



QUICK GUIDE FOR EMPLOYERS

www.irish-firstaid.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 FIRST AID HOME FIRST AID FAQs TRAINING TEAMS CONTACT US Login Register

★ 349,500 Certificates Issued 24/7 First Aid Course Money Back Guarantee HSA & CPD Accredited

First Aid Course Ireland - Emergency First Aid at Work

Online First Aid Training - Instant Certificate in 90 minutes - HSA Aligned, CPD Certified

Get your CPD Certified First Aid Certificate in 90 minutes for only EUR35 - the full Emergency First Aid at Work course online, HSA aligned and trusted by 349,500+ Irish workplace first aiders, first aiders and workplaces. Start your First Aid Training in seconds, study at your own pace on any phone, tablet or laptop, complete the entire First Aid Course in under an hour, then download your First Aid Certificate instantly and stay fully compliant with Emergency First Aid at Work standards across Ireland - no waiting, no paperwork, no stress.

REGISTER FOR FIRST AID CERTIFICATION

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

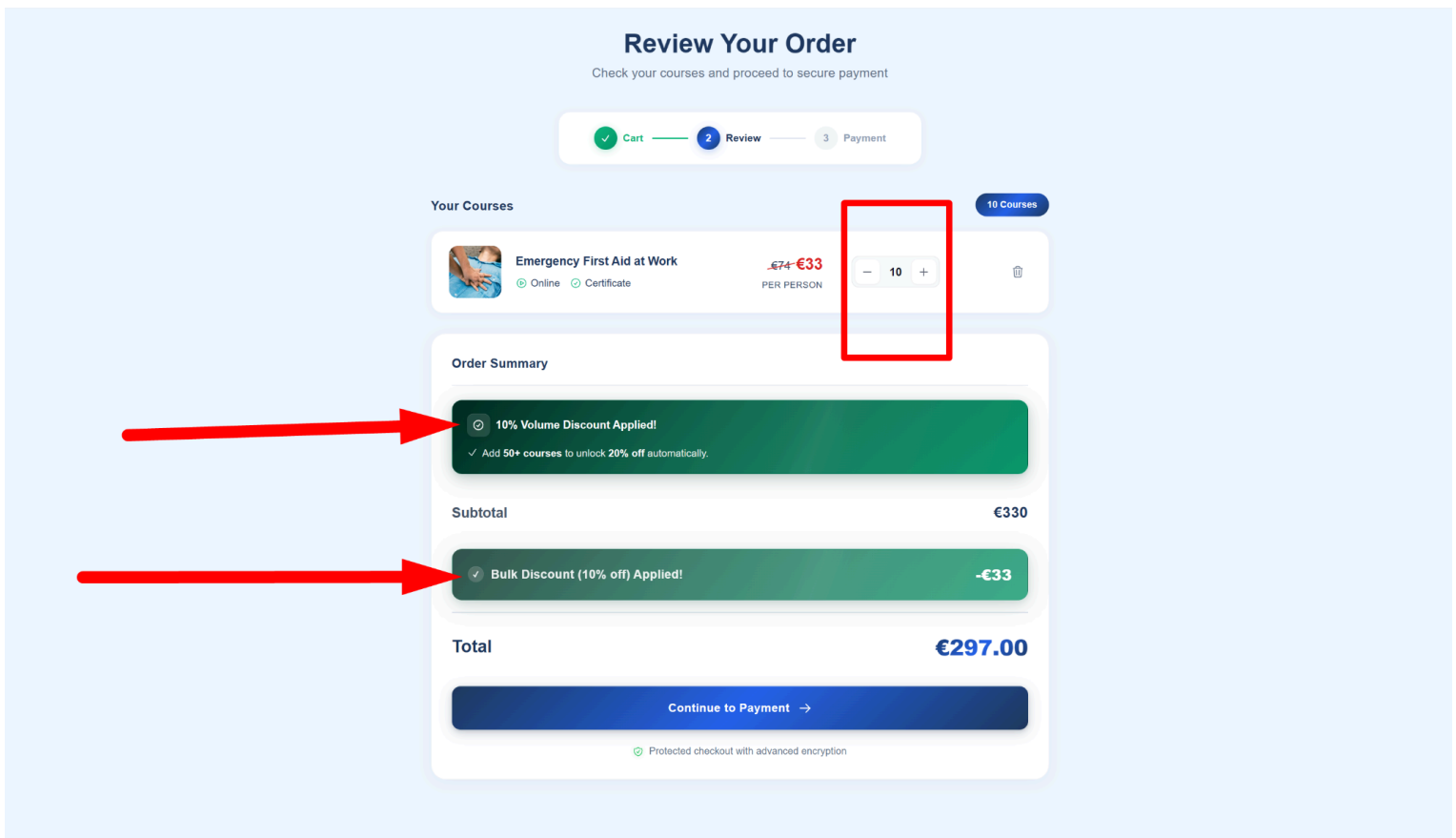
Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

