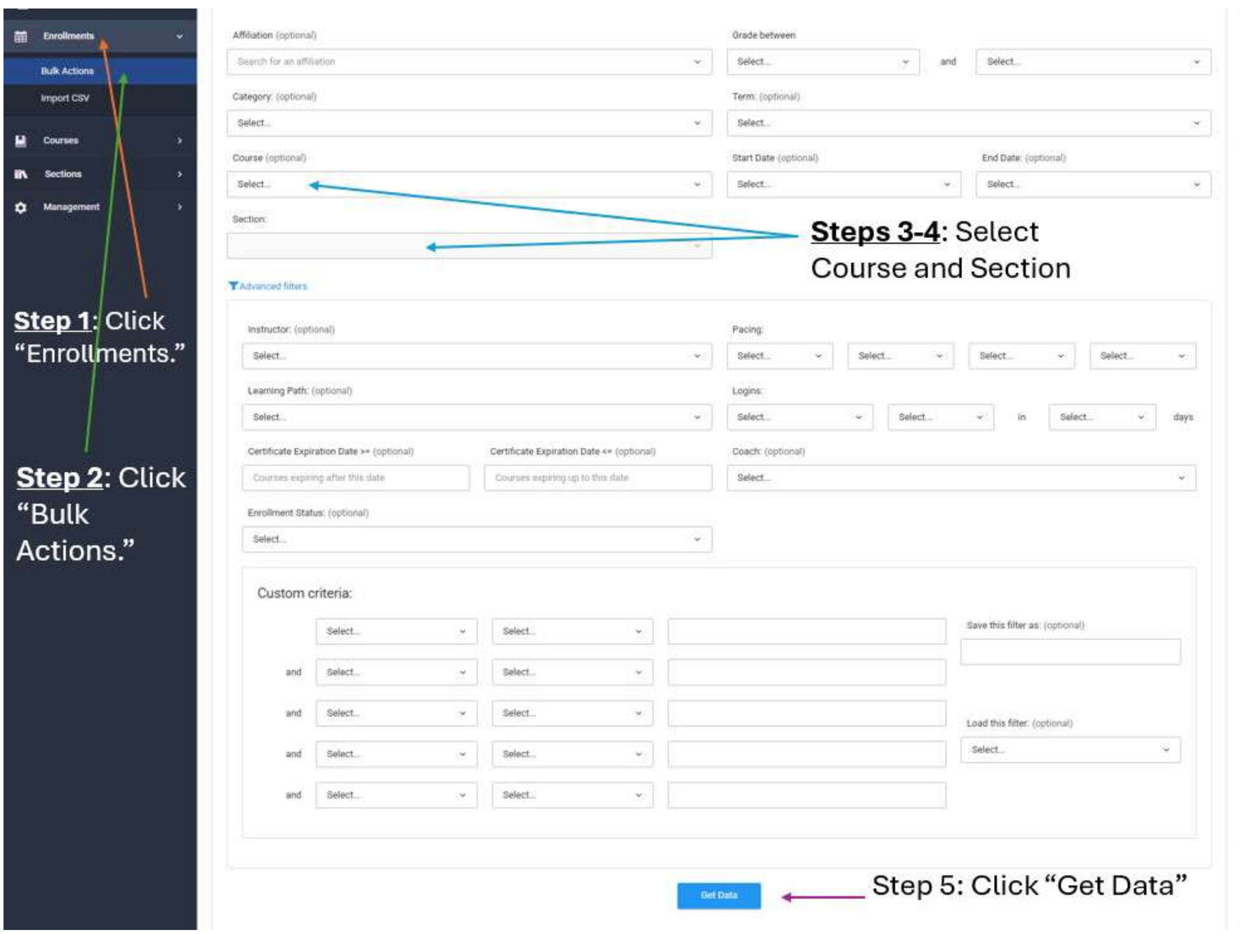
Step 1: Click "Enrollments."

Step 2: Select "Bulk Actions."

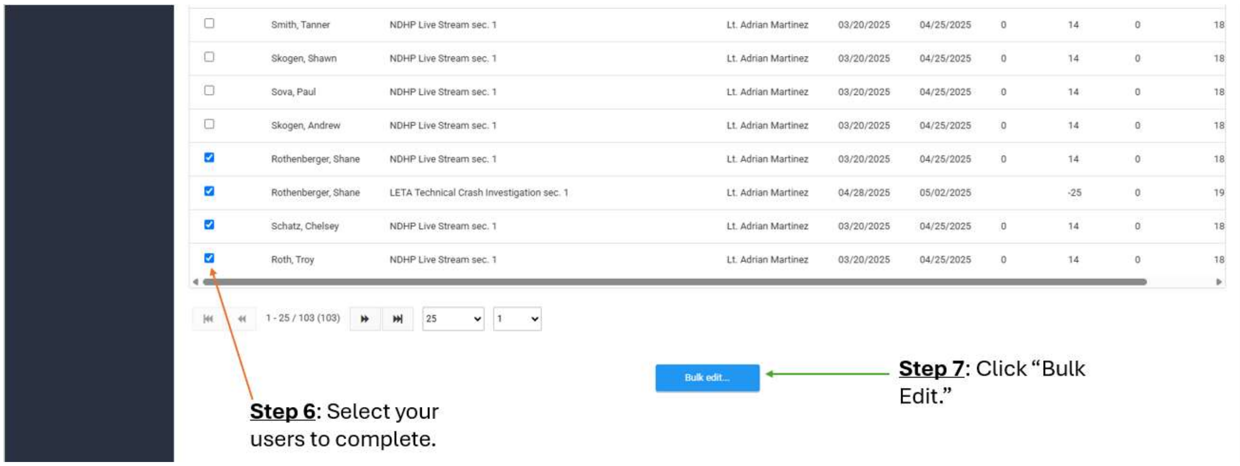
Step 3: Select Course.

Step 4: Select Section.

Step 5: Click "Get Data."

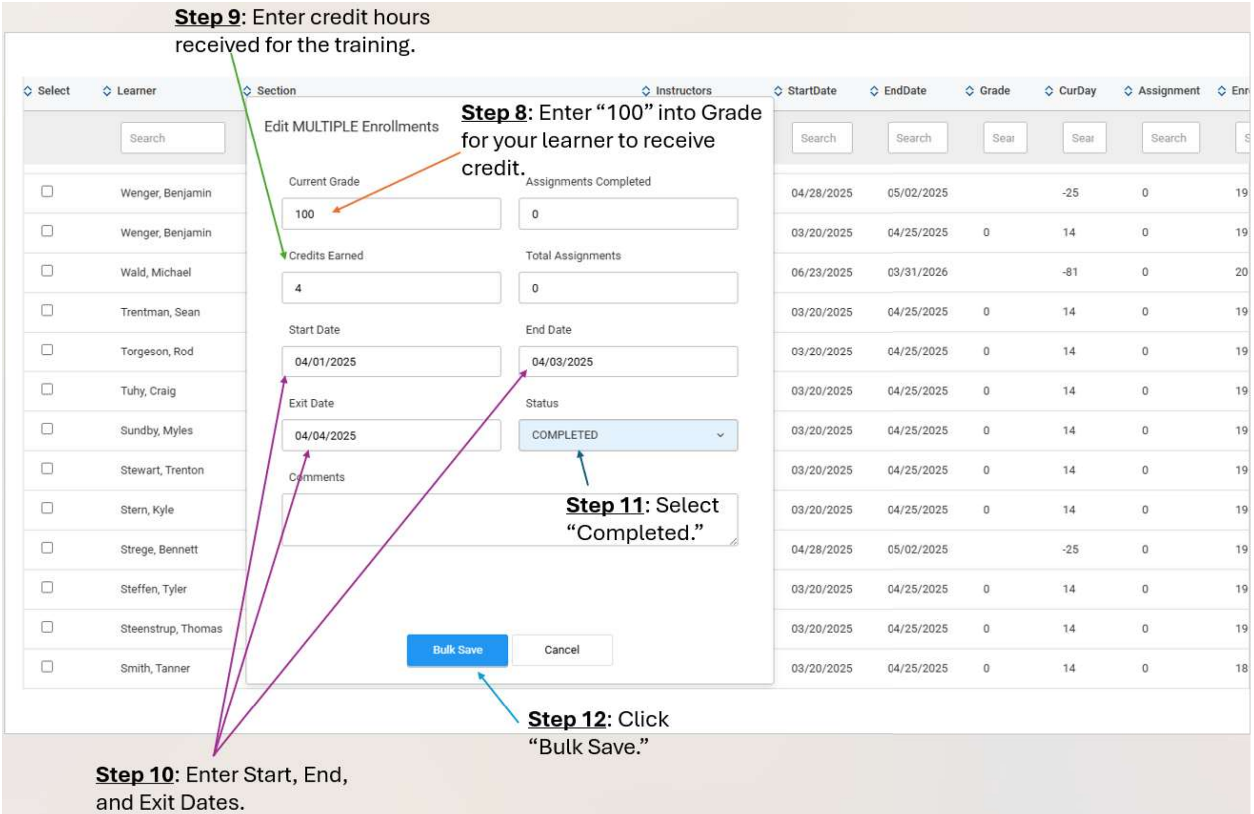


Steps 6 and 7: Select your users to complete → Click "Bulk Edit."



Steps 8 to 12: The "Edit MULTIPLE Enrollments" window will popup. Enter "100" in the "Current Grade → Input how many "Credits" (hours) the student earned → Enter a Start, End, and Exit Date → Change the "Status" to "Completed" → Click "Bulk Save."

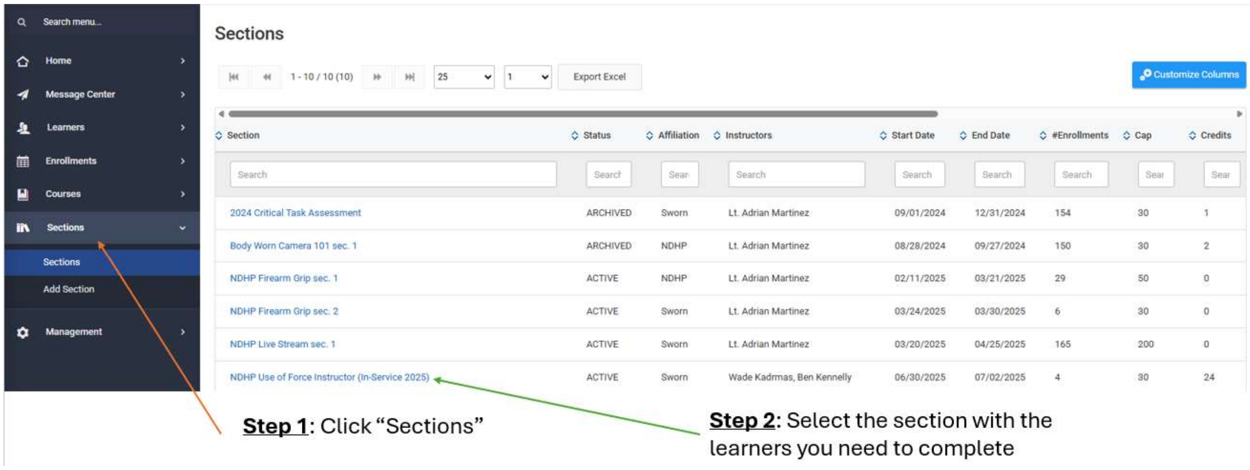
Important Note: The "Exit Date" must be entered for the learner to receive POST credit hours on their transcript. This is the date they completed the training. This is the tool where you can specify when certain groups completed the training if you taught the same training to your agency, but had multiple groups over multiple days (i.e., in-service training).



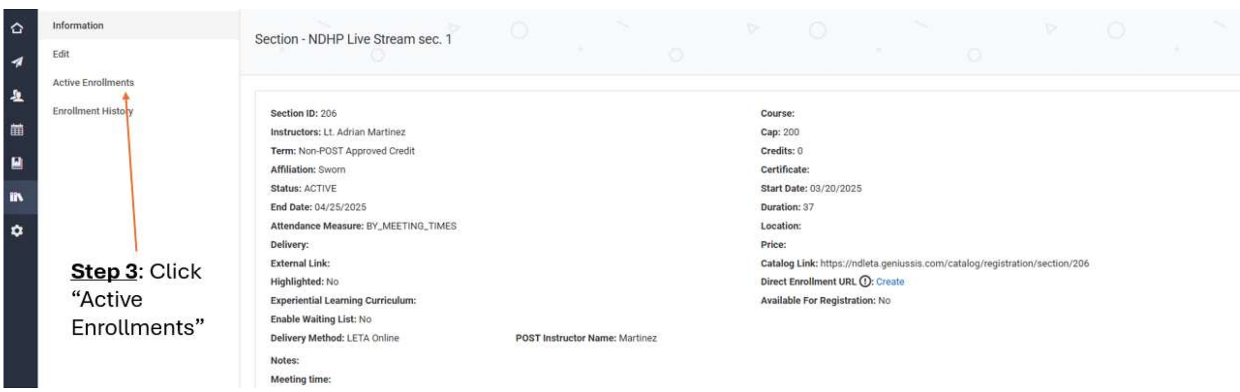
Important Note: Using this "Bulk Action" will also allow you to go back and edit a learner's status (unsuccessful, dropped, etc.). This is also where you would go to change the number of POST credit hours received. For example, if a student could not complete the entire training hours, you can adjust their "Credits Earned."

Completing Learners via Editing Learner under Sections

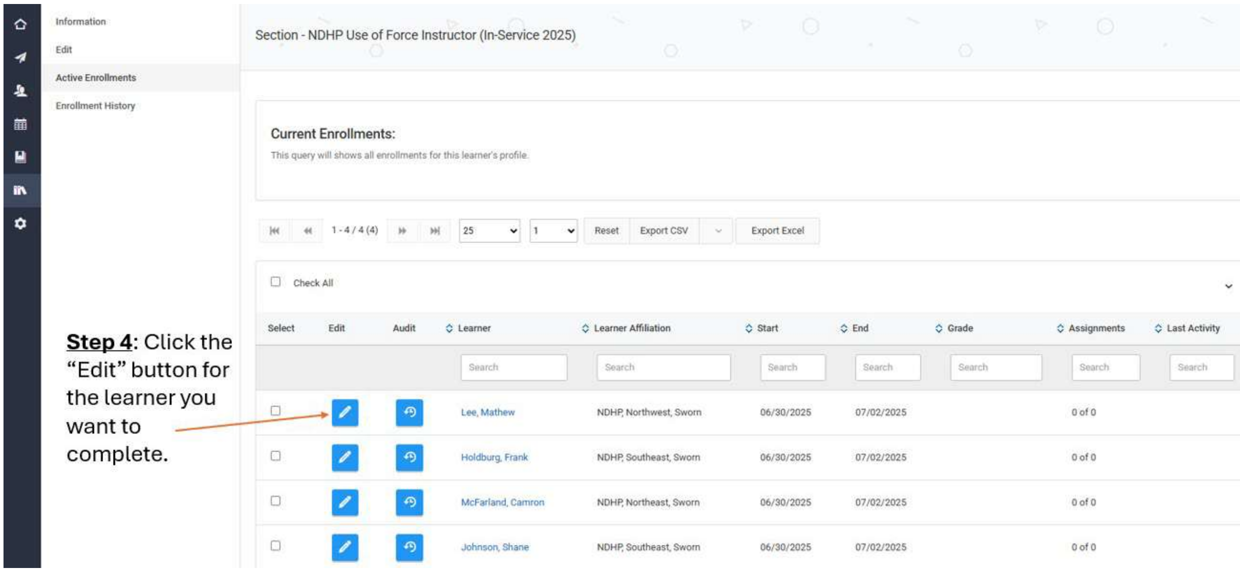
<u>Steps 1 and 2</u>: Click "Sections" → Select your section with the learner to complete.



<u>Step 3</u>: Click "Active Enrollments."

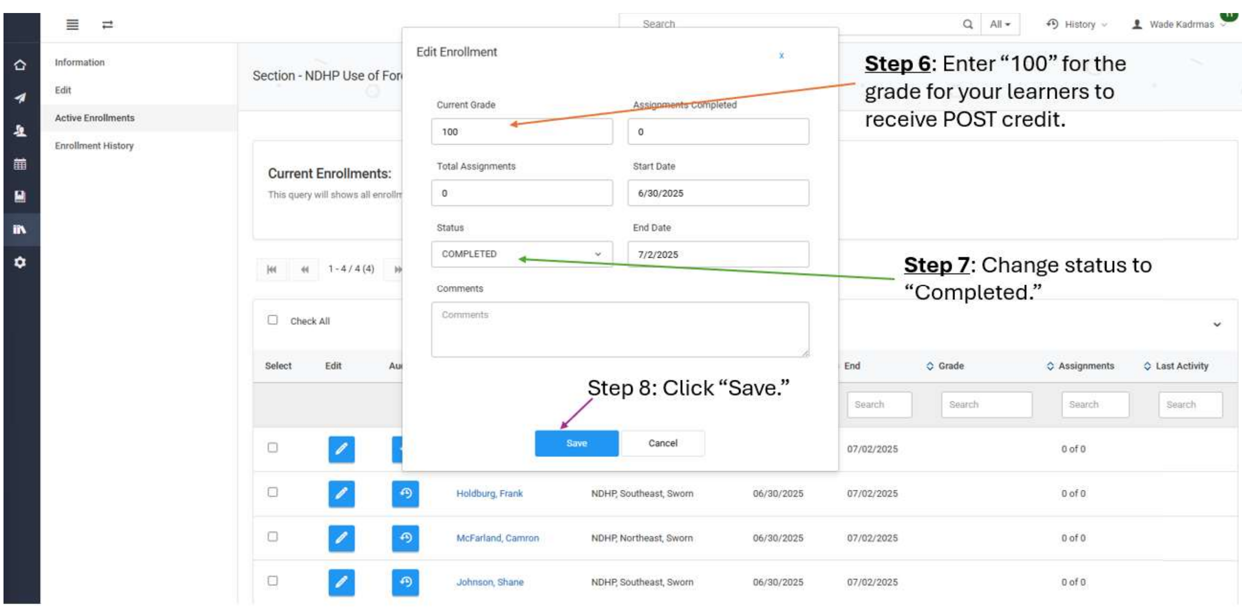


<u>Step 4</u>: Click the "Edit" button next to the learner you want to complete.



Steps 5, 6, and 7: The "Edit Enrollment" window will pop up. Enter "100" in the current grade slot → Change Status to "Completed" → Click "Save."

Important Note: If you do not put "100" in the current grade slot, your learner will not receive the training hours.



Completing learners via a CSV File

Completing learners via a CSV file is unique as it allows you to enroll and complete learners simultaneously. This is also the only way to enroll and complete learners from other affiliations. This will be important if you are training officers from other agencies.

The CSV file will be issued to all agencies. Essential terms to remember when completing the CSV file:

- **Username**: This is the learner's ND.gov user ID. This can be found under the "Learners" tab by any Affiliation Manager.
- **Section**: This is the "ID" number for the section you are giving officers credit for. This can be found under the "Sections" tab.
- **Status**: This must say "Completed" if you want to enroll and complete simultaneously for credit. This is equivalent to submitting a PFN 9/10 in the past. However, you can put "Active" if you only want to enroll them into the section. When ready, you can change the status to "Completed" and re-import to complete the learners.
- **Start Date**: The start date of the course (i.e., 4/4/2025).
- **End Date**: The last day the course is offered (i.e., 4/4/2025).
- **Exit Date**: The day the learner completed the course (i.e., 4/4/2025).
- **Grade**: Put "100" for your learner to receive POST credit on their transcript.
- **Assignments**: Leave these columns blank.

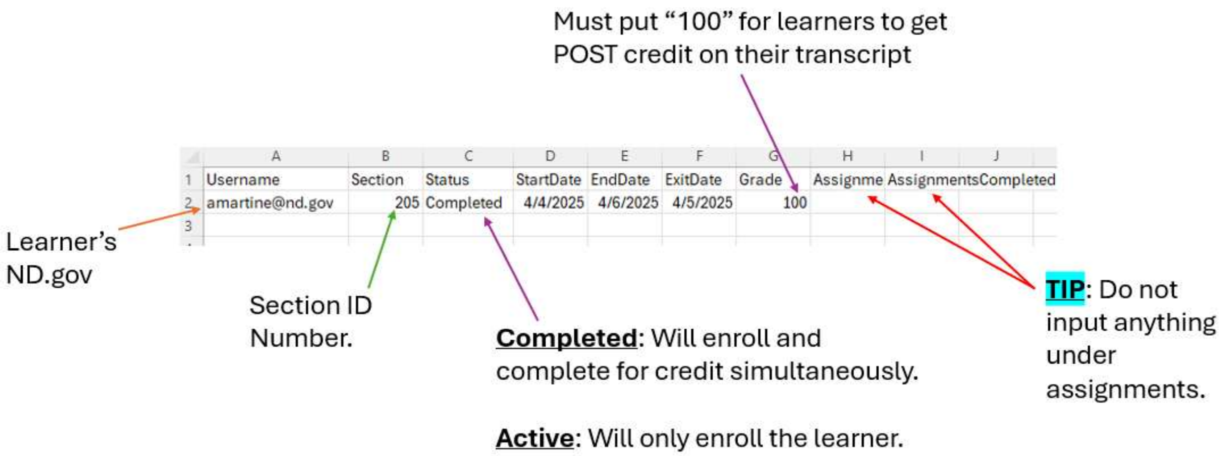
Important Notes: All columns besides Assignments must be filled out to have the completion process completed properly. **A CSV file is not a typical Excel file (.xlsx file). Therefore, when saving the CSV file, ensure you are saving it as a CSV (.csv) file.**

If you make a mistake with one user after submitting, DO NOT upload the same CSV with every student again after correcting your error. Only import a CSV with the corrected individual. Failure to follow these instructions will result in duplication of training records.

