



QUICK GUIDE FOR EMPLOYERS

www.manual-handling-course.ie

Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform. If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

IRISH MANUAL HANDLING

HOME PLEASE READ FAQ'S TRAINING TEAMS CONTACT US

Google My Business Member ROSPA Member Login

★ 349,500 Certificates Issued 24/7 Online Course Money Back Guarantee Fully Accredited Course

Manual Handling Training Ireland, Online Course & Certificate

Our manual handling course is fully flexible and includes both **theory** modules and **practical** assessment. The course uses clear videos, images and simple text, making everything easy to understand. It works perfectly on mobile devices and PCs so you can study anytime, anywhere while meeting workplace safety standards in Ireland, the UK and across Europe.

REGISTER FOR MANUAL HANDLING CERTIFICATION

349,500+ CERTIFIED LEARNERS 4.9★ AVERAGE RATING 98% PASS RATE 24/7 COURSE ACCESS

Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

The screenshot displays a 'Review Your Order' interface. At the top, it says 'Check your courses and proceed to secure payment'. A progress bar shows three steps: '1 Cart', '2 Review' (current step), and '3 Payment'. Below this, the 'Your Courses' section lists 'Manual Handling' (€64 - €30 PER PERSON) with a quantity of 10. A red box highlights the quantity input field. The 'Order Summary' section shows a '10% Volume Discount Applied!' message with a red arrow pointing to it. Below the message, the subtotal is €300, and a 'Bulk Discount (10% off) Applied!' is shown as -€30. The final total is €270.00. A 'Continue to Payment' button is at the bottom, with a note 'Protected checkout with advanced encryption'.

Registering Employees

To register an employee, navigate to the **'For Employers'** section on bar menu on our website, then click on **'Register your employee'**

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot shows the 'Register your employees' form on the Irish Manual Handling website. The form is titled 'Register your employees' and includes the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form has two main sections: 'EMPLOYEE'S FULL NAME' and 'EMPLOYEE'S EMAIL ADDRESS'. The 'EMPLOYEE'S FULL NAME' section has two input fields: 'First Name' and 'Last Name'. The 'EMPLOYEE'S EMAIL ADDRESS' section has one input field with the placeholder text 'name@example.com'. Below the input fields is a blue button labeled 'Add Employee'. Below the form is an 'Information' section with three numbered steps:

- 1 After registering all employees, you can access the **Employer Dashboard** from the menu bar at any time to review all your submitted registrations.
- 2 To send courses to employees for study, open the **My Courses** page from the menu bar and click **Send Course**. A list of all registered employees will appear.
- 3 If your employee cannot find the login email, even after checking **inbox** and **spam**, there is no need to worry, the account is already active. They just need to visit the **Login page**, select **Reset Password**, and enter the registered email address to receive a reset link instantly. We kindly ask you, as the employer, to make sure the email address provided is correct. If an incorrect email was used, a new account can be created with the correct email address, as existing account email addresses cannot be changed or removed. Thank you for always taking a moment to **double-check** the details you enter.

Red arrows in the image point to the 'For Employers' menu item (1), the 'Register employee' menu item (2), the 'First Name Last Name' input field (3), and the 'name@example.com' input field (4).

Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

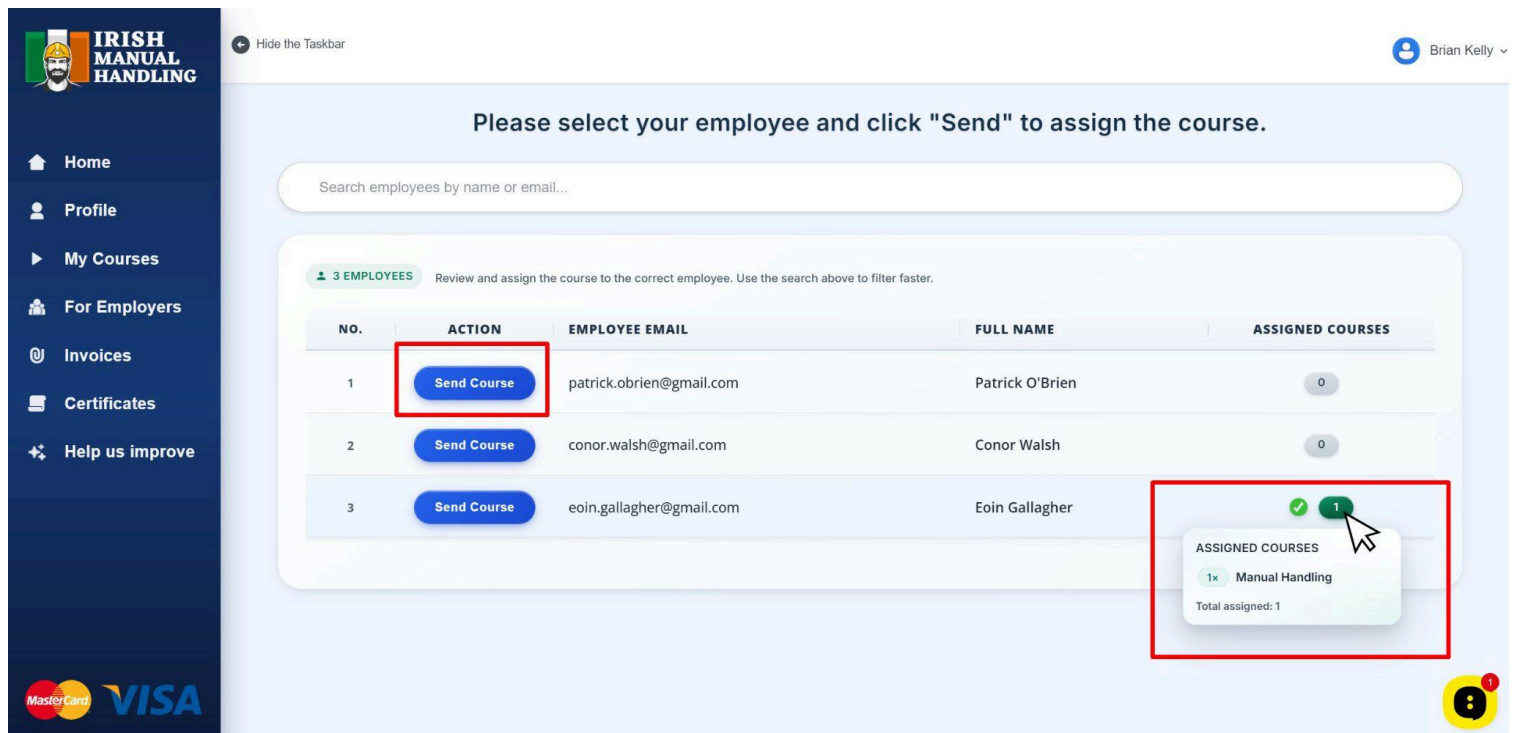
The screenshot displays the 'Manual Handling Courses' interface. On the left is a dark blue sidebar with the 'IRISH MANUAL HANDLING' logo and navigation options: Home, Profile, My Courses (highlighted with a red arrow labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area has a 'MY COURSES' tab and a title 'Manual Handling Courses' with a subtitle 'Track your progress, continue learning, and download certificates for completed courses.' A 'Total courses: 5' indicator is in the top right. Below is a table with columns: NO., COURSE, STATUS & CERTIFICATE, and ACTIONS. The table lists five 'Manual Handling' courses, each with a 'Purchased' status and 'Send' and 'Start' buttons. A red arrow labeled '2' points to the 'Send' button of the first course. The footer includes MasterCard and VISA logos and a help icon.

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Manual Handling	Purchased	Send Start
2	Manual Handling	Purchased	Send Start
3	Manual Handling	Purchased	Send Start
4	Manual Handling	Purchased	Send Start
5	Manual Handling	Purchased	Send Start

IMPORTANT: Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking **"Send Course"** a list of your registered employees will appear.



The screenshot shows the IRISH MANUAL HANDLING platform interface. On the left is a dark blue sidebar with navigation options: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. At the top left of the main area is the logo and text 'IRISH MANUAL HANDLING'. Below this is a search bar with the placeholder text 'Search employees by name or email...'. A message reads 'Please select your employee and click "Send" to assign the course.' Below the search bar is a table with 3 employees. The first row is highlighted, and the 'Send Course' button is circled in red. A tooltip is visible over the '1' in the 'ASSIGNED COURSES' column, showing 'ASSIGNED COURSES', '1x Manual Handling', and 'Total assigned: 1'. The table has the following data:

NO.	ACTION	EMPLOYEE EMAIL	FULL NAME	ASSIGNED COURSES
1	Send Course	patrick.obrien@gmail.com	Patrick O'Brien	0
2	Send Course	conor.walsh@gmail.com	Conor Walsh	0
3	Send Course	eoin.gallagher@gmail.com	Eoin Gallagher	1

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

The screenshot displays the 'IRISH MANUAL HANDLING' Employer Dashboard. The sidebar on the left contains navigation links: Home, Profile, My Courses, For Employers, Employer Dashboard, Register employee, Instructions, Invoices, Certificates, and Help us improve. The main content area features a 'TEAM MANAGEMENT PORTAL' header, an 'Employer Dashboard' title, and an 'Add Employee' button. Summary cards show 3 Team Members, 1 Certificate, 1 In Training, 0 Not Started, and 1 All Done. A search bar and filter options are present. A table lists employees with their training status and course counts. A tooltip for 'Assigned Courses' shows 'Manual Handling' with a count of 1. Red arrows point to the 'For Employers' and 'Employer Dashboard' menu items. A yellow notification icon is in the bottom right corner.

