

Upload Alliance Training Records to I-CAR

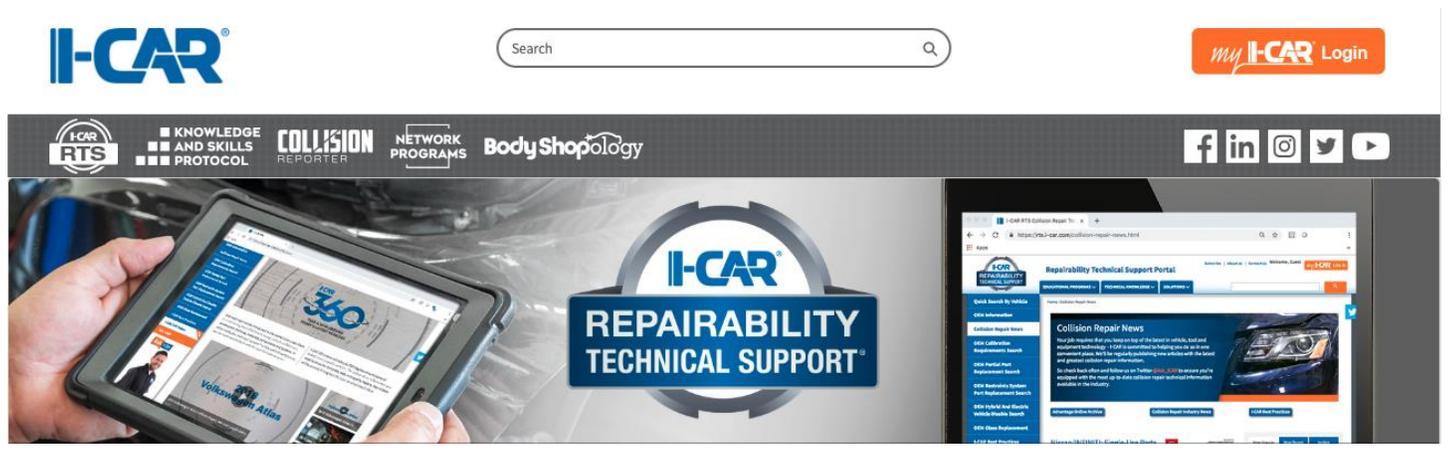
This document will help an Industry Training Alliance provider or Instructor upload training records to I-CAR.

Effective with the launch of I-CAR's enhanced systems, credit for an Alliance course is applied automatically when a provider submits student training records to I-CAR from their *myI-CAR*® account.

Here is a step-by-step manual on how to upload single or multiple training records to I-CAR through a link on the user's *myI-CAR* page.

Step 1- Begin by logging in to your *myI-CAR* account

Click the link to log into ***myI-CAR*** and enter your credentials there:



Once logged in, click on the dropdown arrow next to your name:



Then select the link for **Alliance Training** from the list.

Proceed to **Step 2** to upload records for a single student or **Step 3** to access a .csv template and upload records for multiple students at the same time.

Step 2- Upload an Alliance training record for one student

Click **Add Record** to upload one student's Alliance Training record:

Note: To upload training records for multiple students at one time, use **Upload Records** to access a downloadable CSV template. See Step 3.

Enter the required information in the fields:

- 1) Click in the box and select from the list of Accounts that you are authorized to upload training records for.
- 2) Enter the students I-CAR ID number, if known, here.
Note: A valid email or I-CAR ID number is required.
- 3) Enter the student's email, if known, here.
Note: A valid email or I-CAR ID number is required.
- 4) Enter students first name.
- 5) Enter students last name (*minimum of first 2 letters req'd*).
- 6) Enter ID number for the alliance course here.
- 7) Enter the date that the alliance course was completed here.

*Required fields are noted with an asterisk. For I-CAR ID or Email, one or the other is required to ensure credit is applied to the correct student.

Click  to upload the training record

Upon upload, a success message will display, and the accepted training records will be documented in the **My Alliance** list:

	STUDENT	PROVIDER COURSE CODE	AWARD DATE	CREATED DATE	PROVIDER ID
1	Linda GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:28 PM	AT-0828
2	William GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:29 PM	AT-0829
3	William GCTraining	CLEM-00008	9/11/2019	9/11/2019 1:32 PM	AT-0830

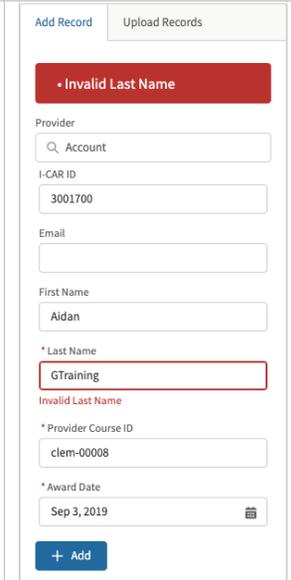
Note: The headers (see Award Date in above image) allow sorting so you can organize the records as needed.

Review and correct any errors:

If an entry in a required field is invalid, you will be prompted to correct the entry before proceeding with the upload. The error prompt will guide you to the fields that need to be revised.

Once corrected, click  to save the record.