Please keep the assignment columns clear.

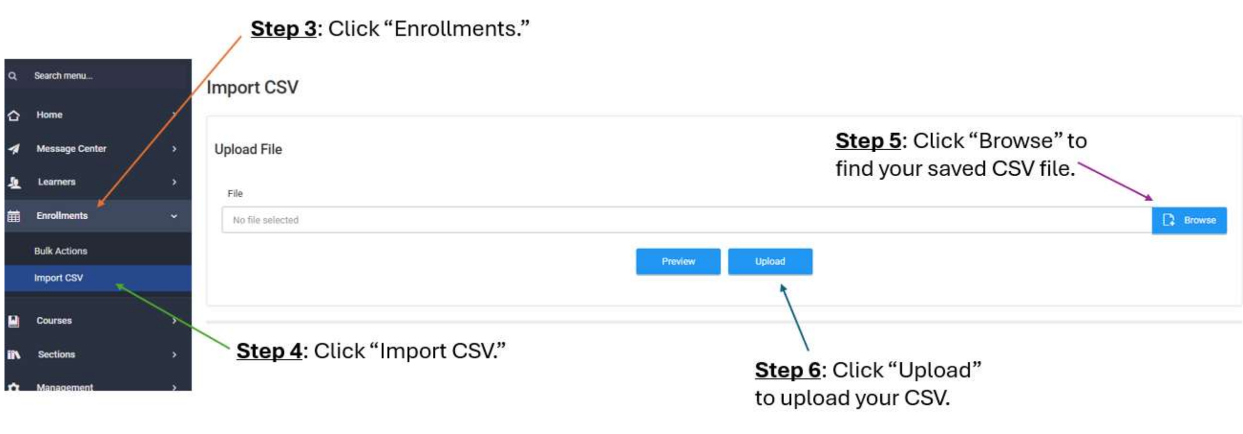
ALWAYS keep a copy of your CSV for your records!!

Step 1: Complete your CSV.

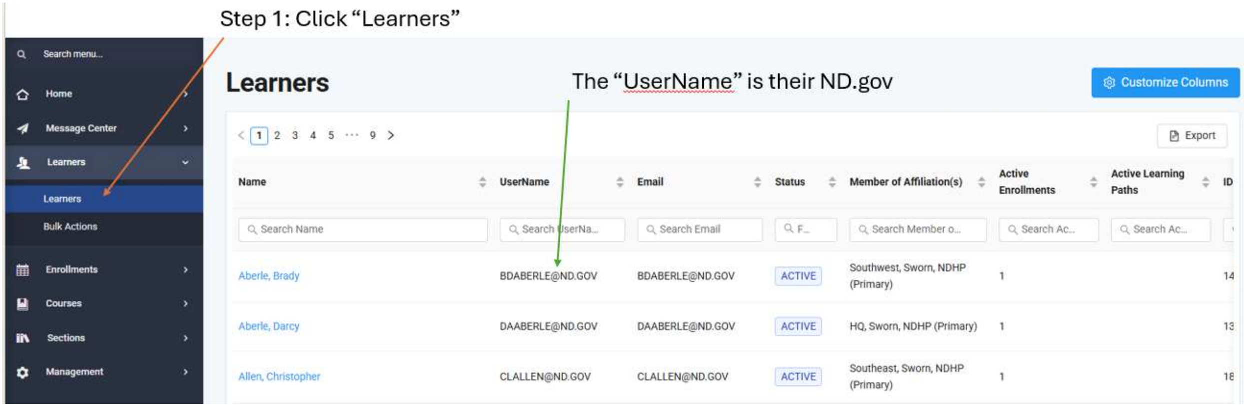


<u>Step 2</u>: Save your CSV file to your computer.

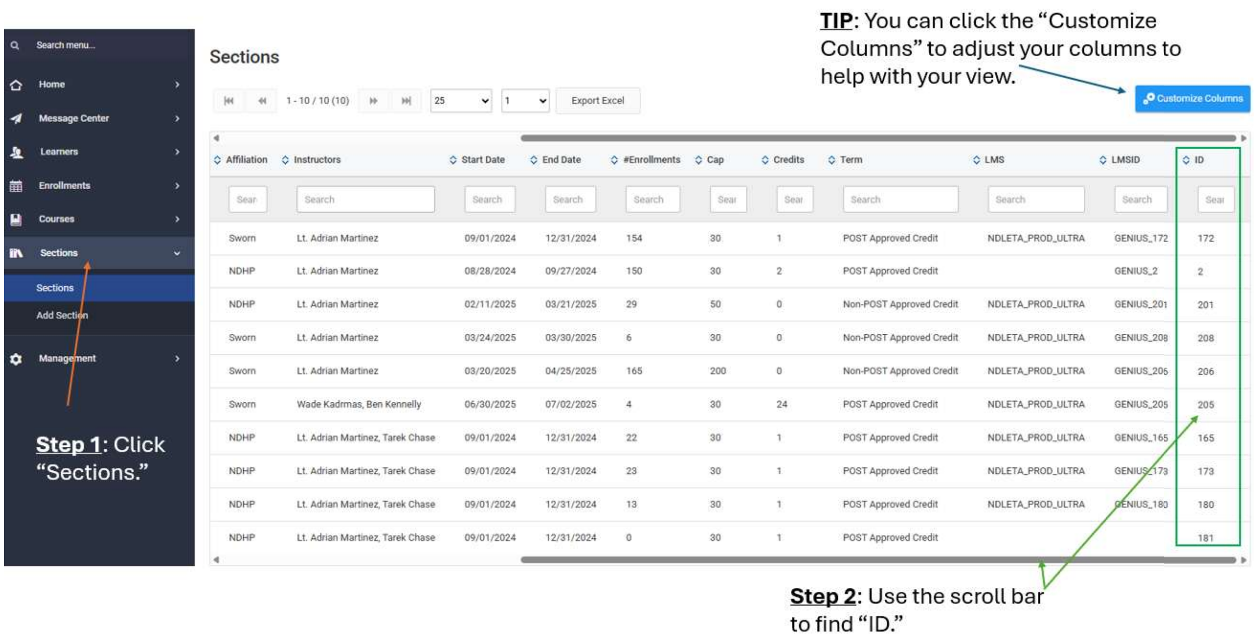
<u>Steps 3, 4, 5, and 6</u>: Click “Enrollments” → Click “Import CSV” → Click “Browse to find your CSV file → Click “Upload” to upload your CSV file.



<u>TIP</u>: You will find a learner’s ND.gov user ID by going to the “Learners” tab.



TIP: You will find the section's "ID" under the "Sections" tab.



Dropping Learners from Training:

Dropping learners from training is very similar to completing them. Instead of changing the status to "Completed," you will change it to "Dropped." Dropping learners in a section indicates they voluntarily resigned from the training or they were dismissed from the training and should not get POST credit hours. You can do this by using "Bulk Actions" under "Enrollments" or by editing the individual learner.

- **Bulk Actions under Enrollments**: This feature allows you to drop one or more learners at a time. This feature allows you to give multiple students different dropout dates.
- **Editing Learner under Sections**: This allows you to drop an individual learner.

Important Note: Dropping a learner will come with a required "Reason." You must choose a reason why the learner is being dropped. If you don't feel like a given option fits the learner's circumstance, select any option and put a comment in the box explaining the reason for dropping the learner. Options for dropping a student are:

- Agency Decision
- Course is not interesting
- Dismissed from Academy
- No longer employed by agency
- Scheduling conflicts
- Selected the wrong course
- Student decision
- Wrong student

Dropping Learners via "Bulk Actions" under Enrollments

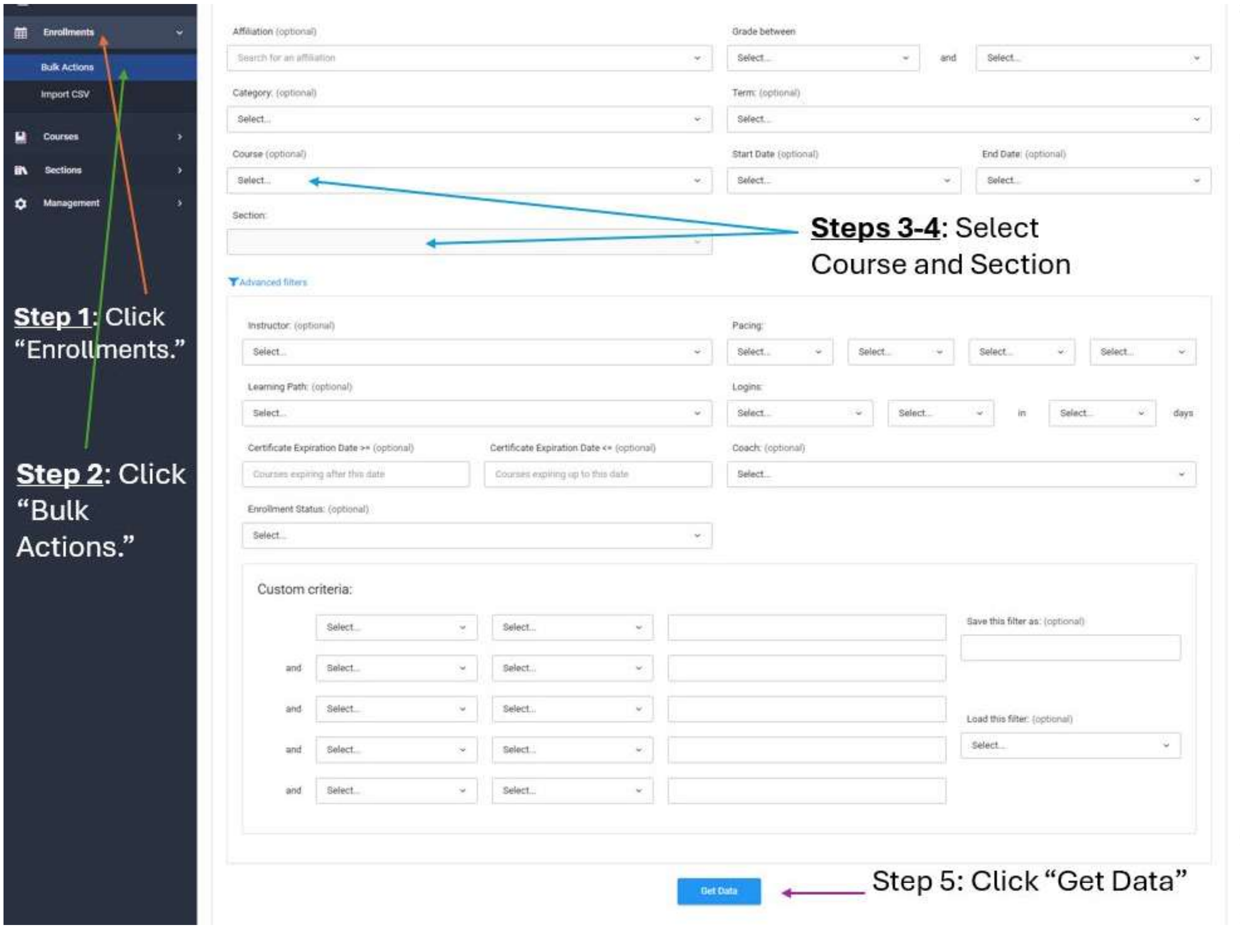
Step 1: Click "Enrollments."

Step 2: Select "Bulk Actions."

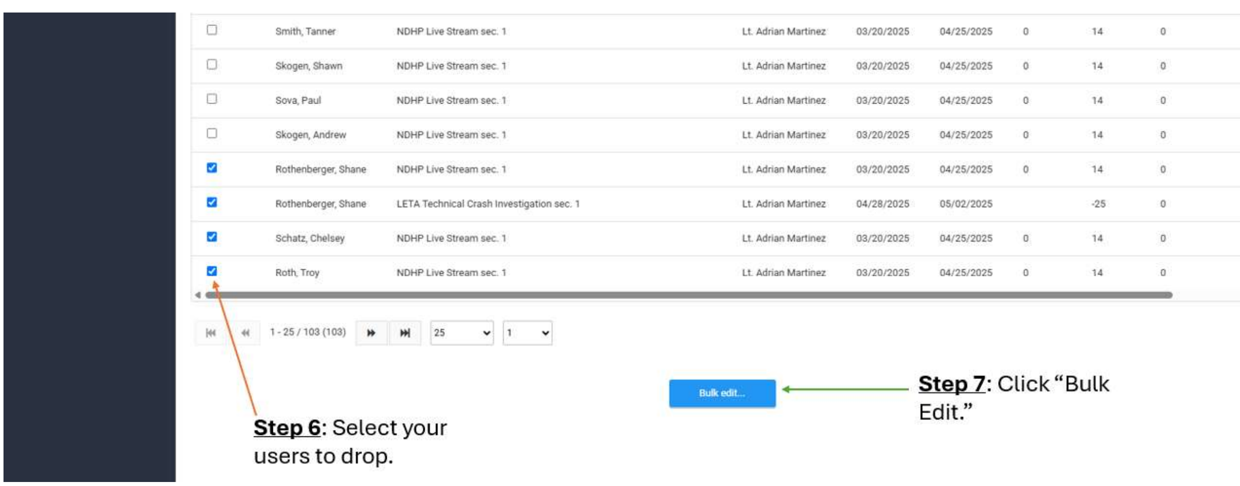
Step 3: Select Course.

Step 4: Select Section.

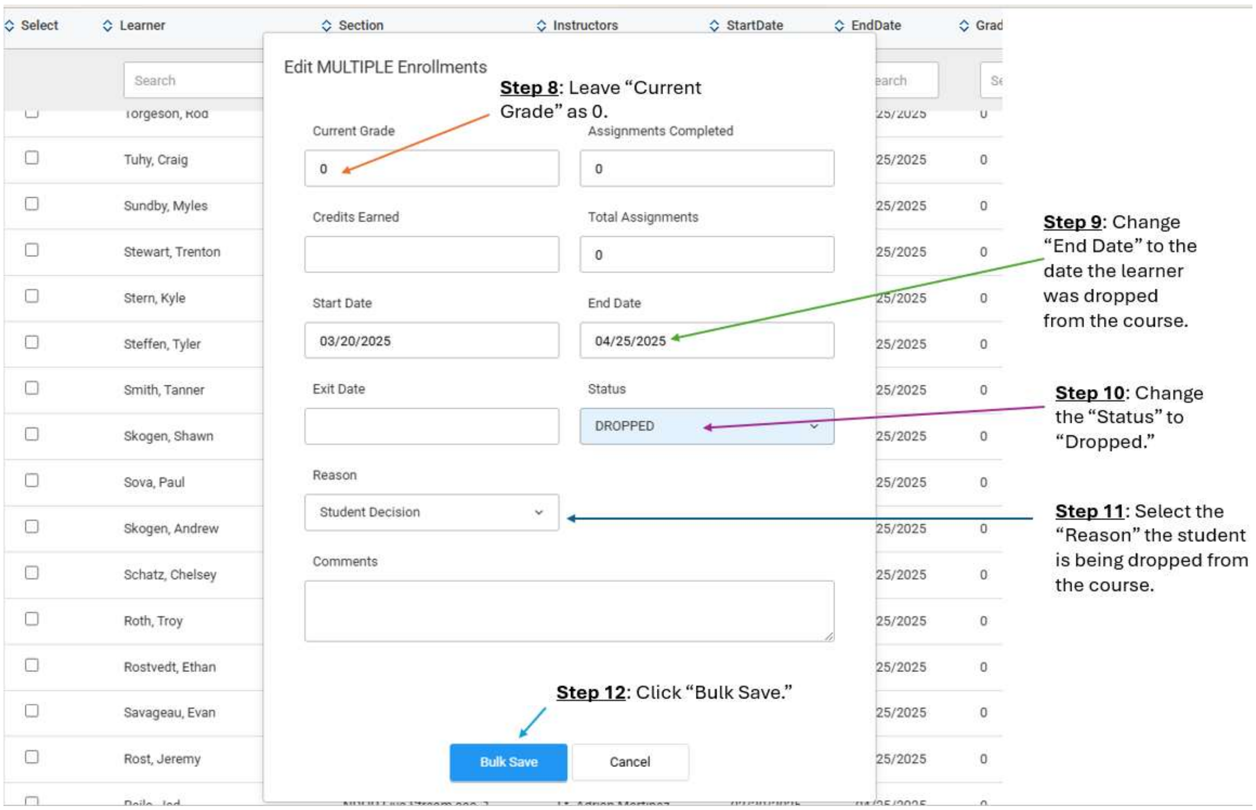
Step 5: Click "Get Data."



Steps 6 and 7: Select your users to drop → Click “Bulk Edit.”

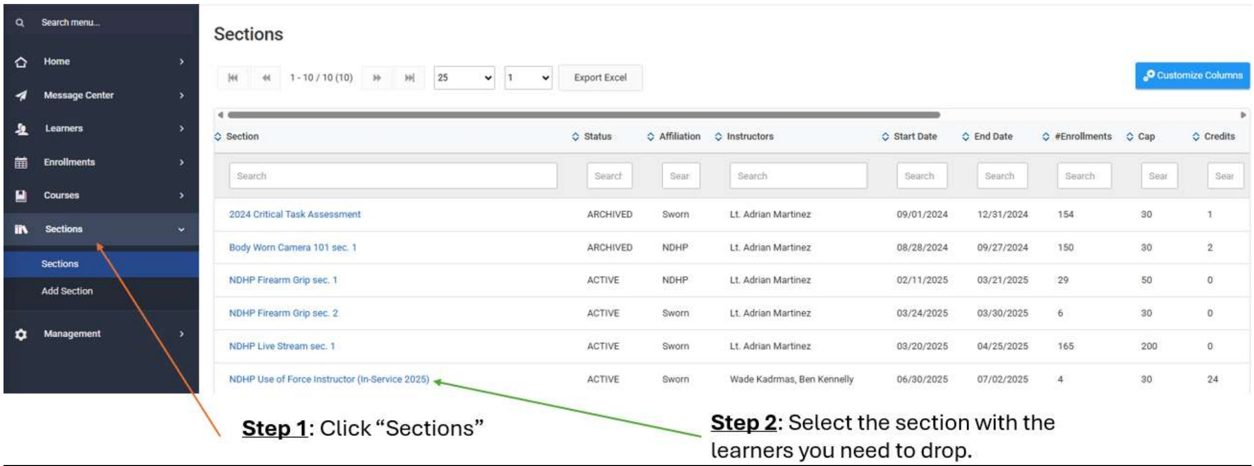


<u>Steps 8 to 12</u>: The "Edit MULTIPLE Enrollments" window will pop up. Leave "0" in the "Current Grade" → Change the "End Date" to the date the learner was dropped → Change the "Status" to "Dropped" → Select the "Reason" the learner is being dropped from the course → Click "Bulk Save."