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	Completed	1 Course	1	View
2	CO Conor Walsh	conor.walsh@gmail.com	In Progress	1 Course	0	View
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	No Course	0	0	View

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

IRISH MANUAL HANDLING

Home, Profile, My Courses, For Employers

Employer Dashboard

Register employee, Instructions, Invoices, Certificates, Help us improve

TEAM MANAGEMENT PORTAL

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members, 1 Certificates, 1 In Training, 0 Not Started, 1 All Done

Search employees... All Certificates All Statuses Newest First Reset 3 of 3 employees

FILTER: All Employees No Courses Assigned (1) Training in Progress (1) All Courses Done (1) Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	Completed	1 Course	1	View
2	CO Conor Walsh	conor.walsh@gmail.com	In Progress	1 Course	0	View
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	No Courses	No courses	0	View

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the **"Certificates"** section. Clicking on it will **download** the certificate instantly.

IRISH MANUAL HANDLING

Home, Profile, My Courses, For Employers

Invoices, Certificates, Help us improve

TRAINING RECORDS

Employee Courses

Conor Walsh conor.walsh@gmail.com

Back to Dashboard

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
Manual Handling	Completed	29 Jan 2026	29 Jan 2029	PDF icon
Manual Handling	Assigned	29 Jan 2026	-	-
Manual Handling	In Progress	29 Jan 2026	-	-

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

The screenshot displays the 'Employer Dashboard' interface. On the left is a dark blue sidebar with the 'IRISH MANUAL HANDLING' logo and navigation options: Home, Profile, My Courses, For Employers, Employer Dashboard, Register employee, Instructions, Invoices, Certificates, and Help us improve. The main content area has a top bar with a 'Hide Menu' button and a user profile for 'John O'Brien'. Below this is a 'TEAM MANAGEMENT PORTAL' header with an 'Add Employee' button. A central statistics bar shows: 3 Team Members, 3 Certificates (highlighted with a red box and arrow), 0 In Training, 0 Not Started, and 3 All Done. Below the stats is a search bar and filter controls. A table lists three employees with columns for #, EMPLOYEE, EMAIL ADDRESS, TRAINING, COURSES, CERTIFICATES, and ACTION. The table data is as follows:

#	EMPLOYEE	EMAIL ADDRESS	TRAINING	COURSES	CERTIFICATES	ACTION
1	PA Patrick O'Brien	patrick.obrien@gmail.com	Completed	1 Course	1	View
2	CO Conor Walsh	conor.walsh@gmail.com	Completed	1 Course	1	View
3	EO Eoin Gallagher	eoin.gallagher@gmail.com	Completed	1 Course	1	View

Valid Certificates

View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

3 Valid Certificates | 3 Certified Employees | 1 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... [Download All \(ZIP\)](#) 3 certificates

#	EMPLOYEE	COURSE	STATUS	ISSUED DATE	EXPIRATION	TIME LEFT	CERTIFICATE
1	CO Conor Walsh conor.walsh@gmail.com	MA Manual Handling	VALID	29 Jan 2026	29 Jan 2029	1096 days	Download
2	EO Eoin Gallagher eoin.gallagher@gmail.com	MA Manual Handling	VALID	29 Jan 2026	29 Jan 2029	1096 days	Download
3	PA Patrick O'Brien patrick.obrien@gmail.com	MA Manual Handling	VALID	29 Jan 2026	29 Jan 2029	1096 days	Download

Everything in Order
All certificates are valid and ready. Download individually or use ZIP for all.

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

Manual Handling Courses

Track your progress, continue learning, and download certificates for completed courses.

Total courses: 1

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Manual Handling	Purchased	Send Start

Course Information and Certification

All courses follow Irish safety requirements and include a clear theory section you can complete anytime, on any device. For all courses except Manual Handling, the certificate is available immediately after the theory is completed.

Manual Handling Course

For all courses except Manual Handling, participants receive their **certificate immediately** after completing the **theoretical section**.

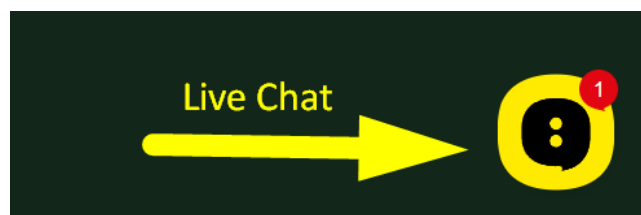
For the **Manual Handling Course**, which includes a practical component, participants must first complete the theory. After finishing the theoretical part, the platform instantly provides **clear instructions** for the practical session.

They will then see **short instructional videos** showing correct lifting techniques, helping them understand and practice safely.

For the practical part, participants **do not need to speak**. They only need to **record a video** showing the lifting techniques and submit it to our instructors for review. This ensures they follow safe and correct practices for their health and safety.

Support and Assistance:

We are happy to help with anything you need. You can reach us at info@irish-manualhandling.ie or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

