Getting Started
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1. Getting Started for Users

Welcome to Quality Trainer

Quality Trainer is an online subscription-based learning course that provides easy-to-follow interactive lessons, quizzes, and exercises to help you understand some of the most commonly used tools in statistics. Follow the instructions below to sign in for the first time.

1. Open the email from Minitab Customer Support with the subject line 'Your Quality Trainer Subscription' and click the link to get started.

2. If you have a Minitab account, enter your email address and sign in. If you do not have an account, enter your first and last name and create a password.

3. Scroll through the terms of the license agreement, click the checkbox to indicate that you accept the terms, and click Accept.
4. Become familiar with Quality Trainer.

1: Courses  
Access the course content. To see the full course outline, go to Quality Trainer Course Outline.

2: My Progress (for users)/Management (for administrators)  
As a user, click the My Progress tab to view details about your subscription, your overall progress, how many activities you completed, and your average quiz scores. As an administrator, click the Management tab to add users and manage groups in the subscription.

3: Account Settings  
Access your Minitab account so you can edit personal information, submit support requests, access your subscriptions, and download updates.

4: Content  
View course content by Chapter, Section, and Activity. Activities include engaging lessons, interactive quizzes, step-by-steps tools that show how to complete the analysis in Minitab, and exercises with downloadable data sets. To begin an activity, click the chapter, then the section, then the activity.

5: Index  
View an alphabetical list of terms and concepts used throughout the course.

6: Language Selector  
Choose a language. For non-English versions of Quality Trainer, the captions and all other content are translated, but the audio remains in English.
Open Quality Trainer from your Minitab account

To access Quality Trainer again after you close it, go to the Minitab website and sign in to your Minitab account.

**Tip:** You can also bookmark qualitytrainer.minitab.com in your browser to return to Quality Trainer at any time.

2. In the upper-right corner of the website, click **My Account**. If **My Account** does not appear, choose **Menu > My Account**.
3. Sign in with your Minitab account information.
4. Under **My Products**, click **Quality Trainer**, then click **Open Web App**.
2. Getting Started for License and Group Administrators

Access a subscription
License Administrators use the Minitab License Portal to access and add users to their company’s Quality Trainer subscription. This role is typically held by an IT help desk coordinator, a technical operations manager, or a similar position.

As a License Administrator, you can access your Quality Trainer subscription from the Minitab website.

1. Go to www.minitab.com and open Quality Trainer from your Minitab account. For more information, go to Open Quality Trainer from your Minitab account on page 5.

2. For the Quality Trainer subscription that you want to manage, click Manage.

Manage users and roles
Under Manage Users, you can view all current users associated with your subscription and search for users by keywords or phrases. You can manage users individually or multiple users at the same time.

Click Options next to an individual user to view their account details or remove them from the subscription. Under Options, click Update Roles to add or remove roles.

Select multiple users in the list and click Options to send an email, resend the welcome email, or remove selected users from the subscription.
Click **All Users** to filter users by role or status. For example, you can show only users who are License Administrators or only users who have a pending status.

**Add users**

Under **Manage Users**, you can add users to your subscription and assign roles.

**Note:** When you add a new user, the new user receives a welcome email so they can validate their account and create a password. However, you can turn off the welcome email. Under **Subscription Summary**, choose **Subscription Preferences > Disable Subscription Emails**.

1. Click **Add Users**.
2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.

3. Under **Product Roles**, select the role or roles to assign. When you add multiple users at the same time, the selected role is assigned to all users.

   **Only a Quality Trainer User**  
   Can access Quality Trainer and their own progress data.

   **Only a License Administrator**  
   Can access the Quality Trainer subscription and user management capabilities within the License Portal only.

   **Both a Quality Trainer User and a License Administrator**  
   Can access all user management capabilities in the License Portal and Quality Trainer. This is the role assigned to the initial administrator associated with the subscription.

4. Click **Add Users**. New users receive a welcome email. Users without an account have a pending status until they create an account.

**Remove users**

Under **Manage Users**, you can remove multiple users at the same time by entering email addresses or importing a list.
1. Choose **Bulk Options > Remove Users**.

![Manage Users](image)

2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.

![Remove Users](image)

3. Click **Remove Users**.

**Manage Users in Quality Trainer**

Group Administrators manage other users and track user progress in Quality Trainer. Group Administrators are both License Administrators and Quality Trainer Users with access to additional administrative capabilities in Quality Trainer. This role is typically held by continuous improvement team leaders, mentors, and others who track user progress.

As a Group Administrator, you can access your Quality Trainer subscription at www.minitab.com.

1. Go to [www.minitab.com](http://www.minitab.com) and open Quality Trainer from your Minitab account. For more information, go to [Open Quality Trainer from your Minitab account](#) on page 5.

2. For the Quality Trainer subscription that you want to manage, click **Open Web App**.

3. In Quality Trainer, click the **Management** tab.
4. In the Management view, the user grid shows all current users associated with your subscription. From the user grid, you can take the following actions:
   - Manage permissions on page 10
   - Monitor progress on page 10
   - Manage groups on page 11

Manage permissions

From the user grid, select an individual user or a group of users to change permissions. The current permissions include:

- Promoting a user to a License Administrator. After a user is promoted to a License Administrator, they can only be demoted in the License Portal, not in Quality Trainer.
- Giving a user access to all users, progress data, and groups in your subscription.

Tip: You can also access permissions by hovering over a single user row and clicking the ellipsis next to Progress Report.

Monitor progress

From the user grid, you can see how much of the course each user has completed and their average quiz score based on their progress.

To monitor the progress of an individual user, click Progress Report in their user row.
To monitor the progress of a group of users, you can download a progress report. A progress report is a .csv file that contains summarized progress data by chapter for a group of users. To download a progress report, select multiple users in the grid or filter the grid by group, then click **Download Progress**.

### Manage groups

From the user grid, you can organize your users into groups to help you manage users and track their progress.

1. To see a list of groups, click **Manage Groups**.
2. To add a group, click **Add Group**.
3. Add users to the group. You can assign a user to only one group. If you add a user who already belongs to a group to a new group, the user is removed from their current group and added to the new group.

4. (Optional) Assign an administrator to the group and click Add. You can assign a user as a Group Administrator to more than one group. You can change the Group Administrator at any time.
Minitab helps companies and institutions to spot trends, solve problems, and discover valuable insights in data by delivering a comprehensive and best-in-class suite of data analysis and process improvement tools. Combined with unparalleled ease-of-use, Minitab makes it simpler than ever to get deep insights from data. Plus, a team of highly trained data analytic experts ensure that users get the most out of their analysis, enabling them to make better, faster and more accurate decisions.

For nearly 50 years, Minitab has helped organizations drive cost containment, enhance quality, boost customer satisfaction and increase effectiveness. Thousands of businesses and institutions worldwide use Minitab Statistical Software, Minitab Connect, SPM, Quality Trainer, Minitab Engage, and Minitab Workspace to uncover flaws in their processes and improve them. Unlock the value of your data with Minitab.