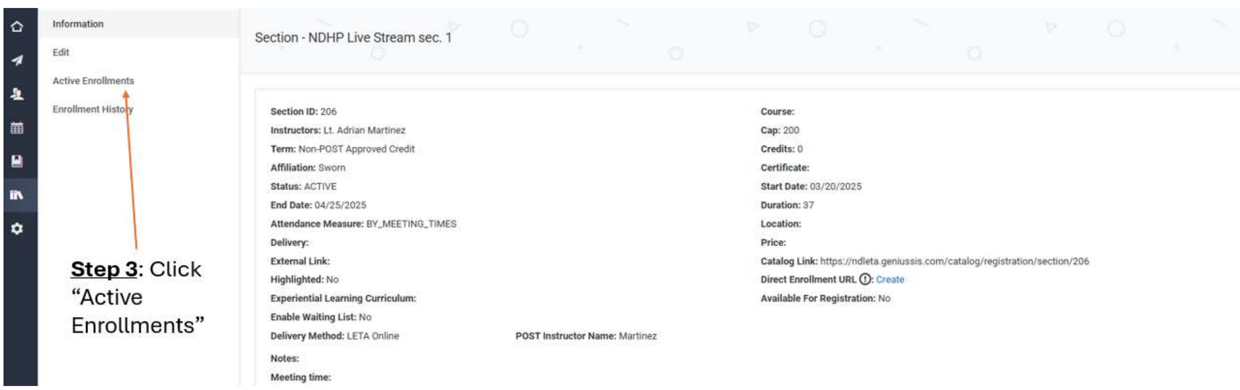


Dropping Learners via Editing Learner under Sections

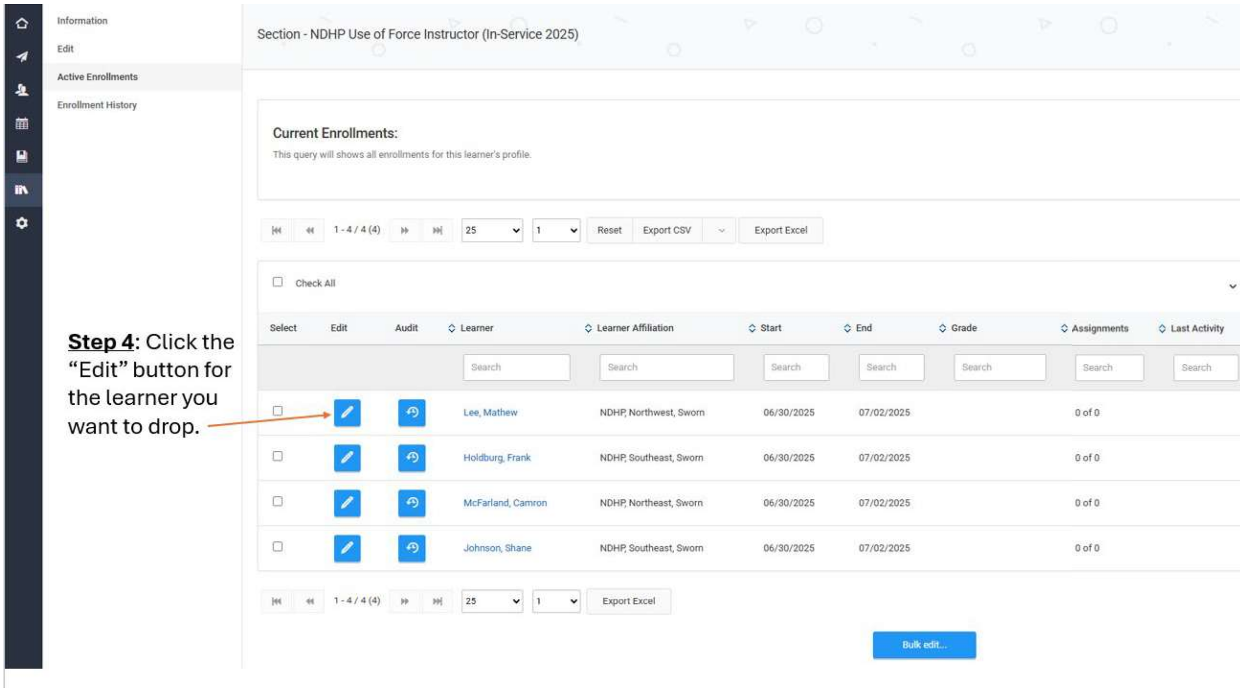
<u>Steps 1 and 2</u>: Click "Sections" → Select your section with the learner to drop.



<u>Step 3</u>: Click "Active Enrollments"

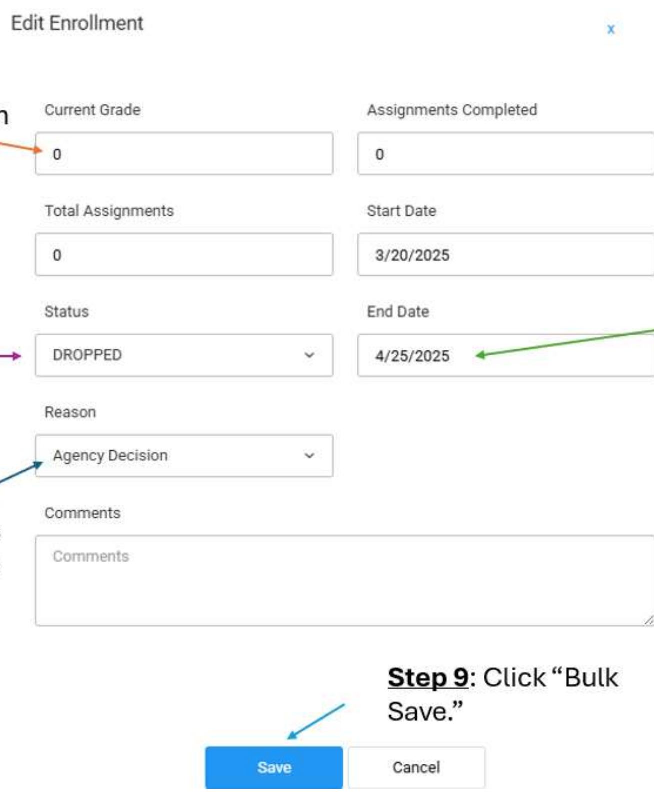


<u>Step 4</u>: Click the "Edit" button next to the learner you want to drop.



Step 4: Click the "Edit" button for the learner you want to drop.

Steps 5 to 9: The "Edit Enrollment" window will pop up. Leave "0" in the "Current Grade" → Change the "End Date" to the date the learner was dropped → Change the "Status" to "Dropped" → Select the "Reason" the learner is being dropped from the course → Click "Save."



Step 5: Leave "0" in the "Current Grade."

Step 6: Change "End Date" to the date the learner was dropped from the course

Step 7: Change the "Status" to "Dropped."

Step 8: Select the "Reason" the student is being dropped from the course.

Step 9: Click "Bulk Save."

<u>Marking Learners “Unsuccessful” from Training:</u>

Marking learners unsuccessful from training is very similar to completing or dropping them. Instead of changing the status to “Completed” or “Dropped,” you will change it to “Unsuccessful.” Unsuccessful learners in a section indicate the learner did not pass the training and should not get POST credit hours. You can do this by using “Bulk Actions” under “Enrollments” or by editing the individual learner.

<u>Important Note</u>: If your section has an “End Date” and you have not completed your learners before the end of that day, the system will automatically mark your learners as “Unsuccessful.” However, you can go back and edit the status via “Enrollment History.”

Marking Learners Unsuccessful via “Bulk Actions” under Enrollments

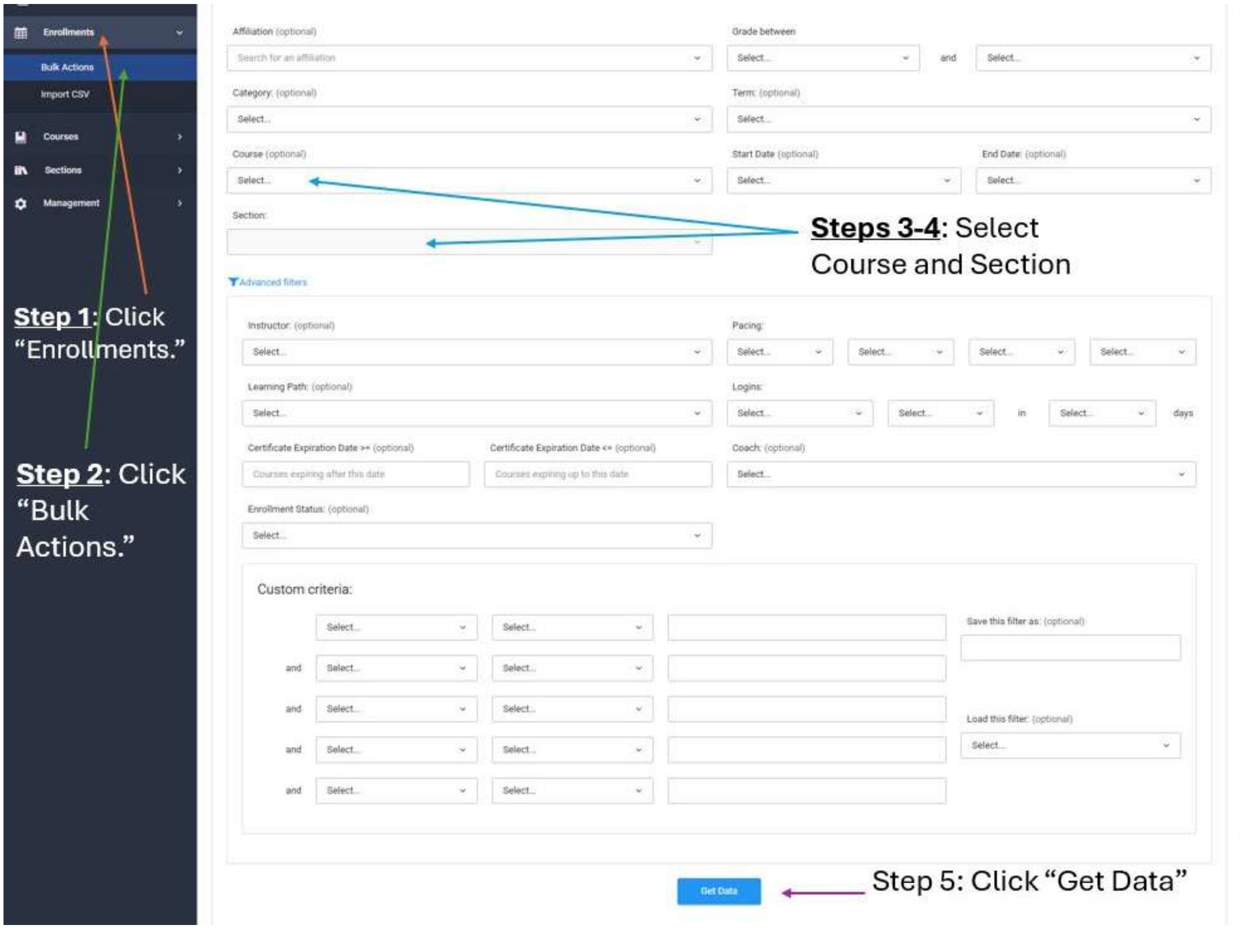
<u>Step 1:</u> Click “Enrollments.”

<u>Step 2</u>: Select “Bulk Actions.”

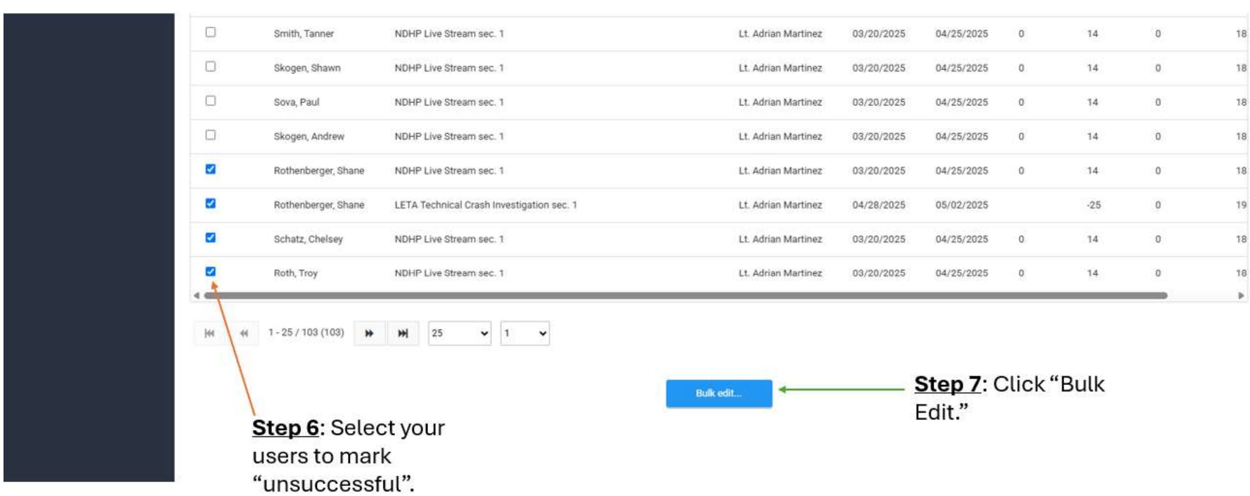
<u>Step 3</u>: Select Course.

<u>Step 4</u>: Select Section.

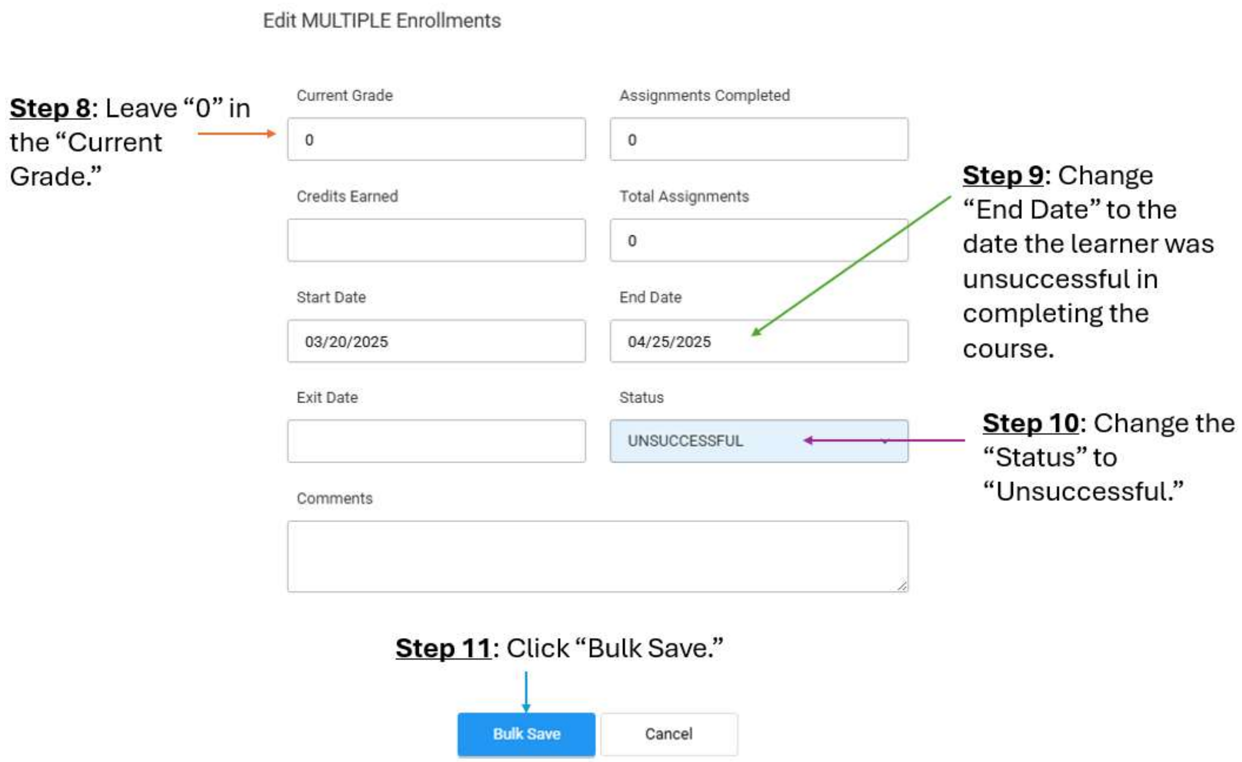
<u>Step 5</u>: Click “Get Data.”



Steps 6 and 7: Select your users to mark unsuccessful → Click "Bulk Edit."

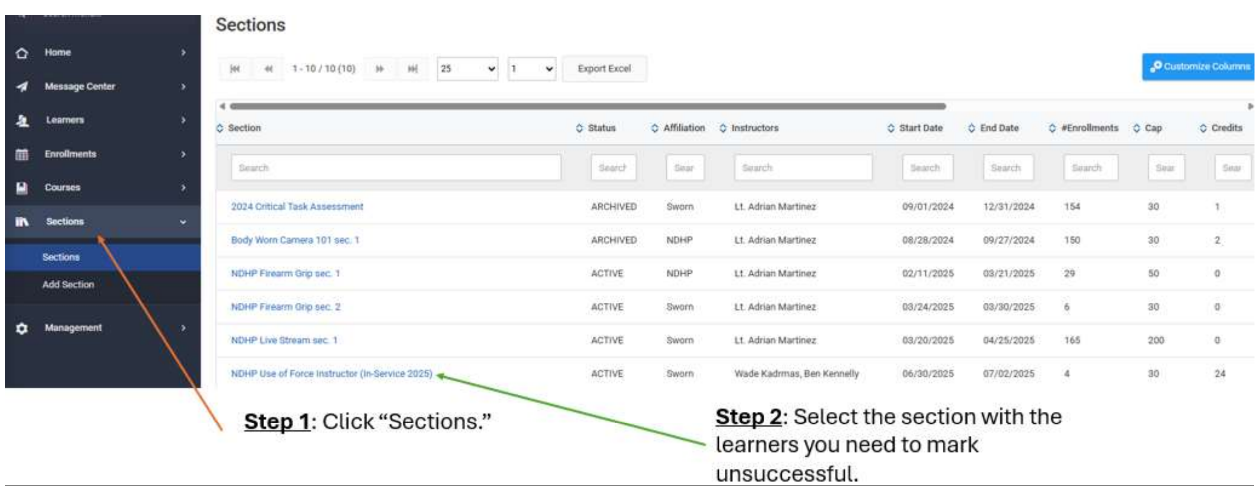


<u>Steps 8 to 11</u>: The “Edit MULTIPLE Enrollments” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was unsuccessful → Change the “Status” to “Unsuccessful” → Click “Save.”

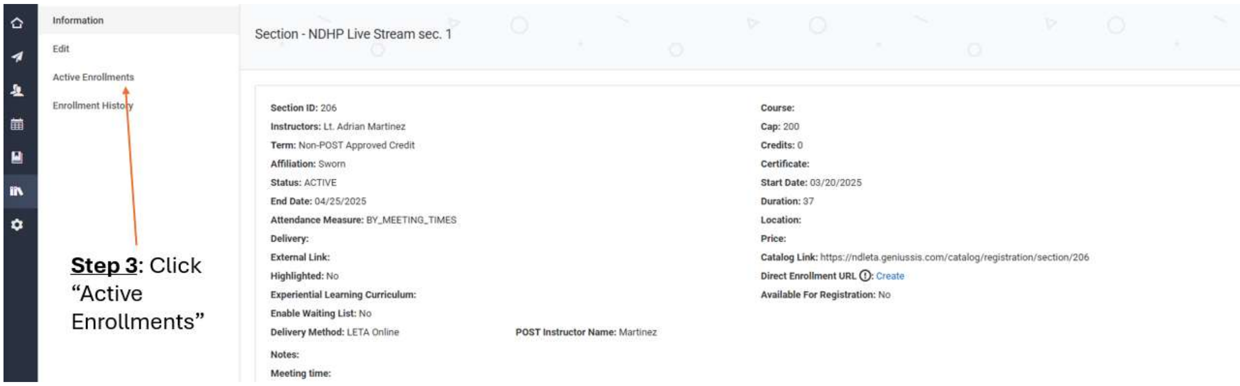


Marking Learners Unsuccessful via Editing Learner under Sections

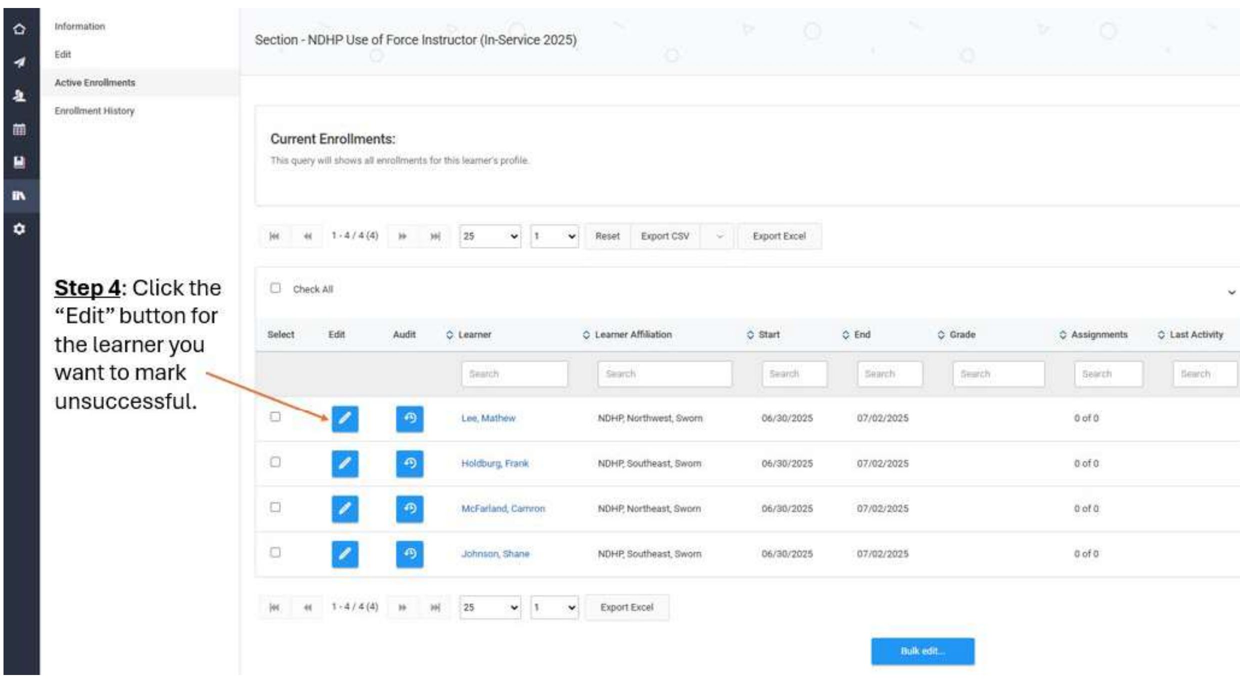
<u>Steps 1 and 2</u>: Click “Sections” → Select your section with the learner to mark unsuccessful.