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.



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 displays the 'IRISH FIRST AID' website interface. On the left is a dark blue vertical navigation menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow and the number 1), Employer Dashboard, Register employee (highlighted with a red arrow and the number 2), Instructions, Invoices, Certificates, and Help us improve. At the top of the page, there is a 'Hide Menu' button and a user profile for 'John Connor'. The main content area features a white card titled 'Register your employees' with the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form contains two input fields: 'EMPLOYEE'S FULL NAME' with a sub-label 'First Name Last Name' (indicated by a red arrow and the number 3) and 'EMPLOYEE'S EMAIL ADDRESS' with the placeholder 'name@example.com' (indicated by a red arrow and the number 4). Below the form is a blue 'Add Employee' button. Underneath the form is an 'Information' section with three numbered points: 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. Ask them to open the Login page, click Reset Password, and enter their registered email to get a new link in a few seconds. Please make sure the email address and full name were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details. Thank you for always taking a moment to double-check the details you enter.'

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 'My Courses' section of the Irish First Aid user interface. The sidebar on the left contains 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 is titled 'My Emergency First Aid Courses' and includes a sub-header 'MY COURSES'. Below this, there is a table with the following columns: NO., COURSE, STATUS & CERTIFICATE, and ACTIONS. The table lists five 'First Aid' courses, each with a 'Purchased' status and a 'Send' button (highlighted with a red arrow labeled '2') and a 'Start' button. A 'Total courses: 5' indicator is visible in the top right corner of the table area.

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	First Aid	Purchased	Send Start
2	First Aid	Purchased	Send Start
3	First Aid	Purchased	Send Start
4	First Aid	Purchased	Send Start
5	First Aid	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 FIRST AID' dashboard. On the left is a dark blue sidebar with navigation options: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area has a header with a 'Hide Menu' button and a user profile for 'John Connor'. Below the header, a message reads: 'Please select your employee and click "Send" to assign the course.' A search bar is provided with the placeholder text 'Search employees by name or email...'. Below the search bar, a section titled '3 EMPLOYEES' contains a table with the following data:

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

A red arrow points to the 'Send Course' button for the first employee. A tooltip for the third employee's 'ASSIGNED COURSES' shows '1x First Aid' and 'Total assigned: 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 FIRST AID' Employer Dashboard. The left sidebar contains navigation options: Home, Profile, My Courses, For Employers, Employer Dashboard, Register employee, Instructions, Invoices, Certificates, and Help us improve. Red arrows point to 'For Employers' (1) and 'Employer Dashboard' (2). The main content area features a 'TEAM MANAGEMENT PORTAL' header with an 'Add Employee' button. Below this are summary cards for Team Members (3), Download all certs (1), In Training (0), Not Started (1), and All Done (1). A search bar and filter options are present, including 'All Certificates', 'All Statuses', and 'Newest First'. A table lists employees with columns for #, Employee, Email Address, Tools, Training, Courses, Certificates, and Action. The table shows three employees: Eoin Gallagher (Completed), Conor Walsh (No Courses), and Patrick O'Brien (Not Started). A 'View' button is available for each row. A notification pop-up for 'Assigned Courses' is visible in the bottom right.