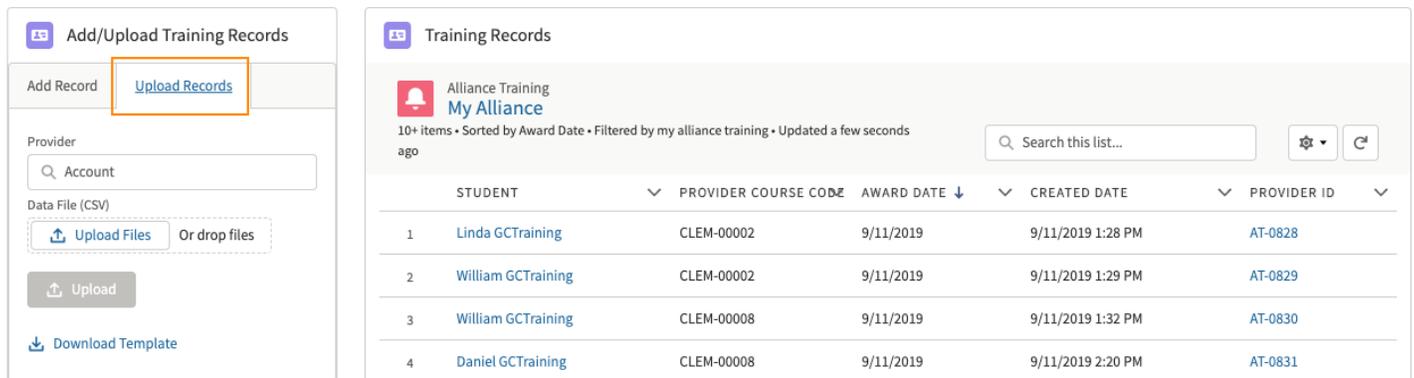
Note: I-CAR is not retaining records that resulted in an error. Please take note of any errors here and correct them before proceeding.



Step 3- Send Alliance training records for multiple students

Click **Upload Records** to upload a csv file containing training records for multiple students:

Alliance Training Credit



	STUDENT	PROVIDER COURSE CODE	AWARD DATE	CREATED DATE	PROVIDER ID
1	Linda GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:28 PM	AT-0828
2	William GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:29 PM	AT-0829
3	William GCTraining	CLEM-00008	9/11/2019	9/11/2019 1:32 PM	AT-0830
4	Daniel GCTraining	CLEM-00008	9/11/2019	9/11/2019 2:20 PM	AT-0831

Note: Access a downloadable template for your use via the [Download Template](#) link.

Enter the course and student information into the template:

	A	B	C	D	E	F	G	H
1	ProviderCourseTitle (optional)	ProviderCourseID (required)	I-CARID (required)	PerFname	PerLname (required)	PerEmail	DateAwarded (required)	
2	ABC Course	ABC-0001	1234567	John	Smith	john.smith@email.com	1/1/70	
3								
4								

Note: *Expand the columns to see which fields are required.*

Save the file to a location on your computer as a .csv file, then click **Upload Files** and select the file:

Add/Upload Training Records

Add Record Upload Records

Provider

Car-O-Liner Academy - Training Alli

Data File (CSV)

Upload Files Or drop files

Upload

Download Template

Training Records

Alliance Training My Alliance

10+ items • Sorted by Award Date • Filtered by my alliance training • Updated 14 minutes ago

Search this list...

STUDENT	PROVIDER COURSE CODE	AWARD DATE	CREATED DATE	PROVIDER ID
Linda GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:28 PM	AT-0828
William GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:29 PM	AT-0829
William GCTraining	CLEM-00008	9/11/2019	9/11/2019 1:32 PM	AT-0830
Daniel GCTraining	CLEM-00008	9/11/2019	9/11/2019 2:20 PM	AT-0831

Once the file is selected, enter your **Provider** name and click **Upload** to send the training records to I-CAR.

Once completed a success message will be displayed and any accepted training records will be included in the **My Alliance** list:

Training Records

✔ Success
Submitted Alliance Training record

Alliance Training My Alliance

10+ items • Sorted by Award Date • Filtered by my alliance training • Updated 24 minutes ago

Search this list...

STUDENT	PROVIDER COURSE CODE	AWARD DATE	CREATED DATE	PROVIDER ID
Linda GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:28 PM	AT-0828
William GCTraining	CLEM-00002	9/11/2019	9/11/2019 1:29 PM	AT-0829

Note: *The headers (see Award Date in above image) are sortable so you can organize the records as needed.*

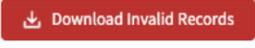
When uploading multiple training records, errors may result from invalid data entered into the template. Errors will be shown in the **Import Errors** list:

 Import Errors

Completed With Errors

0 Alliance record(s) have been submitted. 3 record(s) have been found to be invalid. Please click on the button below to download/edit the invalid records, and then re-submit the file...

 Download Invalid Records

To review and correct the training record errors, click  and open the resulting CSV file:

A	B	C	D	E	F	G	H
ProviderCourseTitle (optional)	ProviderCourseID (required)	I-CARID (required)	PerFname	PerLname (required)	PerEmail	DateAwarded (required)	Errors
Car-O-Liner	CLEM-00002	3001700	Aidan	GCTraining		9/11/19	Invalid Last Name; Invalid I-CAR User
Polyvance	USPM-00001	3001704	Linda	GCTraining		8/14/19	Unauthorized Alliance Course
Car-O-Liner	CLEM-00008	3001703	Bobbie	GCTraining	bobbie@test.i-car.com	9/9/19	Record already exists

The Errors column (H) identifies record errors to be resolved. Correct any errors and remove the (H) column prior to saving, then re-upload it to send training records to I-CAR.

Note:

If you are authorized to upload training records for multiple providers, please be aware that you can only upload for one provider at a time.

You can, however, upload training records involving multiple courses from one provider if authorized for each course.

For Assistance:

If you need assistance uploading training records to I-CAR, please contact I-CAR's Segment Support team by email at segmentssupportteam@i-car.com or by phone at 800-422-7872.