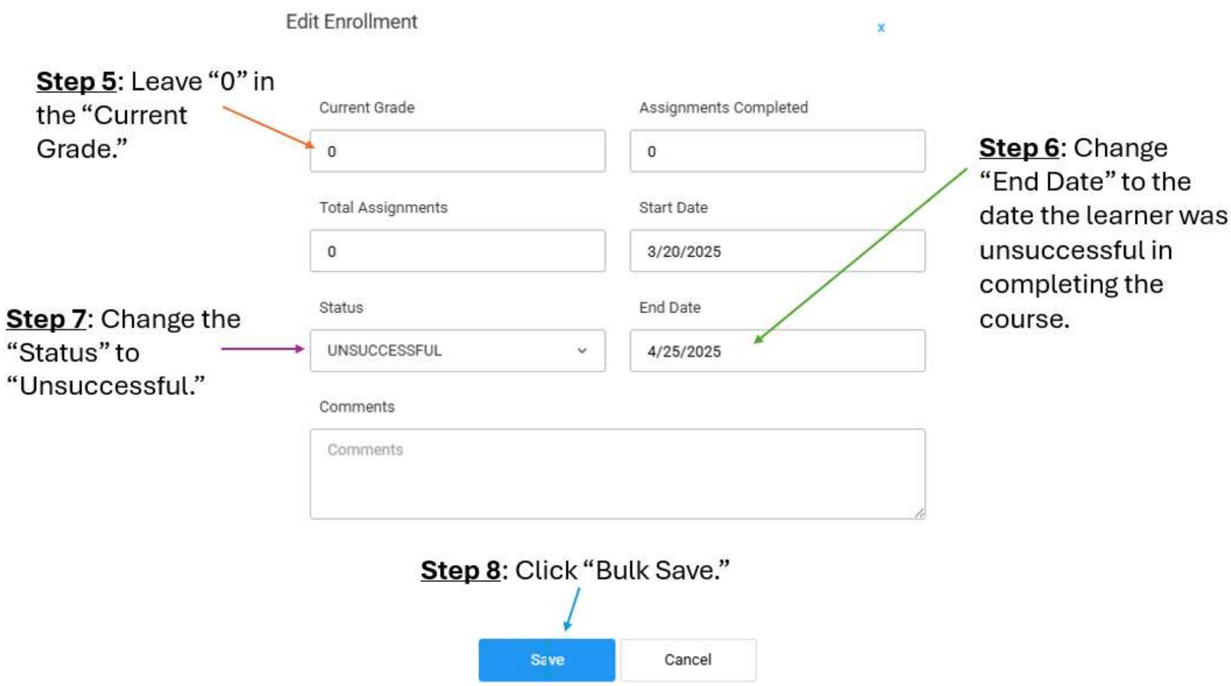
Step 3: Click “Active Enrollments”



Step 4: Click the “Edit” button next to the learner you want to mark unsuccessful.



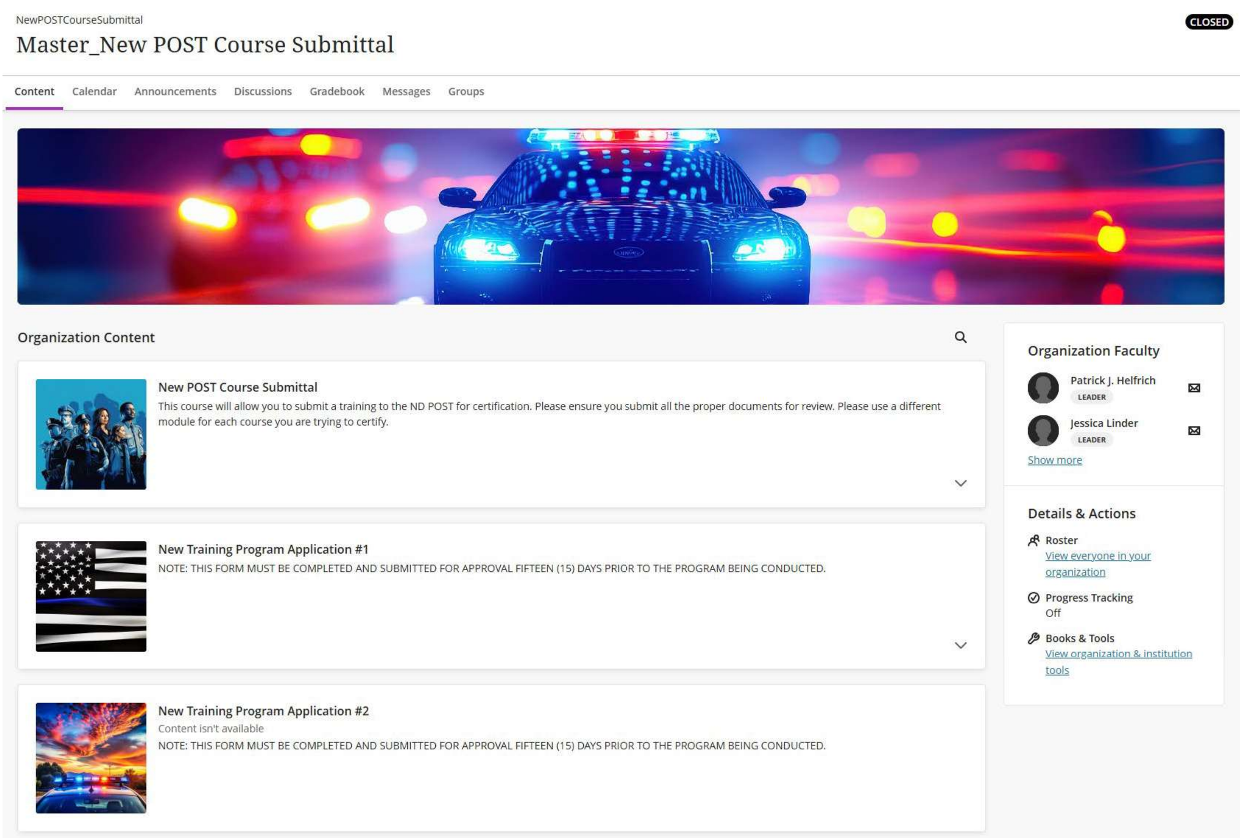
Steps 5 to 8: The “Edit Enrollment” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was dropped → Change the “Status” to “Dropped” → Click “Save.”



Submitting a New Course for POST Approval (PFN8):

Before instructing a course for POST credit, instructors or agencies must submit the course for approval to POST. New course submittals will be through the "New POST Course Submittal" course. The course can be found in the course catalog on your Learner Dashboard.

Once you have enrolled in the course, you will see 10 "New Training Program Applications." Each application is for one class. You will be able to submit up to 10 new courses with one enrollment. The next application will not unlock until you have successfully completed the application before it.

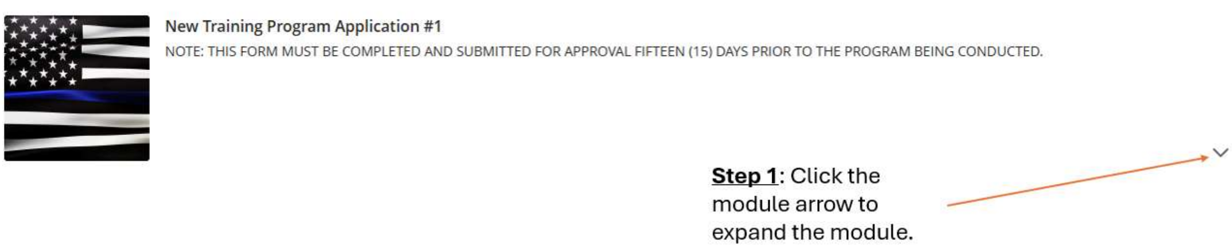


Submitting a New Course

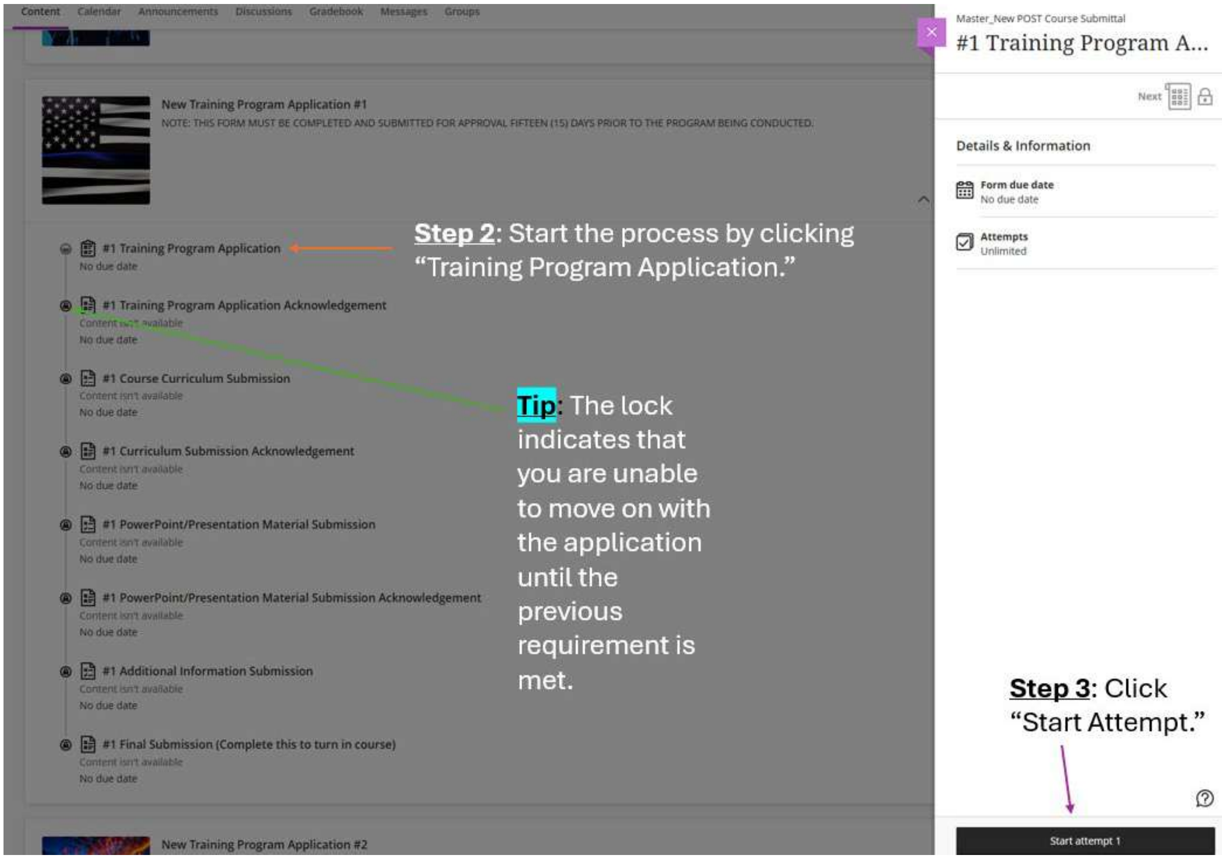
<u>Step 1</u>: Click the down arrow on the application

<u>Step 2</u>: Start the process by clicking "Training Program Application."

<u>Important Note</u>: You will be required to go in order when completing the process. The lock signifies the next step is locked until you complete the prior action.

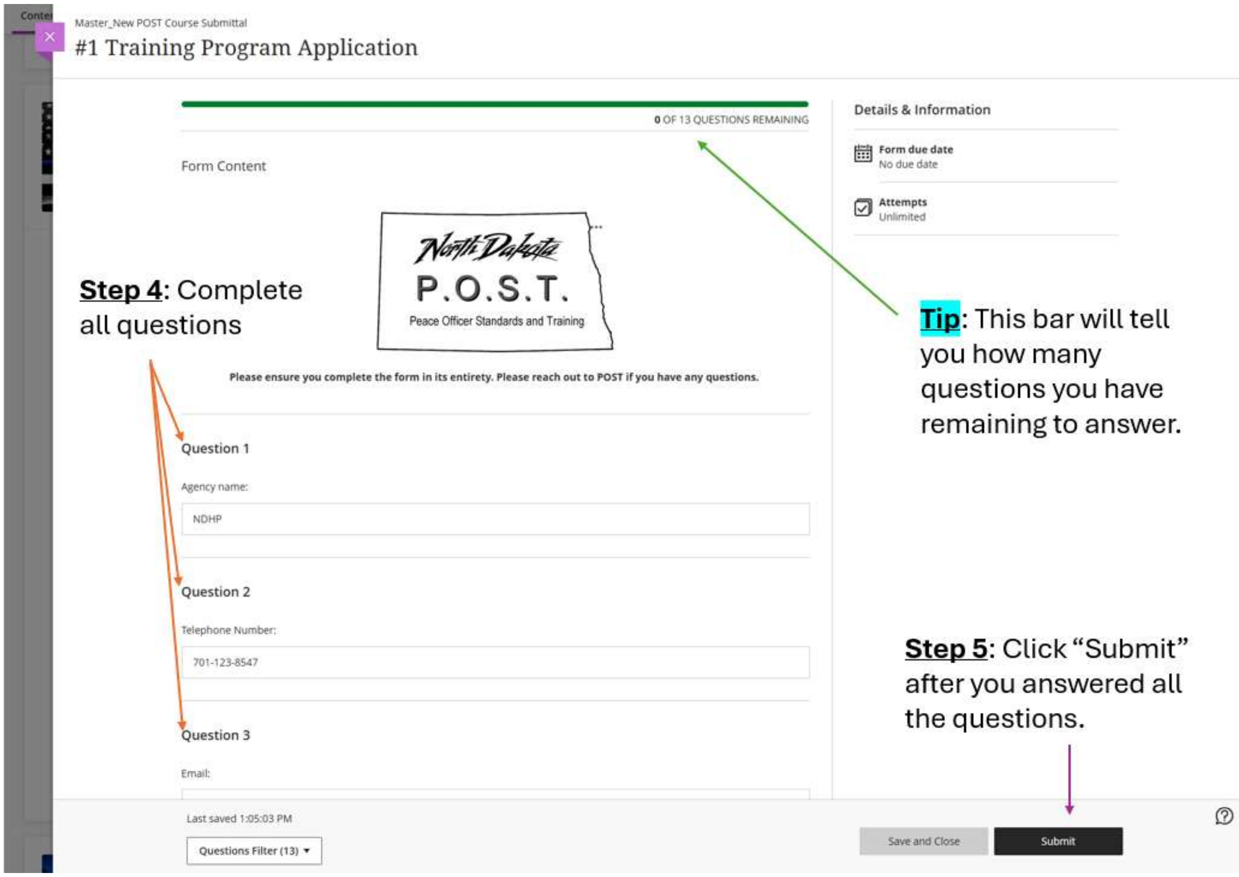


<u>Step 3</u>: Click "Start Attempt."



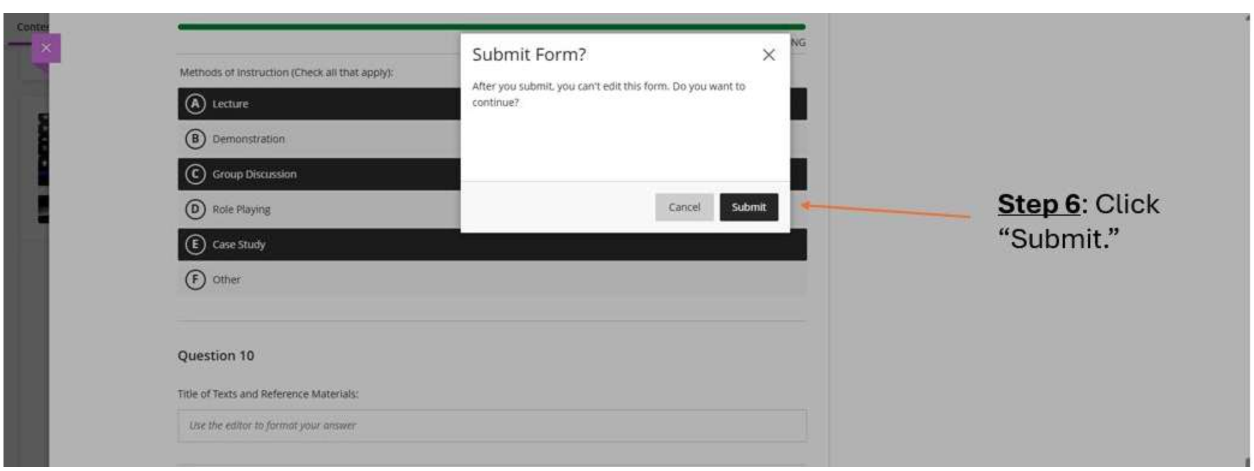
Step 4: Complete all the survey questions as thoroughly as possible.

Step 5: Click "Submit."



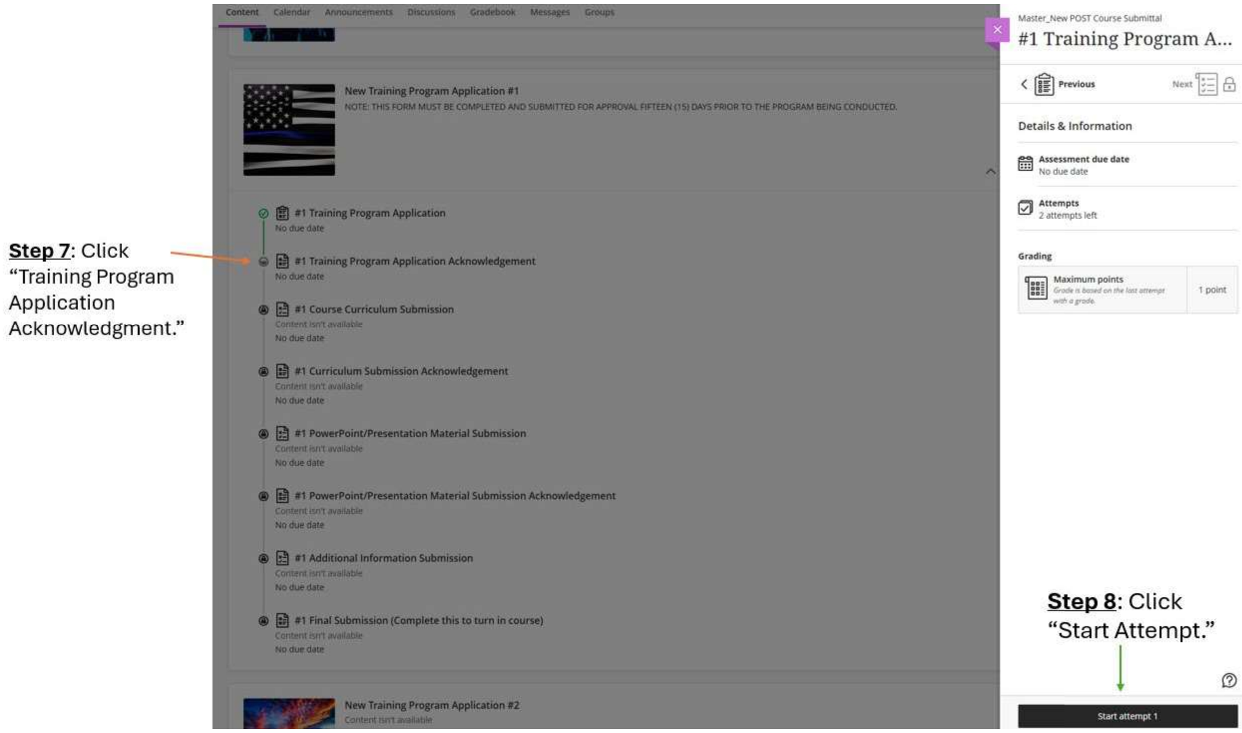
Step 6: Click "Submit" one more time when the pop-up window opens.

Important Note: After hitting submit the second time, another window will pop up telling you that you submitted a document. You can close out of it, or you can download it. Either way is okay.