#	EMPLOYEE	EMAIL ADDRESS	TOOLS	TRAINING	COURSES	CERTIFICATES	ACTION
1	EO Eoin Gallagher	eoin.gallagher@gmail.com		Completed	1 Course	1	View
2	CO Conor Walsh	conor.walsh@gmail.com		No Courses	No courses	0	View
3	PA Patrick O'Brien	patrick.obrien@gmail.com		Not Started	1 Course	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 FIRST AID

Hide Menu

John Connor

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 | 2 Download all certs | 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	TOOLS	TRAINING	COURSES	CERTIFICATES	ACTION
1	EO Eoin Gallagher	eoin.gallagher@gmail.com		Completed	1 Course	1	View
2	CO Conor Walsh	conor.walsh@gmail.com		No Courses	No courses	0	View
3	PA Patrick O'Brien	patrick.obrien@gmail.com		In Progress	3 Courses	1	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 FIRST AID

Hide Menu

John Connor

Back to Dashboard | Assign Course

TRAINING RECORDS

Employee Courses

Patrick O'Brien | patrick.obrien@gmail.com

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
First Aid	Completed	12 May 2026	12 May 2029	
First Aid	In Progress	12 May 2026	-	-
First Aid	Assigned	12 May 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

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 | 3 Download all certs | 0 In Training | 0 Not Started | 3 All Done

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

FILTER: All Employees | All Courses Done (3) | Valid Certificates Only

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

CERTIFICATE MANAGEMENT

Valid Certificates

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

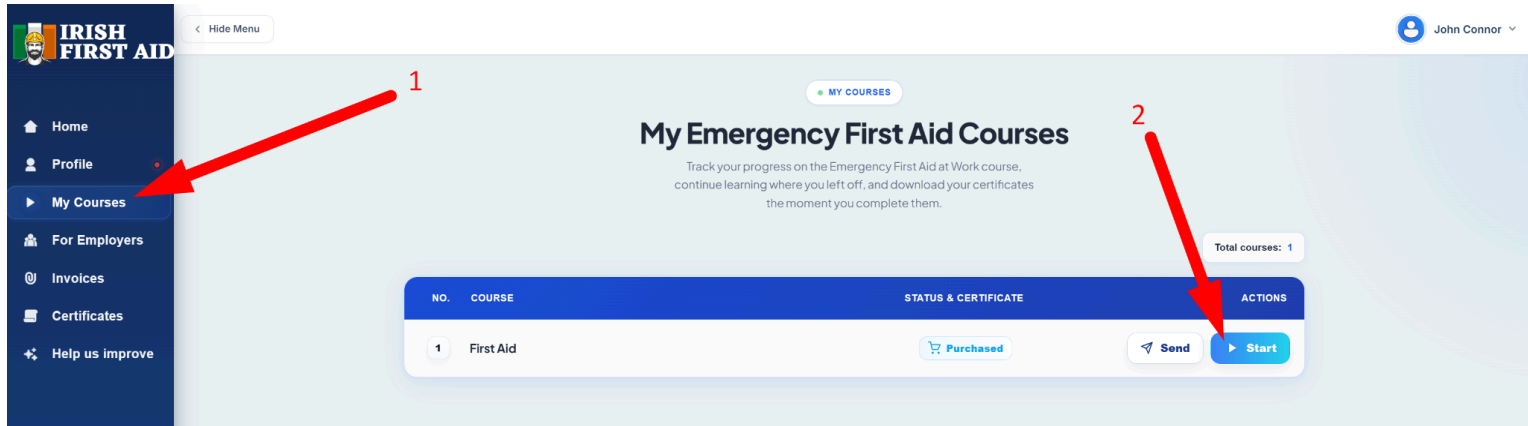
3 Valid Certificates | 3 Certified Employees | 1 Different Courses | 0 Expiring in 30 Days

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	First Aid	VALID	12 May 2026	12 May 2029	1096 days	Download
2	EO Eoin Gallagher eoin.gallagher@gmail.com	First Aid	VALID	12 May 2026	12 May 2029	1096 days	Download
3	PA Patrick O'Brien patrick.obrien@gmail.com	First Aid	VALID	12 May 2026	12 May 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.



Course Information and Certification

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

Support and Assistance:

We are happy to help with anything you need. You can reach us at info@irish-firstaid.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 **2 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.