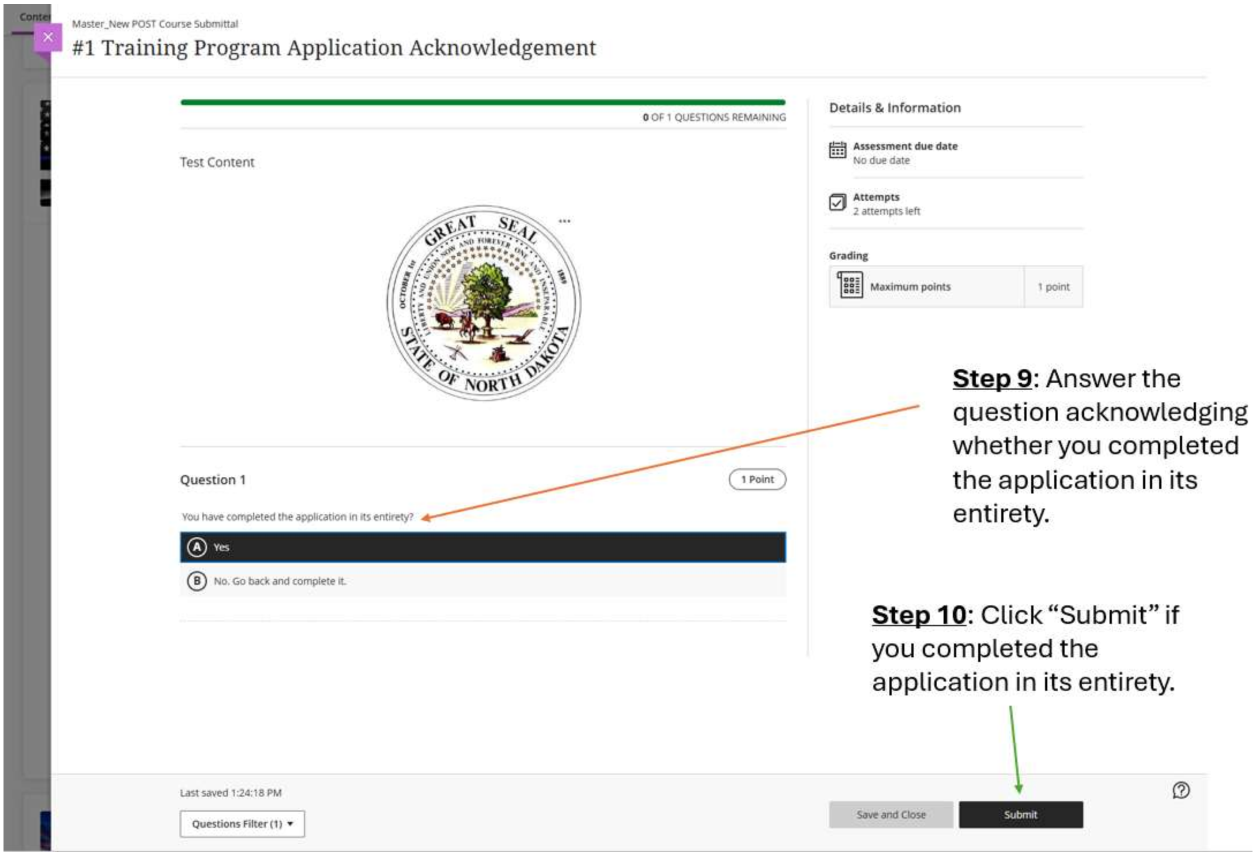
Step 7: Click “Training Program Application Acknowledgment.”

Step 8: Click “Start Attempt.”

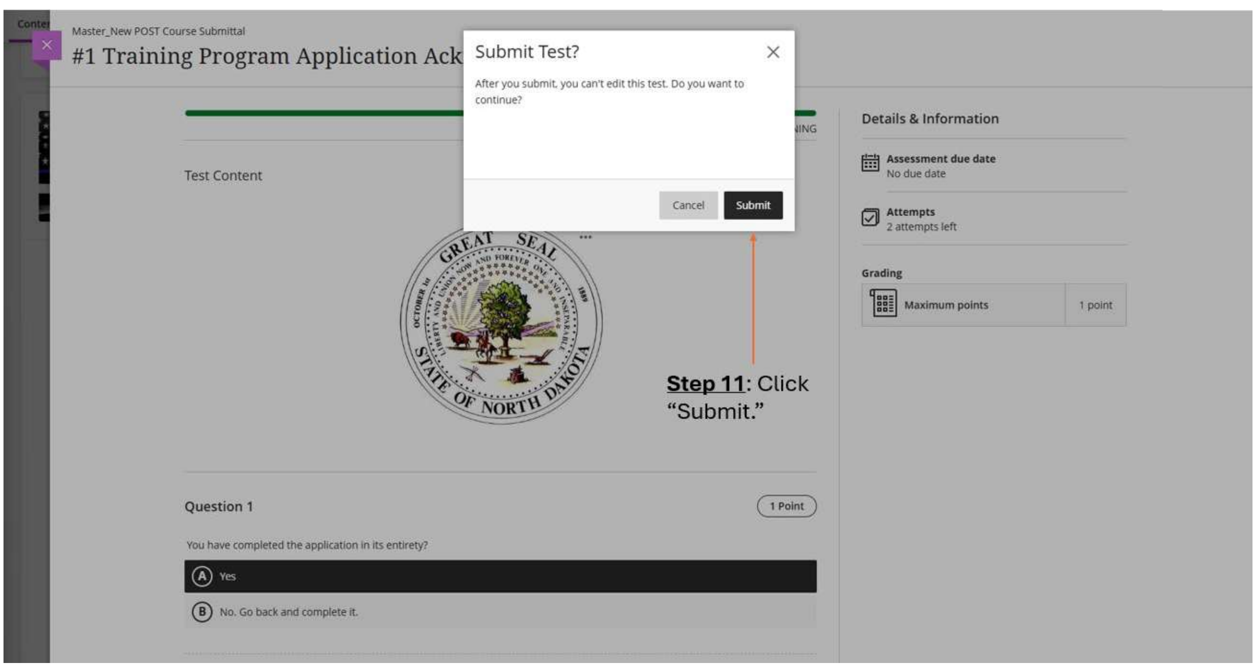


Step 9: Answer the question acknowledging whether you completed the application in its entirety.

Step 10: Click “Submit” if you completed the application in its entirety.

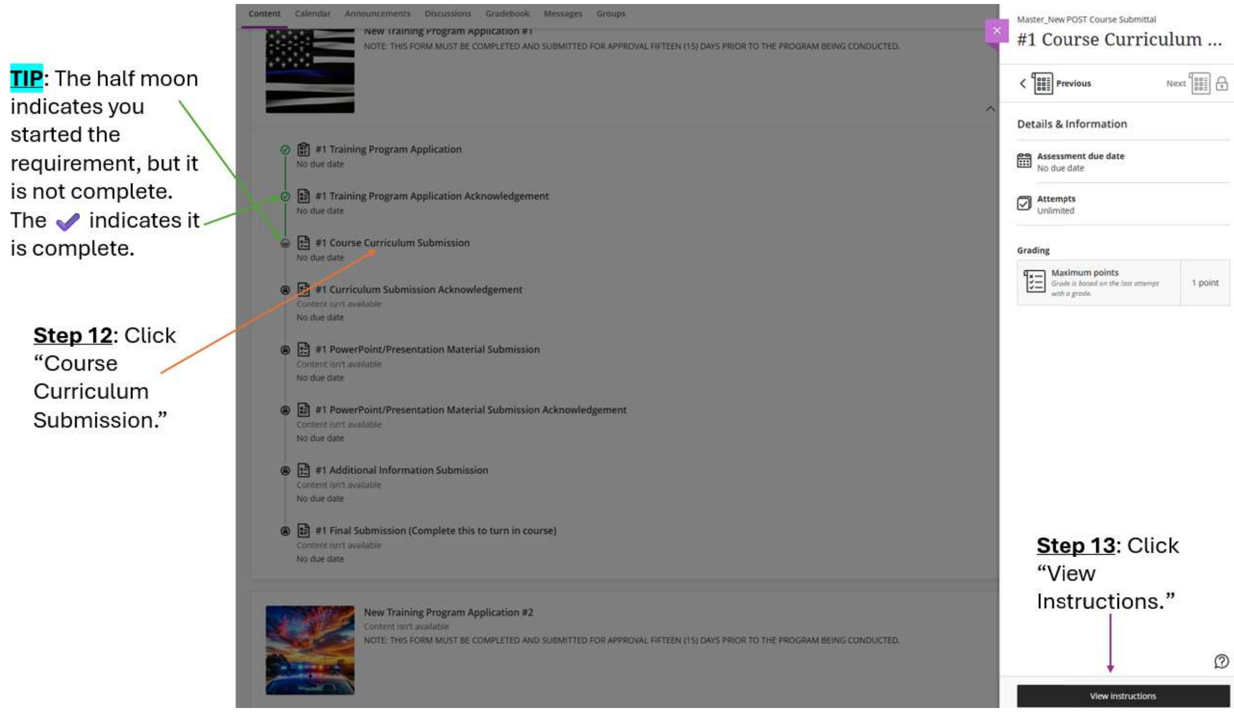


Step 11: Click "Submit" one more time when the pop-up window opens.



Step 12: Click "Course Curriculum Submission."

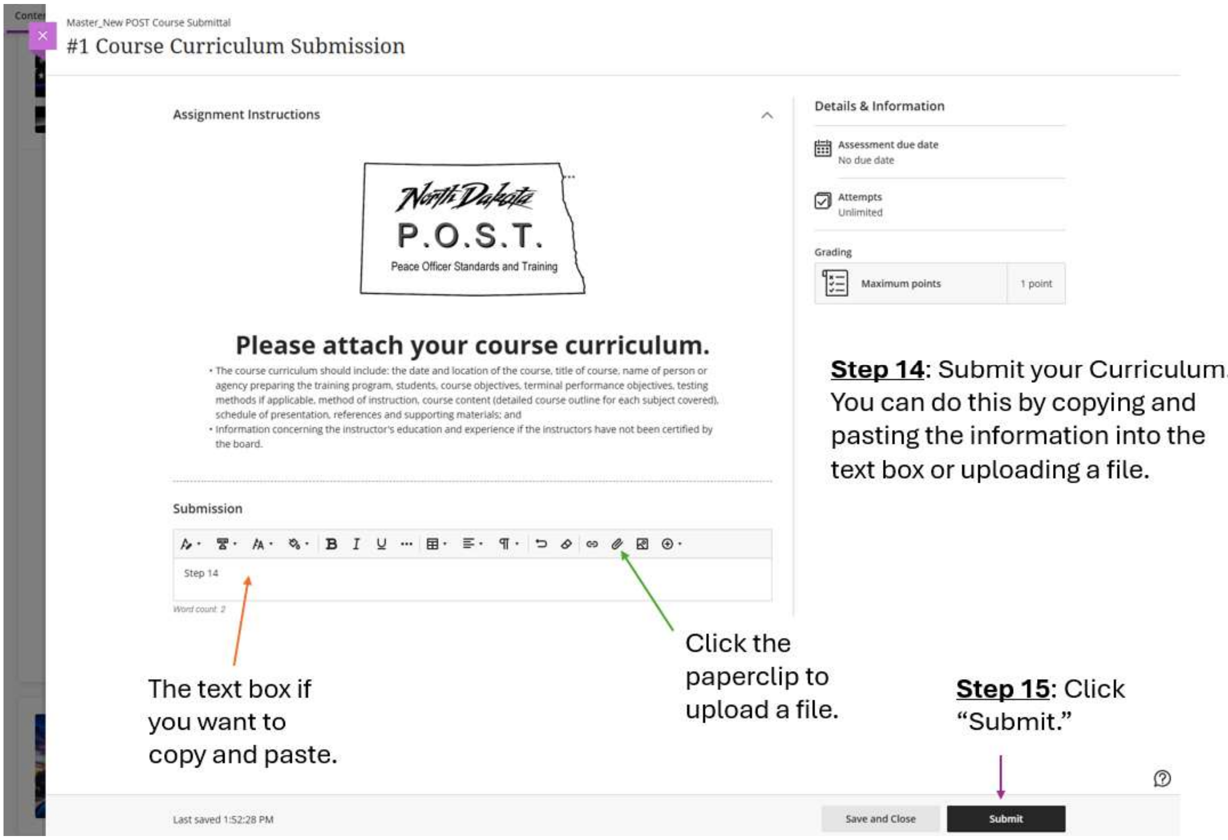
Step 13: Click "View Instructions."



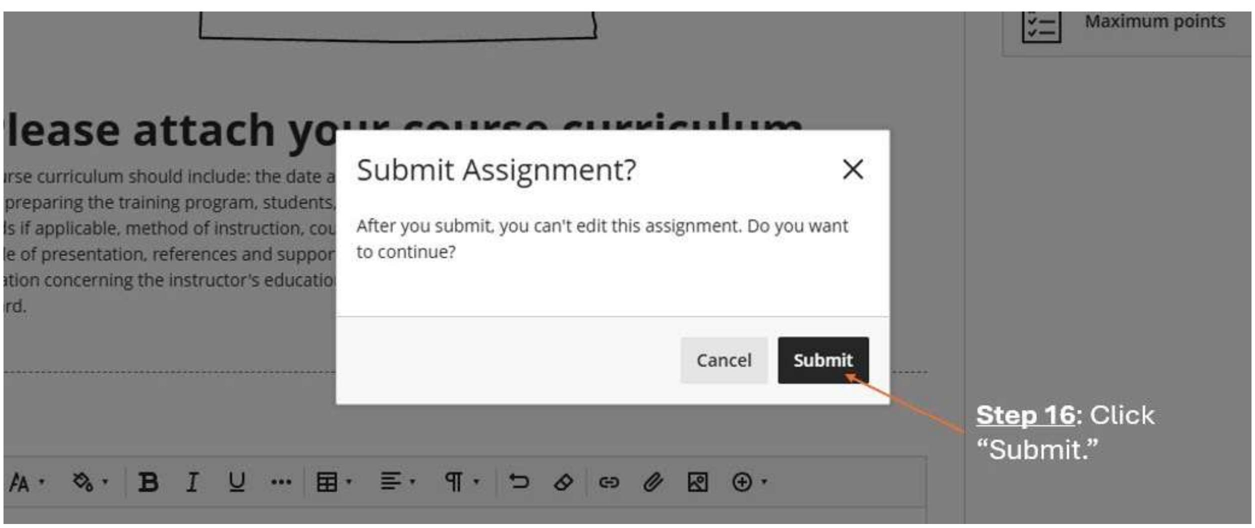
Step 14: Submit your Curriculum. You can do this by copying and pasting the information into the text box or uploading a file.

Important Note: The course curriculum should include the following: the date and location of the course, title of the course, name of the person or agency preparing the training program, students, course objectives, terminal performance objectives, testing methods (if applicable), method of instruction, course content (detailed course outline for each subject covered), schedule of presentation, references and supporting materials, and information concerning the instructor's education and experience if the instructors have not been certified by the board.

Step 15: Click "Submit."

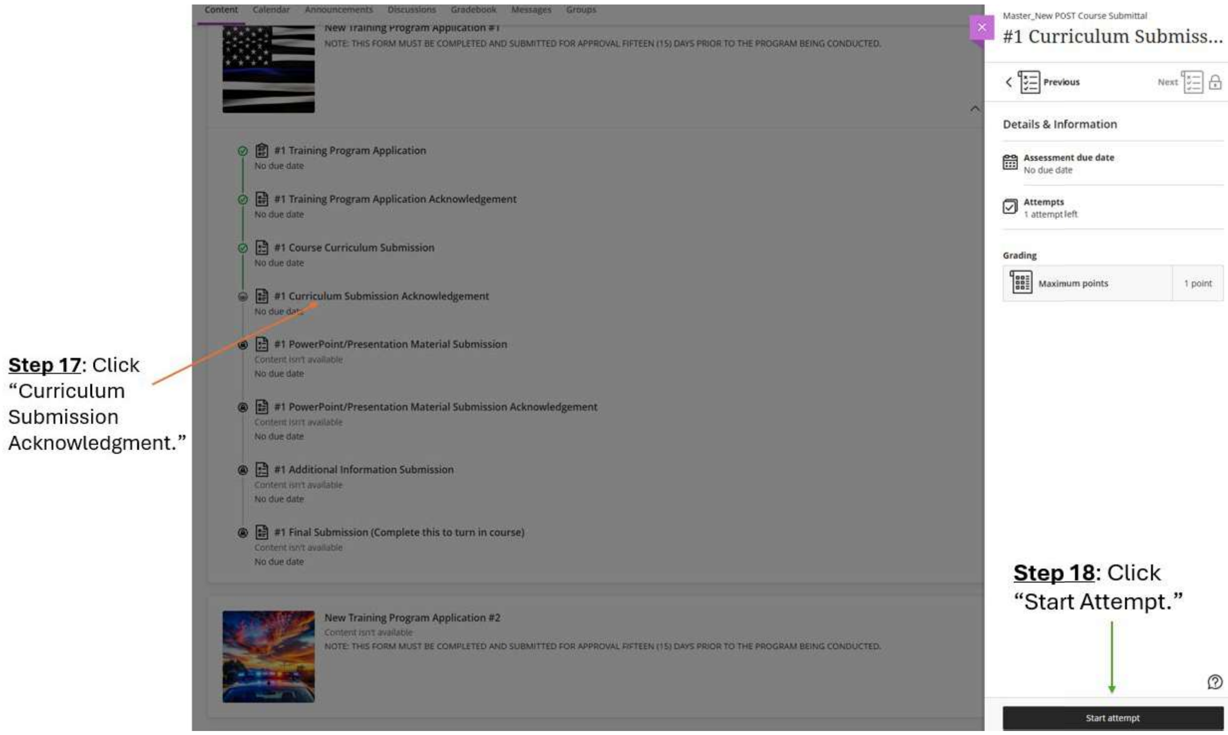


Step 16: Click "Submit" one more time when the pop-up window opens.



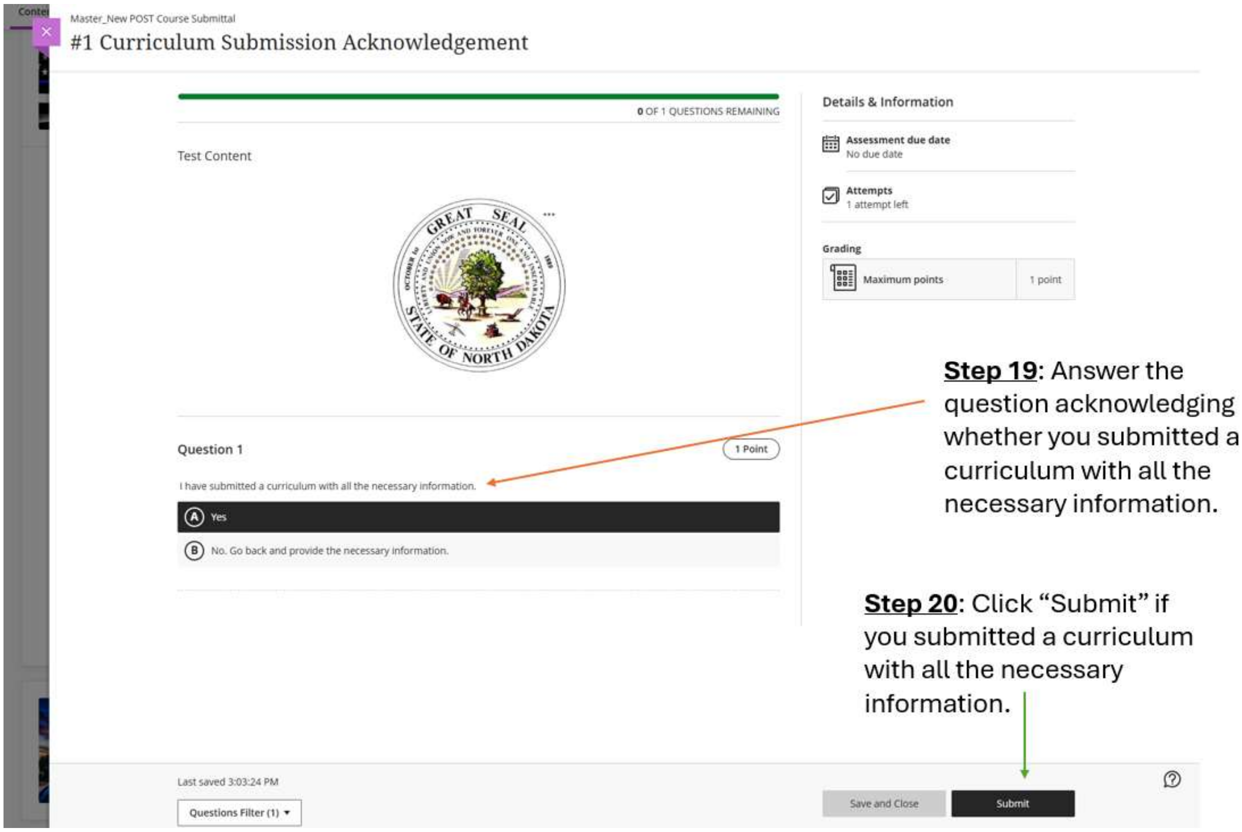
Step 17: Click "Curriculum Submission Acknowledgment."

Step 18: Click “Start Attempt.”

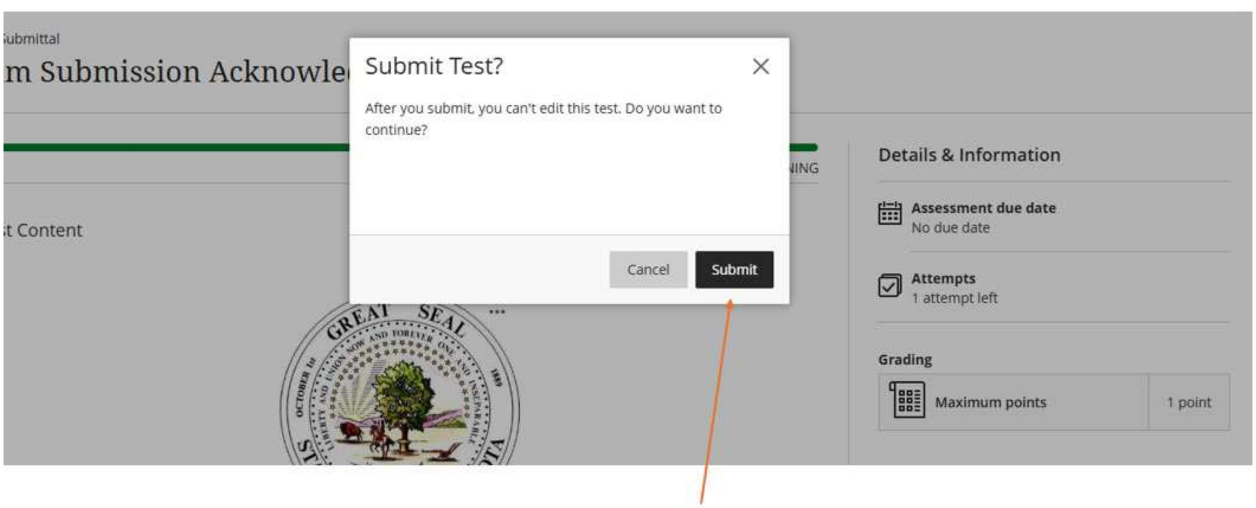


Step 19: Answer the question acknowledging whether you submitted a curriculum with all the necessary information.

Step 20: Click “Submit” if you submitted a curriculum with all the necessary information.



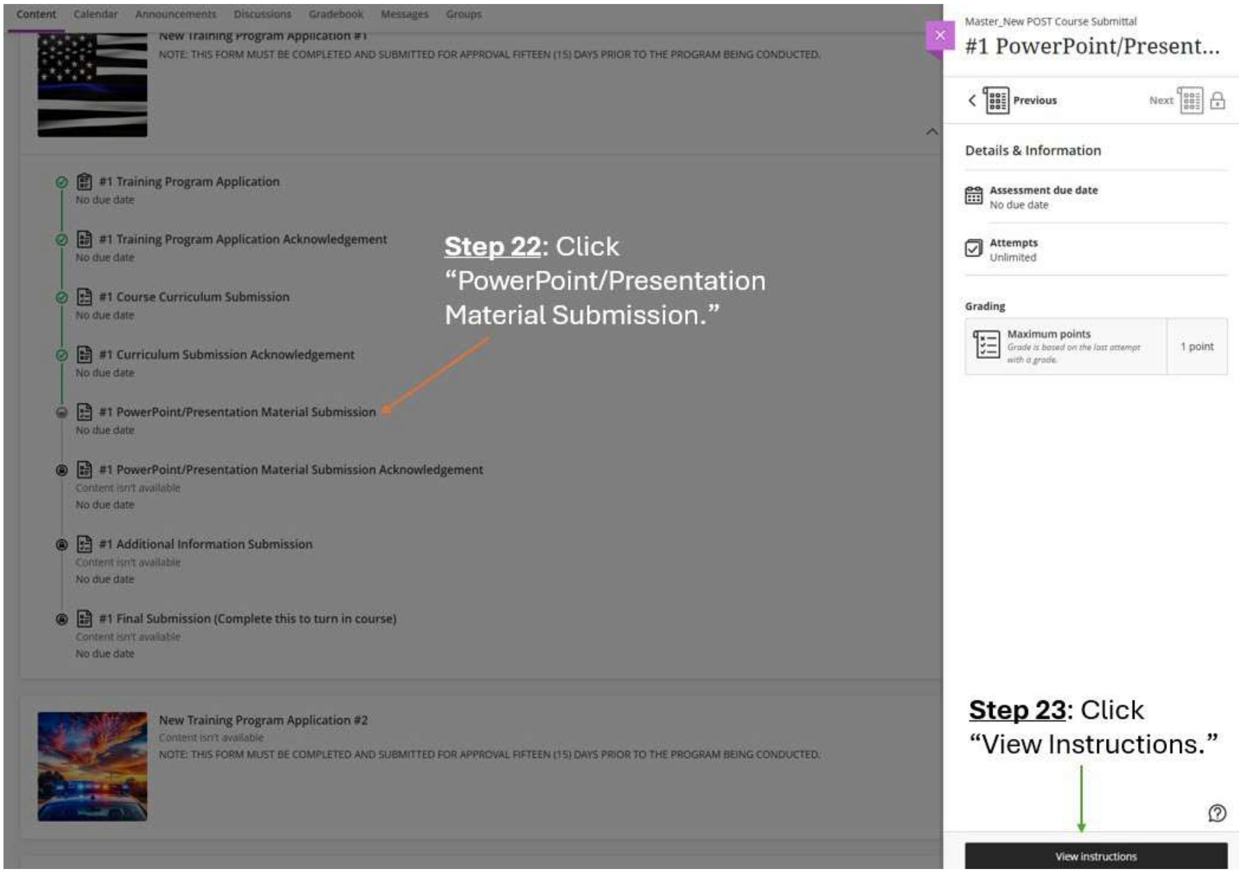
Step 21: Click "Submit" one more time when the pop-up window opens.



Step 21: Click "Submit."

Step 22: Click "PowerPoint/Presentation Material Submission."

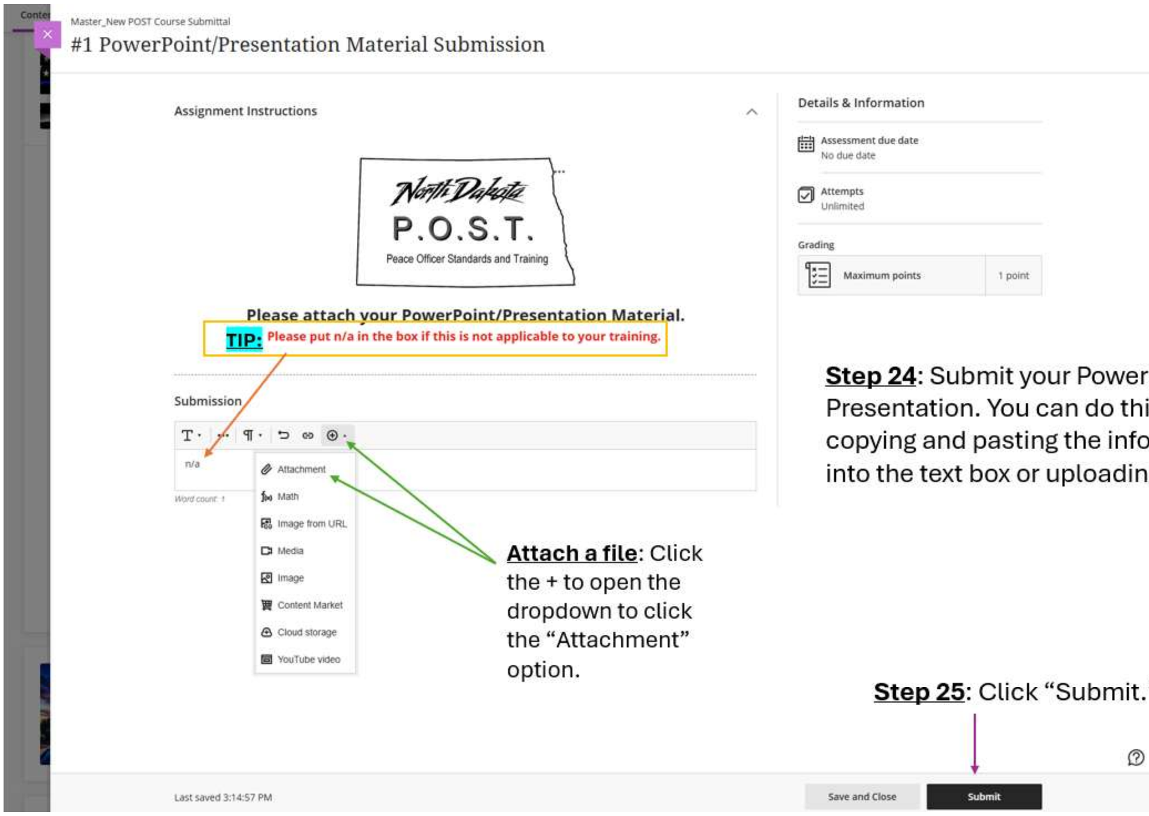
Step 23: Click "View Instructions."



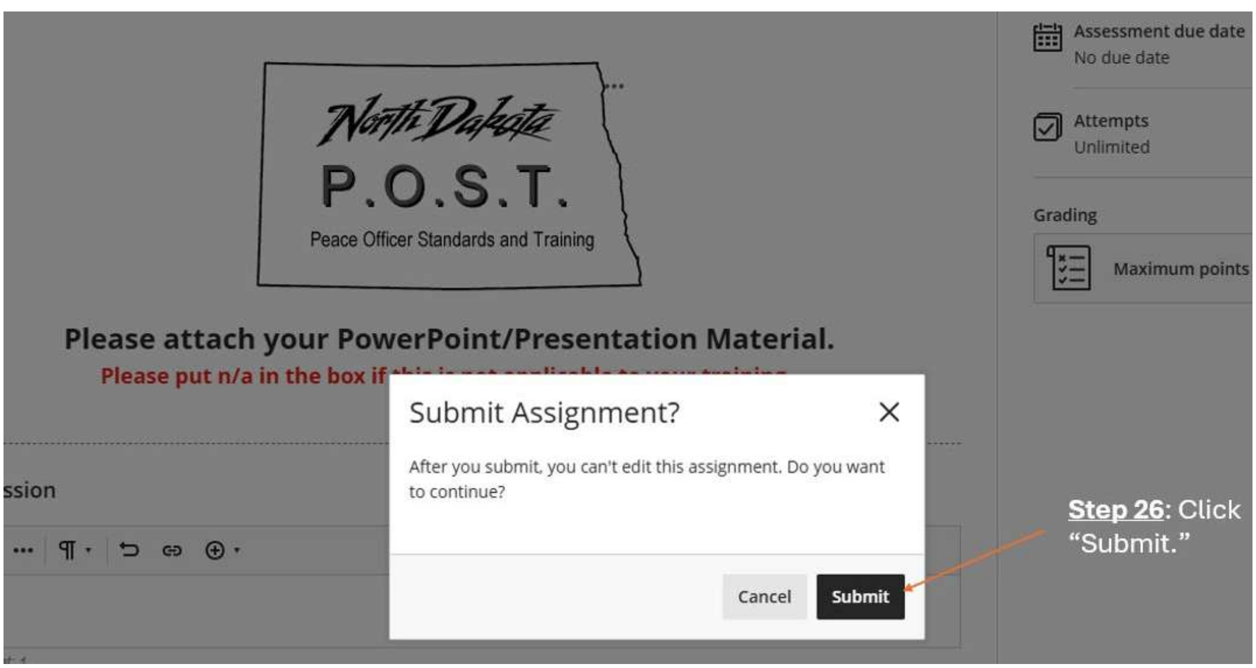
Step 24: Submit your PowerPoint or presentation. You can do this by copying and pasting the information into the text box or uploading a file.

Important Notes: If you do not have a presentation file, just put "N/A" in the text box.

Step 25: Click "Submit."

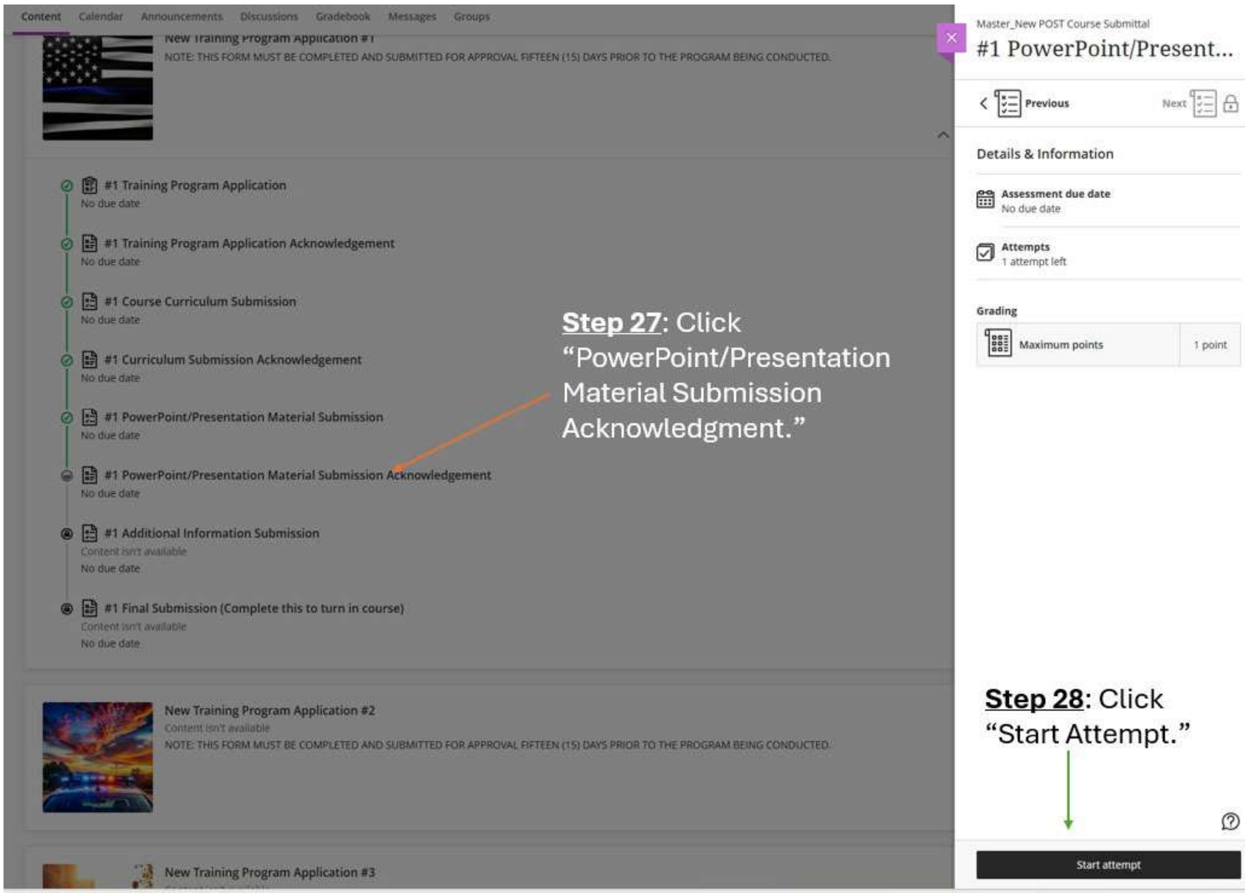


Step 26: Click "Submit" one more time when the pop-up window opens.



Step 27: Click "PowerPoint/Presentation Material Submission Acknowledgment."

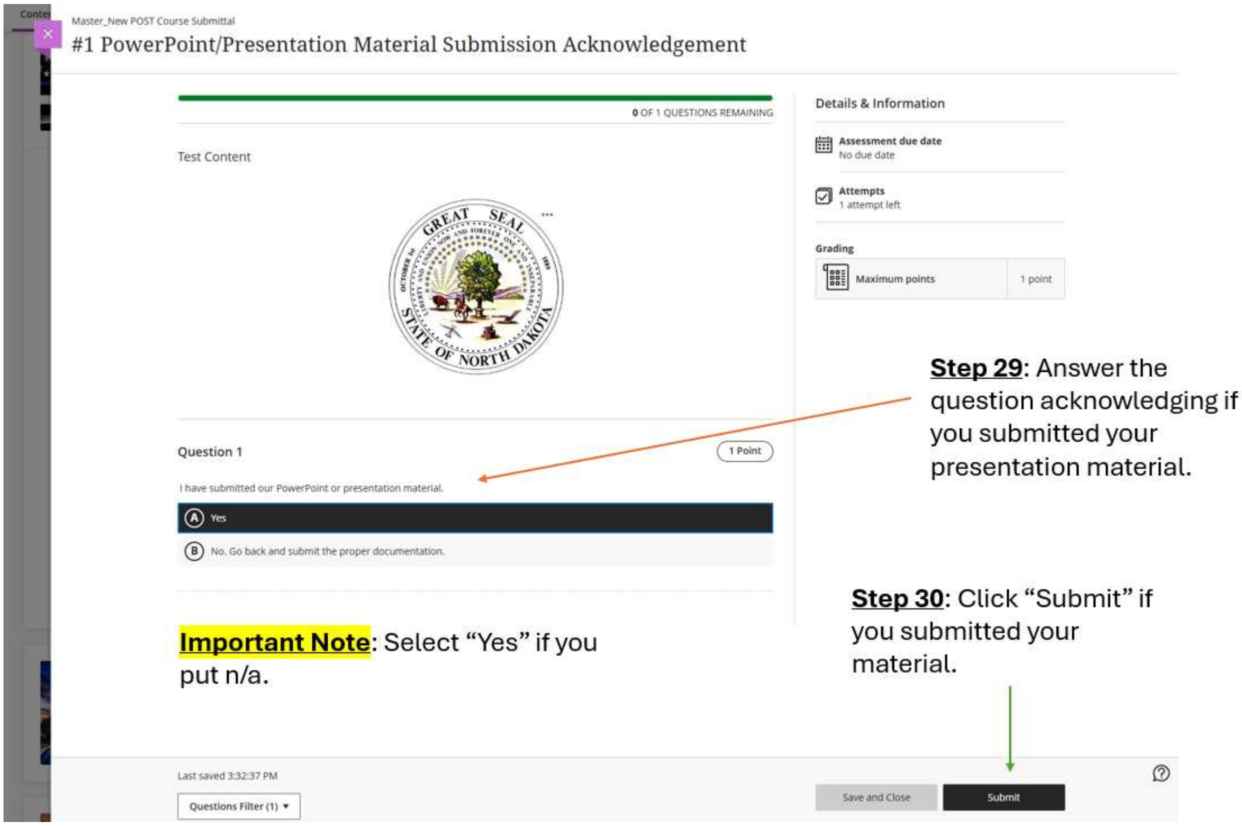
Step 28: Click "Start Attempt."



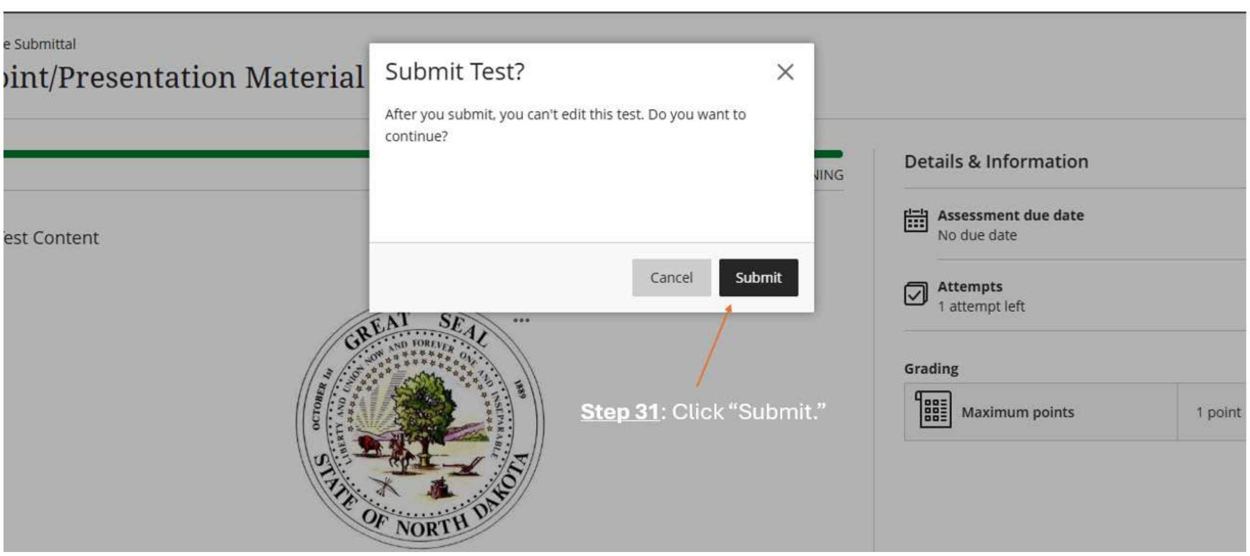
Step 29: Answer the question acknowledging whether you submitted presentation material.

Important Note: Select "Yes" if you put N/A.

Step 30: Click "Submit" if you submitted a curriculum with all the necessary information.

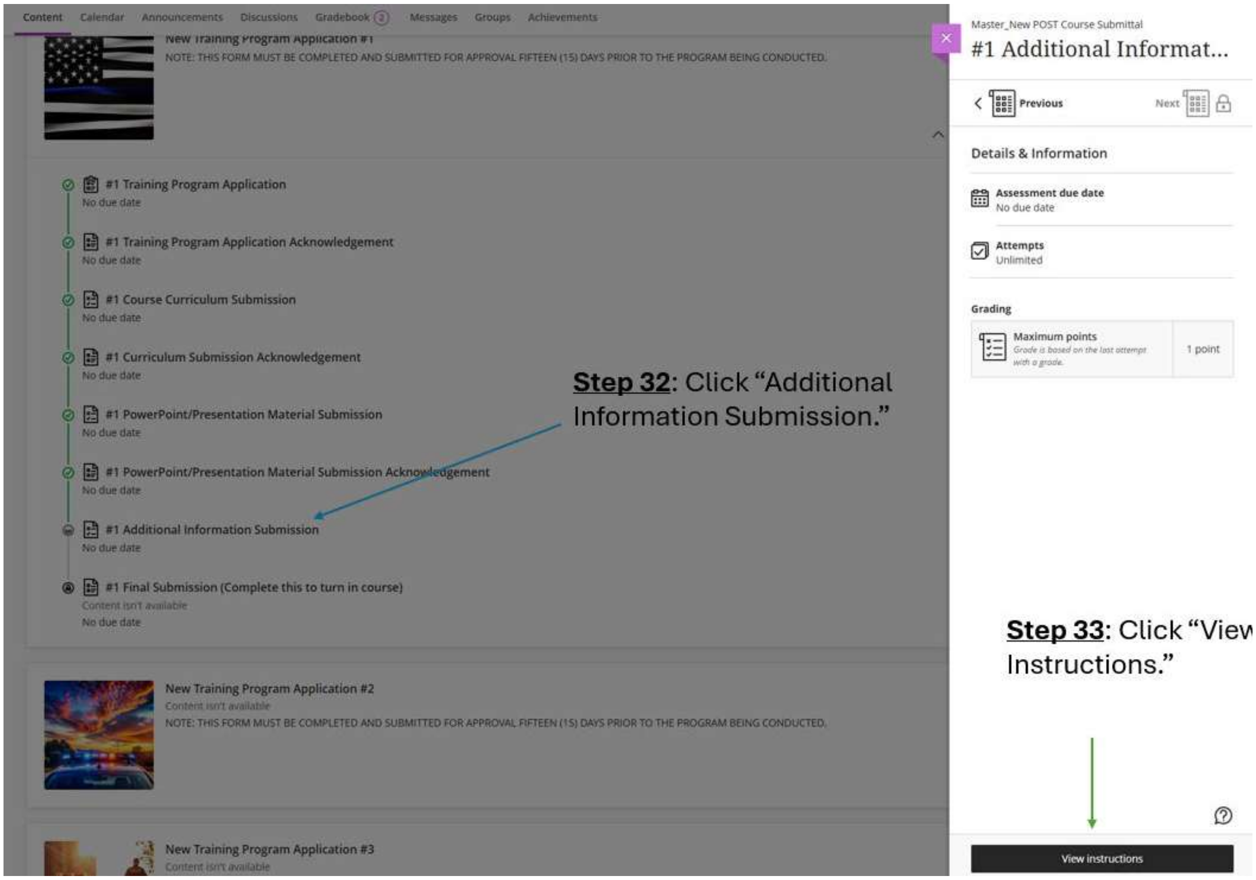


Step 31: Click "Submit" one more time when the pop-up window opens.



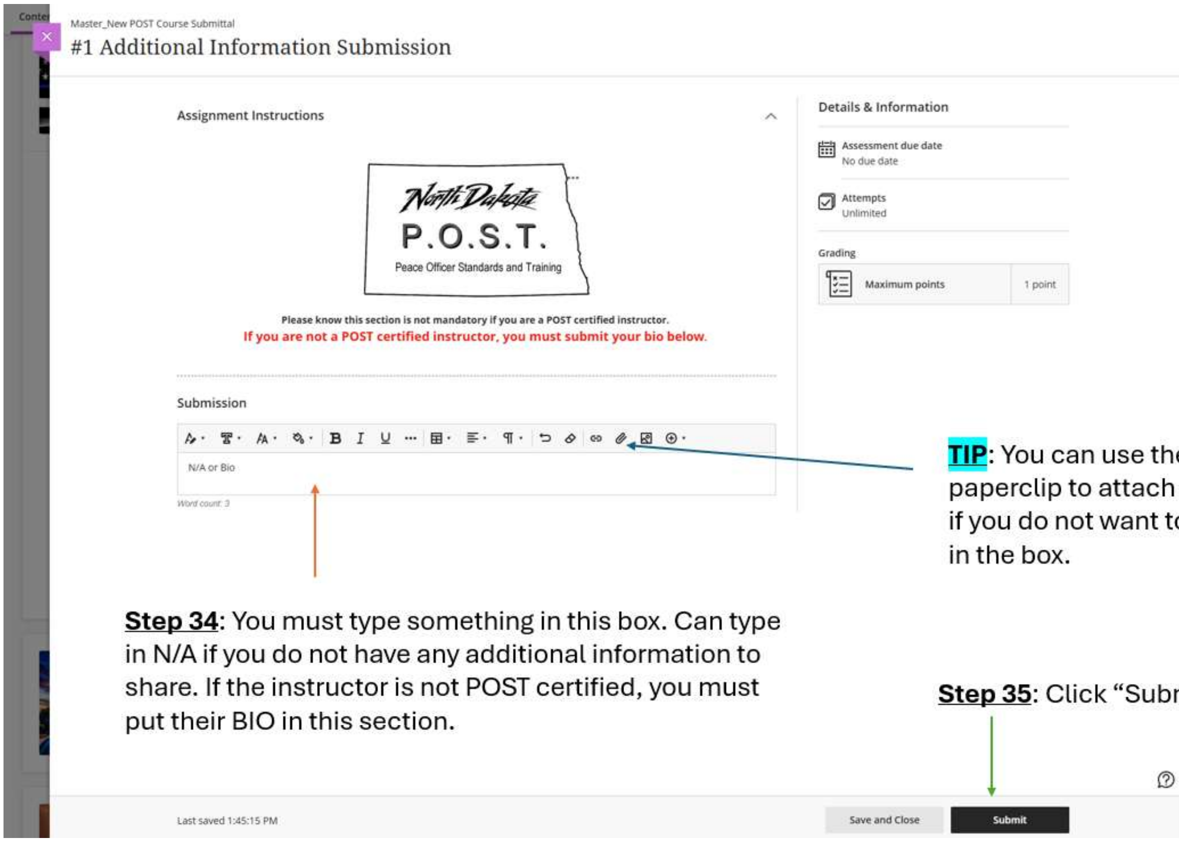
Step 32: Click "Additional Information Submission."

Step 33: Click "View Instructions."



Step 34: Enter the information in the box or attach a file using the paperclip. You must include the instructor's bio if they are not a POST-certified instructor.

Step 35: Click "Submit."



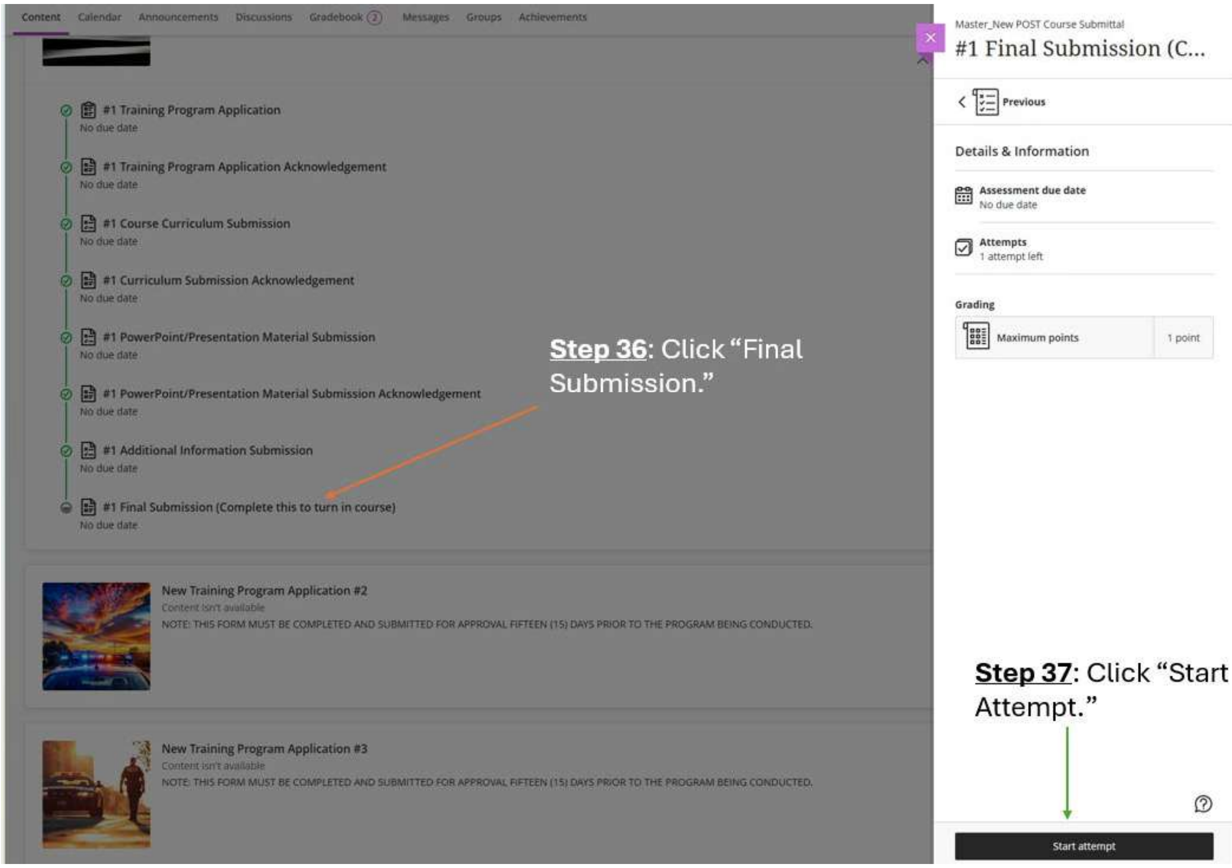
TIP: You can use the paperclip to attach a file if you do not want to type in the box.

<u>Step 34</u>: You must type something in this box. Can type in N/A if you do not have any additional information to share. If the instructor is not POST certified, you must put their BIO in this section.

<u>Step 35</u>: Click "Submit."

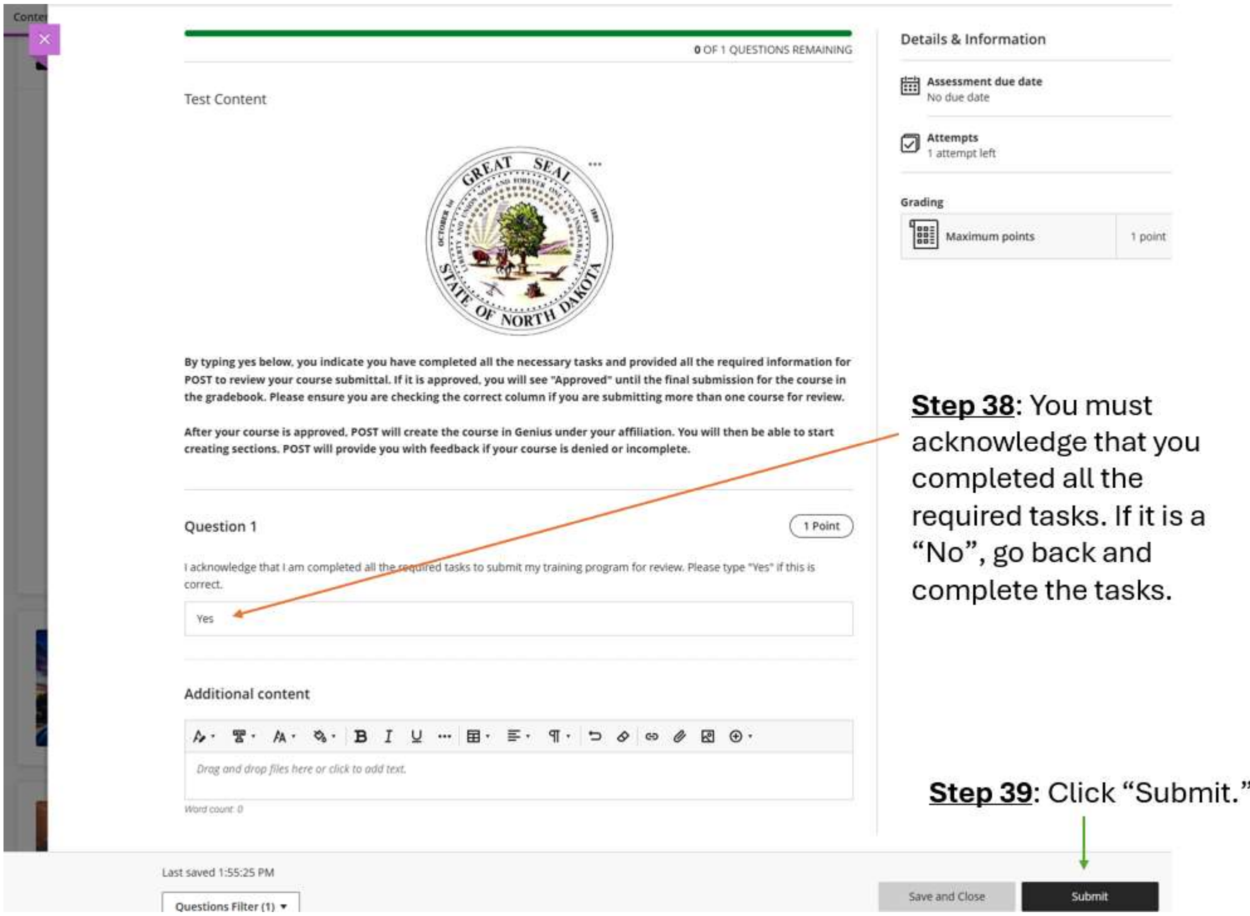
<u>Step 36</u>: Click "Final Submission."

<u>Step 37</u>: Click "Start Attempt."

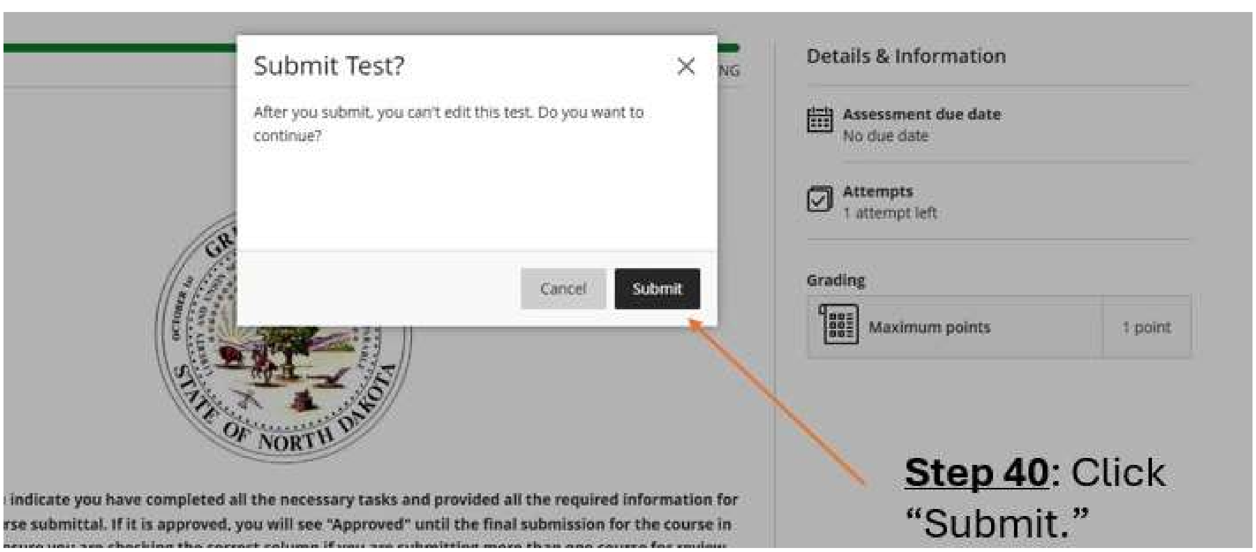


<u>Step 38</u>: Acknowledge you have completed all required tasks.

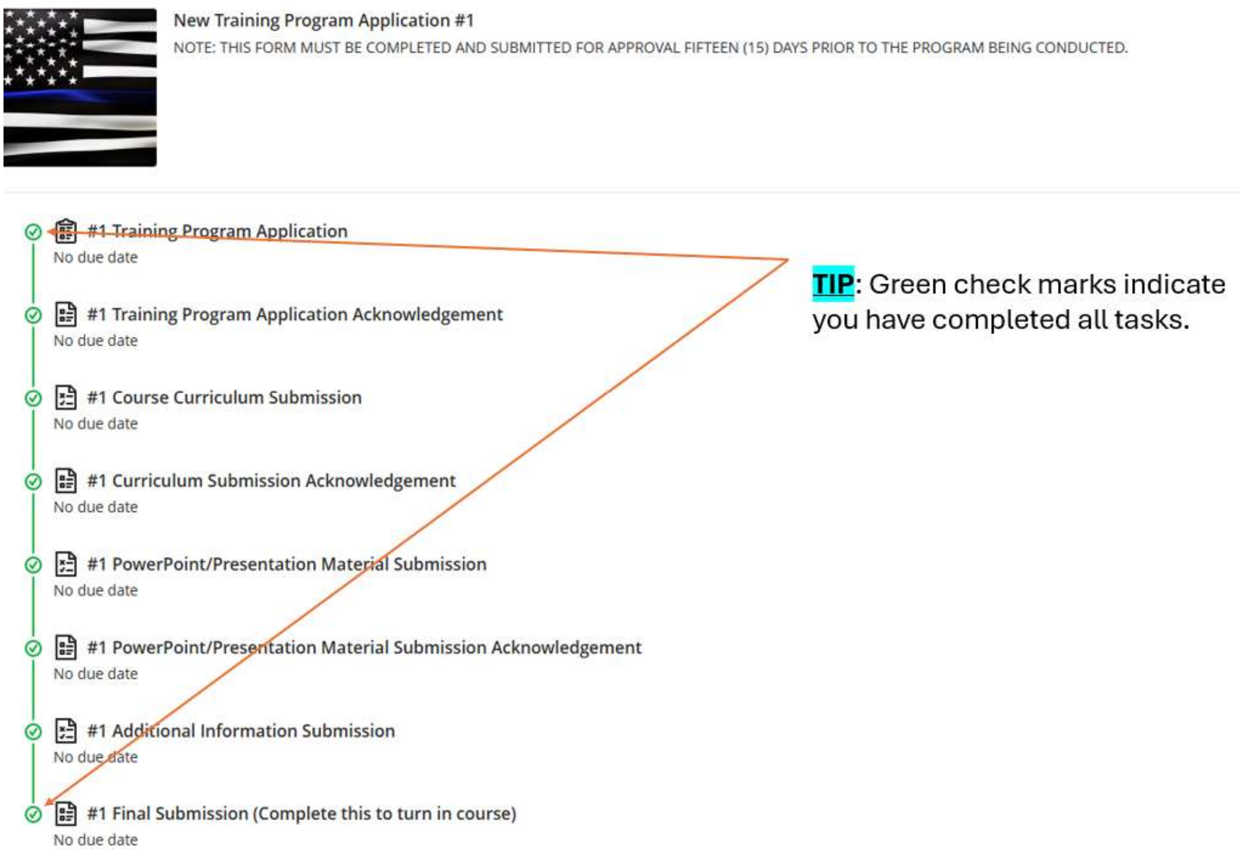
<u>Step 39</u>: Click "Submit."



Step 40: Click "Submit."



All items have been completed and submitted to POST. You can verify this by seeing the green check marks.

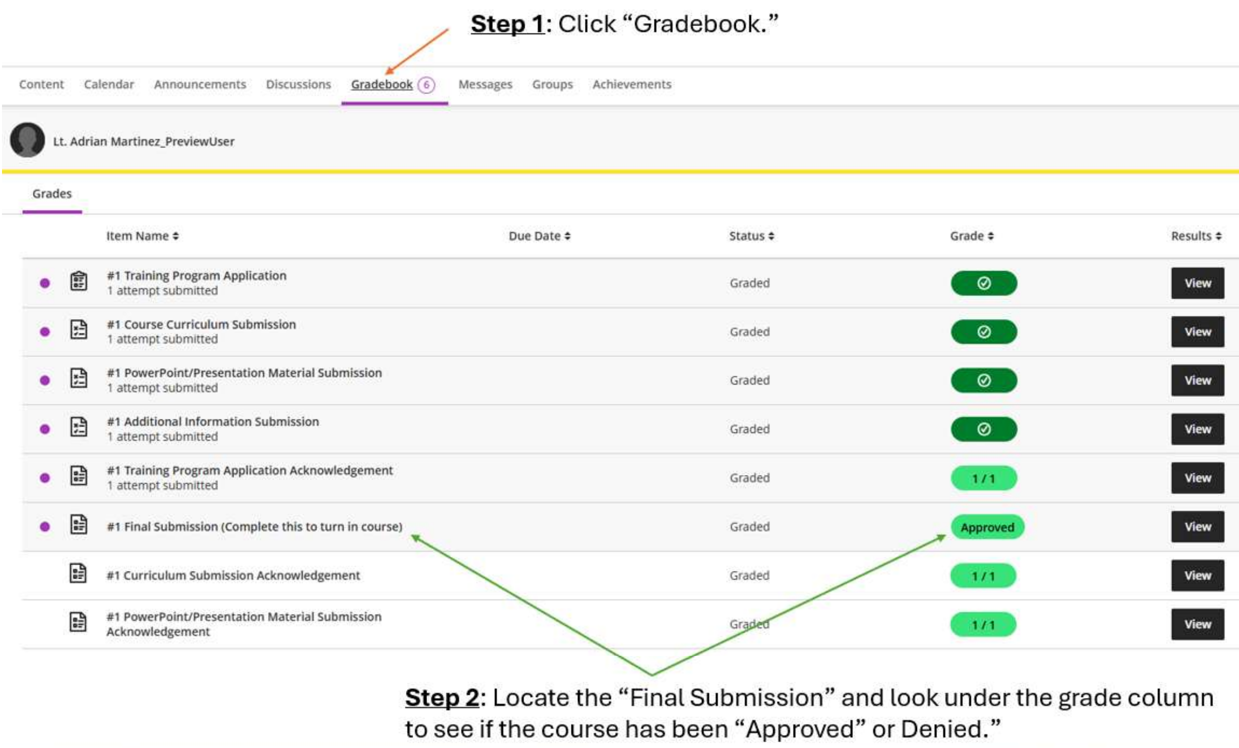


After submission, there are two ways to know if your course(s) has been approved. First, you can go to create a section and look in the course drop-down list. If your course is listed, it was approved by POST. Second, you can check the gradebook.

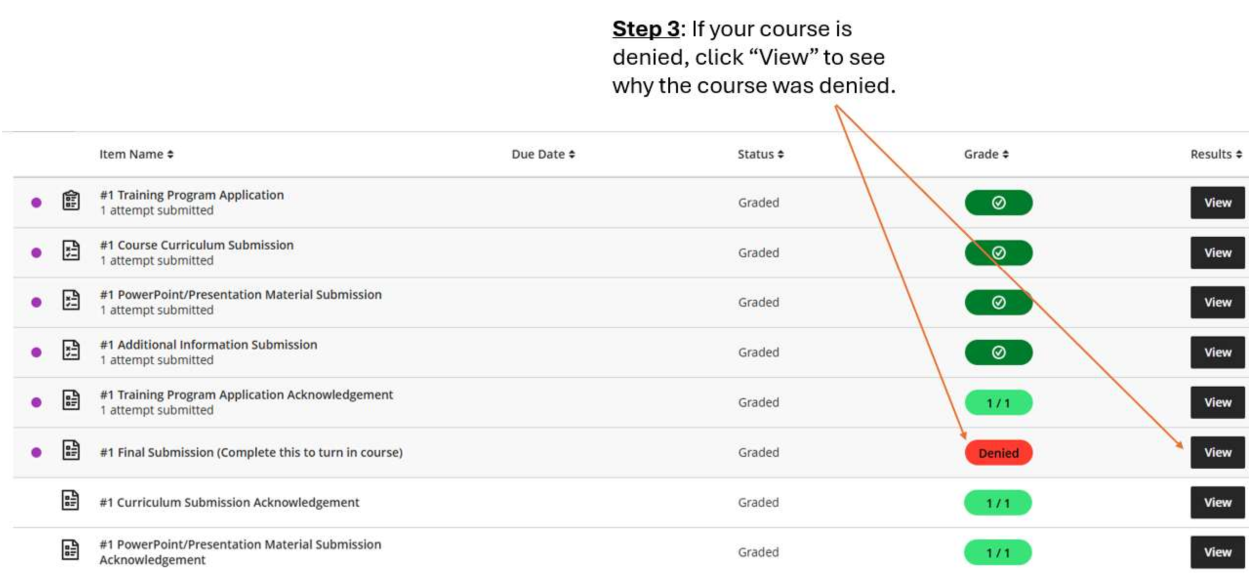
Check the status of your course submittal via the gradebook

Step 1: Click "Gradebook."

Step 2: Locate the "Final Submission" assignment. The grade will say "Approved" or "Denied." When the course is approved, POST will enter the course under your affiliation. If the course is denied, you will need to move on to Step 3.

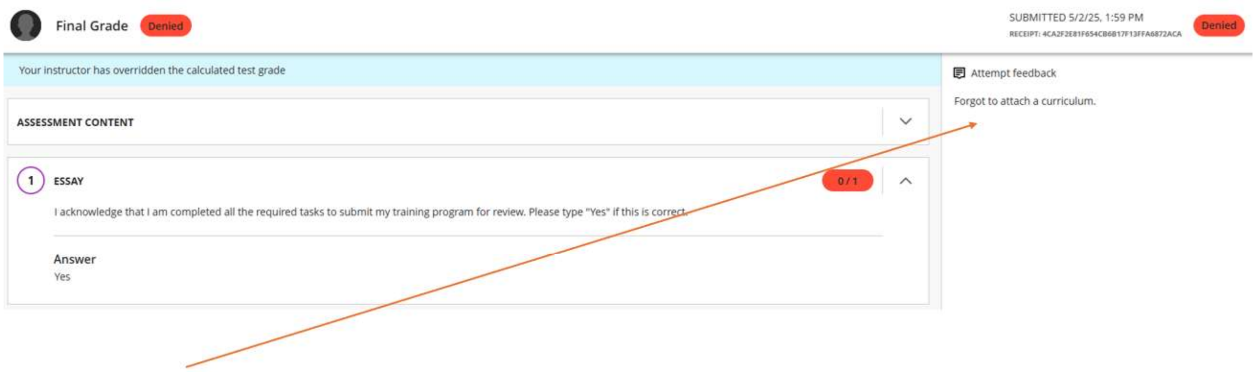


Step 3: If your course is denied, click "View" to see why the course was denied.



Step 4: The "Attempt Feedback" will be POST's response on why they denied your course.

Step 5: Go back and update your course material with the missing information.



Step 4: The "Attempt feedback" will be POST's response on why they denied your course.

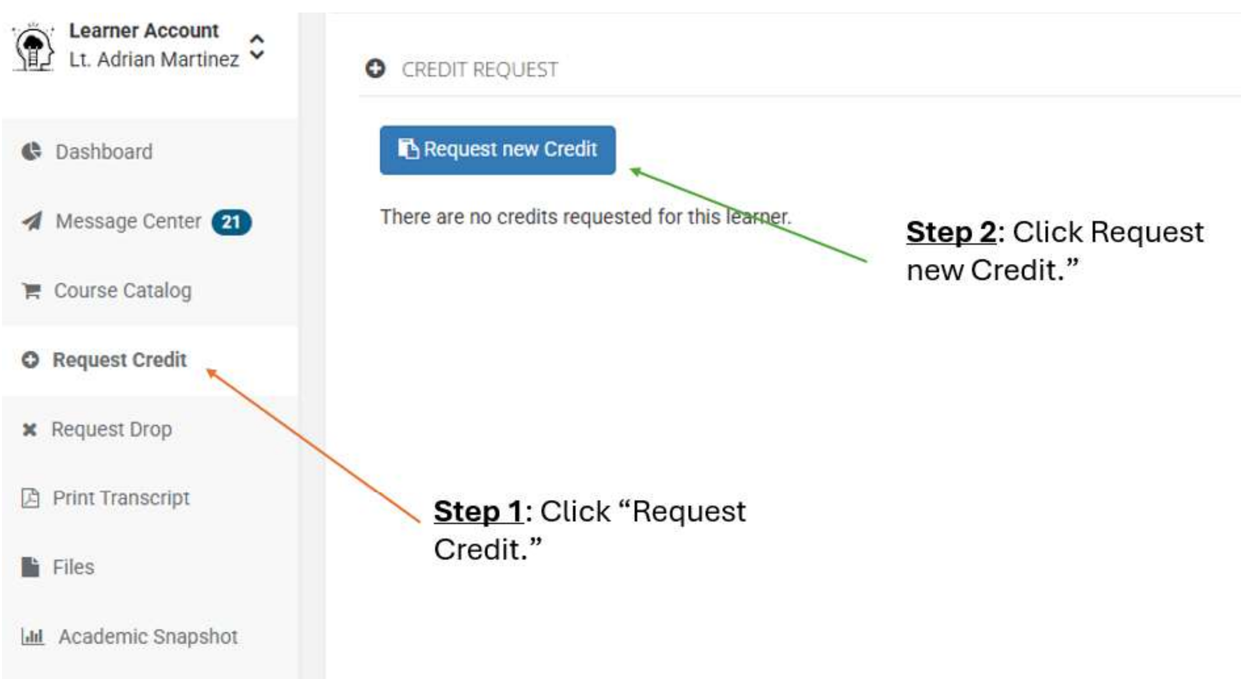
Step 5: Go back and update your course material with the missing information.

Requesting POST Credit:

Requesting POST credit will be done through the Learner's Dashboard in Genius. You can request credit for out-of-state training and conferences through "Request Credit" on the left side of your dashboard.

Step 1: Click "Request Credit."

Step 2: Click "Request New Credit."

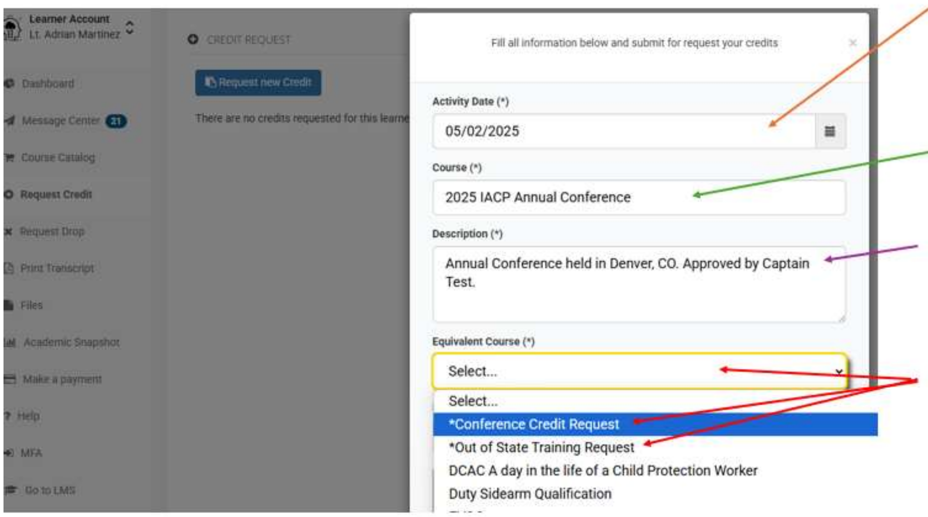


<u>Step 3</u>: Put the start date of the conference or training.

<u>Step 4</u>: Put the name of the conference or training.

<u>Step 5</u>: Describe the conference or training. You must indicate who approved you to get credit from your agency.

<u>Step 6</u>: Please select whether you are requesting credit for a conference or out-of-state training.



<u>Step 3</u>: Put the start date of the conference or training.

<u>Step 4</u>: Put the name of the conference or training.

<u>Step 5</u>: Describe the conference or training. You must indicate who approved you to get credit from your agency.

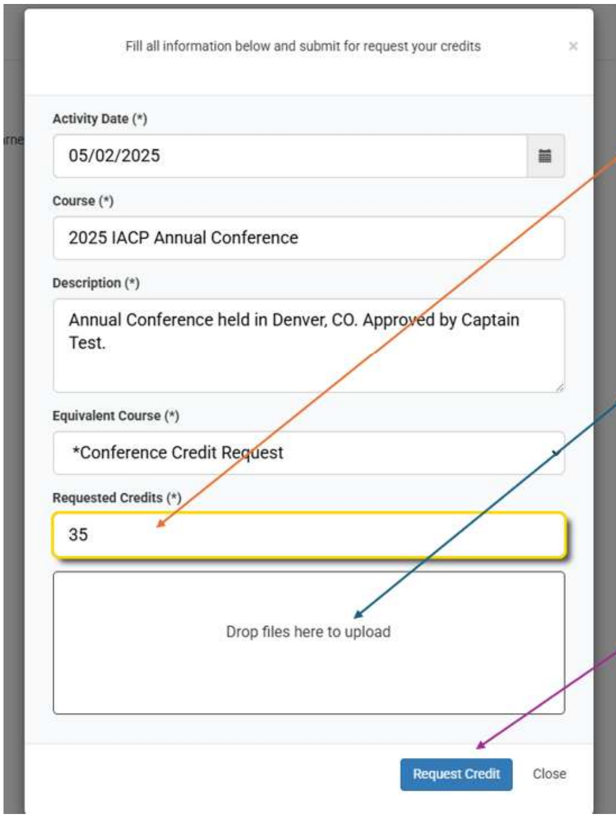
<u>Step 6</u>: Please select whether you are requesting credit for a conference or out-of-state training.

<u>Step 7</u>: The "Requested Credits" are the number of hours you are requesting.

<u>Important Note</u>: The number of hours should reflect the number of hours you actively participated in the conference or training.

<u>Step 8</u>: Attach a document that proves you attended the conference or training. For example, this can be a curriculum, list of classes you attended, etc.

<u>Step 9</u>: Click "Request Credit" to submit your request to POST.



<u>Step 7</u>: The "Requested Credits" are the number of hours you are requesting.

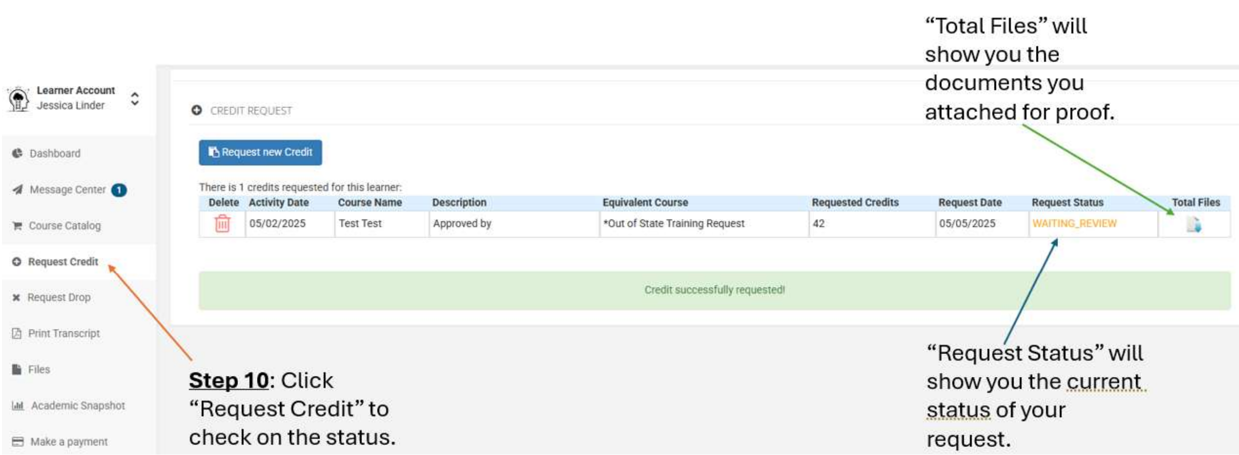
<u>Important Note</u>: The number of hours should reflect the number of hours you actively participated in the conference or training.

<u>Step 8</u>: Attach a document that proves you attended the conference or training. For example, this can be a curriculum, list of classes you attended, etc.

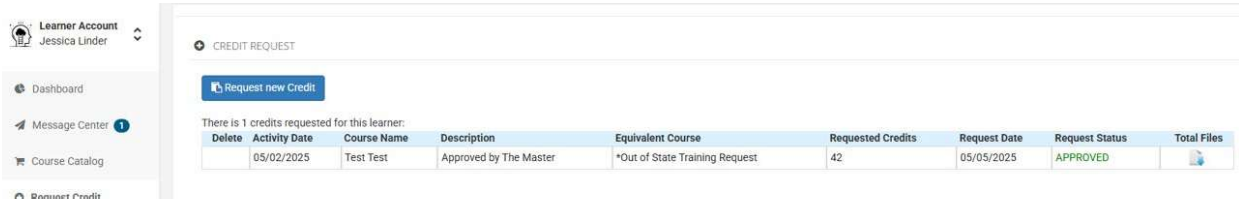
<u>Step 9</u>: Click "Request Credit" to submit your request to POST.

After submitting your request, you will see a message that indicates it has been submitted to your affiliation manager. This request goes to POST and not your agency. If POST approves your request, the requested number of hours will appear on your transcript.

<u>Step 10</u>: Click "Request Credit" to check on the status of your request.



If your request is denied, the status will say “Denied.” You may contact POST and ask why the request was denied. If your request is approved, you will see “Approved” in the status bar. The credits will also appear on your transcript.



Frequency Asked Questions:

Q: Do I still need to obtain students’ POST numbers for training credits?
A: No. Students will need to provide you with their ND.gov user ID that is given to them by CJIS.

Q: Do I still need to use the PFN 9 and PFN 10?
A: No. The PFN 9 and PFN 10 have gone away with the new system. Creating a section in Genius is the new PFN 9 and PFN 10/10a.

Q: Do I still complete a PFN 8 if I want to get a course POST approved?
A: No. You can enroll in the course “New POST Course Submittal.” This course can be found in the course catalog in your Genius Learner Dashboard.

Q: How do I enroll or complete users from other agencies?
A: You must import the “Enrollment CSV” to enroll or give credit hours to others outside of

your agency. You can contact POST for the “Enrollment CSV” if you do not have it. It is also available on the POST website.

Q: Do I need to create a new section before importing a CSV?
A: Yes. You must create the section before trying to import a CSV for training credit.

Q: Is there a way to enroll and complete learners' training simultaneously?
A: Yes. You must complete and import a CSV. However, your CSV must have “Completed” in the status column.

Q: How do I request training credit for a conference or out-of-state training?
A: You must go to your Genius Learner Dashboard. The “Request Credit” button will be on the left side of the screen. Remember, you must include the name of the course or conference, the hours you are requesting credit for, and who gave you approval to attend the training or conference from your agency.

Q: Must I submit my conference or out-of-state training before I leave for the training?
A: No. You will request the credit after you return from the training. However, the request must be submitted within 30 days of the training completion date.

Q: How many days do I have to submit training credits for my students after the training is completed?
A: You must submit your section completion within 30 days of the completion of the training.

Q: How many days do I need to complete the New POST Course Submittal?
A: You must complete the New POST Course Submittal 15 days prior to instructing the new course.

Q: Can I update my learners' information?
A: No. Any learner information must be updated by ND POST only.

Q: Where do I find my certificate for the training I completed?
A: Each course you complete will come with a certificate. The certificate can be found on your Genius Learner Dashboard. Click on “Completed Courses” → Click on the ellipsis (three vertical dots) for the section certificate you want → Click “Download Certificate.”

Q: Where do I find my training profile?
A: Your training profile can be found on your Genius Learner Dashboard. The “Print Transcript” button is located on the left panel of your learner dashboard.

Q: Where do I find my employee's training profile?
A: It will be in the Affiliation side of Genius. Click "Learners" → Click the learner you want to view → Click "Transcript" on the left panel of the learner's page.

Q: How do I get a new employee enrolled into Genius?
A: Once POST issues a limited license or receives your employee's paperwork, they will be entered into Genius under your affiliation. Agencies are unable to edit their employees themselves.

Q: I receive emails that says my instructor's email is NDPOST@nd.gov. Are these real emails?
A: Yes, it is a real email from Genius. However, it is important to note it is a fake email associated with the fake instructor, "Post Instructor." Therefore, students shall contact the actual instructor of the course and not email NDPOST@nd.gov.