

Managing and Completing AML Training

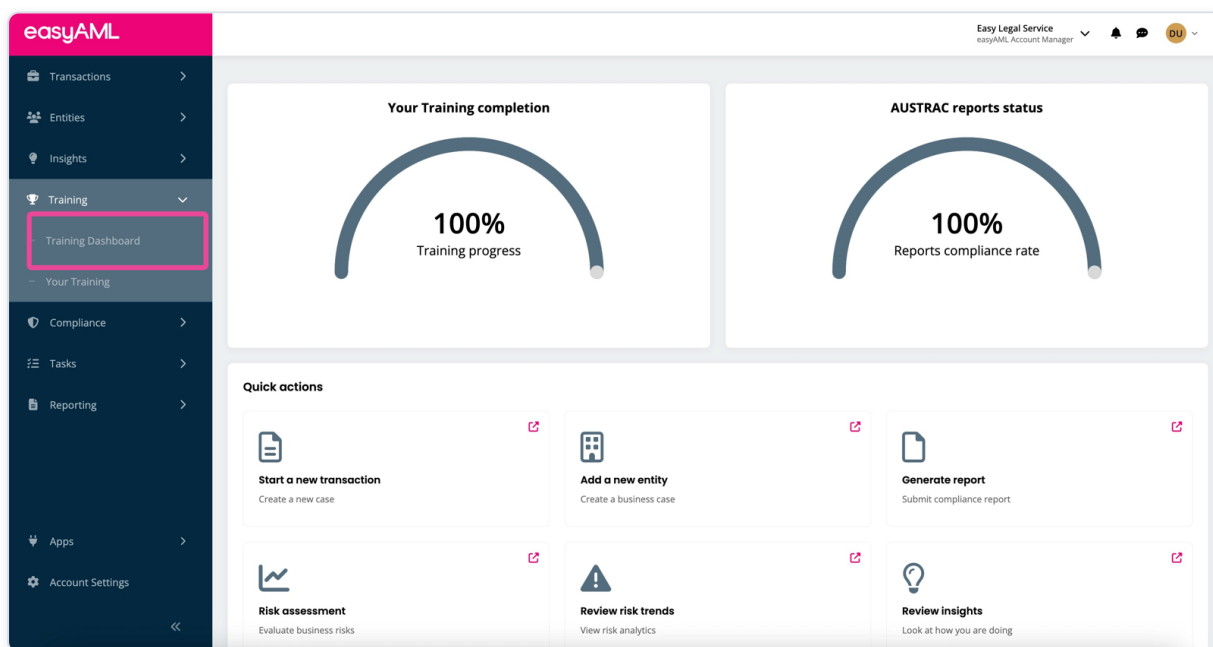
TRN-01 · Version 1.1

The Training area covers both sides of your training obligation: the organisation-wide dashboard for assigning and tracking staff modules, and your own personal training view.

OPEN TO START <https://app.easyaml.com/training>

For managers — the Training Dashboard

- 1 Open the **Training Dashboard** — a live snapshot of all training modules and where your team is at with each one.



- 2 Need a record for audits or internal reviews? Click **Export Report** to download a full completion summary.

Training Modules

Introduction to Financial Crime

AML Awareness ⚠️ Required

Investigate the main types of financial crime, how the money laundering process works, and the red flags you need to watch for.

Completion 0% 🕒 Due immediately on user creation

View details>

AUSTRAC role, FATF, and reporting

AML Compliance+ ⚠️ Conditionally Required

Navigate AUSTRAC's dual role as regulator and intelligence unit, under international obligations with FATF and learn the key reporting obligations with their triggers.

Completion 0% 🕒 Due for roles: Compliance Officer, Compliance Officer 2IC; immediately on user creation

View details>

Tranche 1

AML for Sector

Learn the sector-specific risks, red flags, due diligence requirements, and escalation procedures for preventing money laundering in accounting.

Completion 0%

View details>

Tranche 2 Sector – Tax and Accounting

AML for Sector

Learn the sector-specific risks, red flags, due diligence requirements, and escalation procedures for preventing money laundering in accounting.

Completion 0%

View details>

Customer identification, monitoring and reporting

AML Foundation ⚠️ Conditionally Required

Learn how to verify different customer types, when to apply extra checks, and meet your AUSTRAC reporting obligations.

Completion 0%

View details>

Tranche 3

AML for Sector

Learn the sector-specific risks, red flags, due diligence requirements, and escalation procedures for preventing money laundering in accounting.

Completion 0%

View details>

- 3 To inspect any module, select **View Details** under Training Modules — the full content outline. To assign someone, select **Add Staff** directly from that page.

Staff Training Status

+ Add Staff

User Status

Active Users

Completion

All Completion

Status

All Status

Clear Filters (3)

Name ↑	User Status ↓	Role ↓	Completion ↓	Last Activity ↓	Onboarding Date ↓	Overdue ↓	Actions
Ben Ali	Active	Compliance Officer	0%	N/A	27/02/2026, 17:20	None	View

- 4 Check individual progress via **Staff Training Status** — each employee shows a completion status; outstanding ones may need a reminder.

The screenshot displays the 'Staff Training Status' interface. At the top, there are three cards for different training modules, each with a 'View details' link and a 'Completion 0%' indicator. Below these cards is a search bar and filters for 'User Status' (Active Users), 'Completion' (All Completion), and 'Status' (All Status). A table lists staff members with columns for Name, User Status, Role, Completion, Last Activity, Onboarding Date, Overdue, and Actions. A 'View' button is highlighted in the Actions column for Ben Ali.

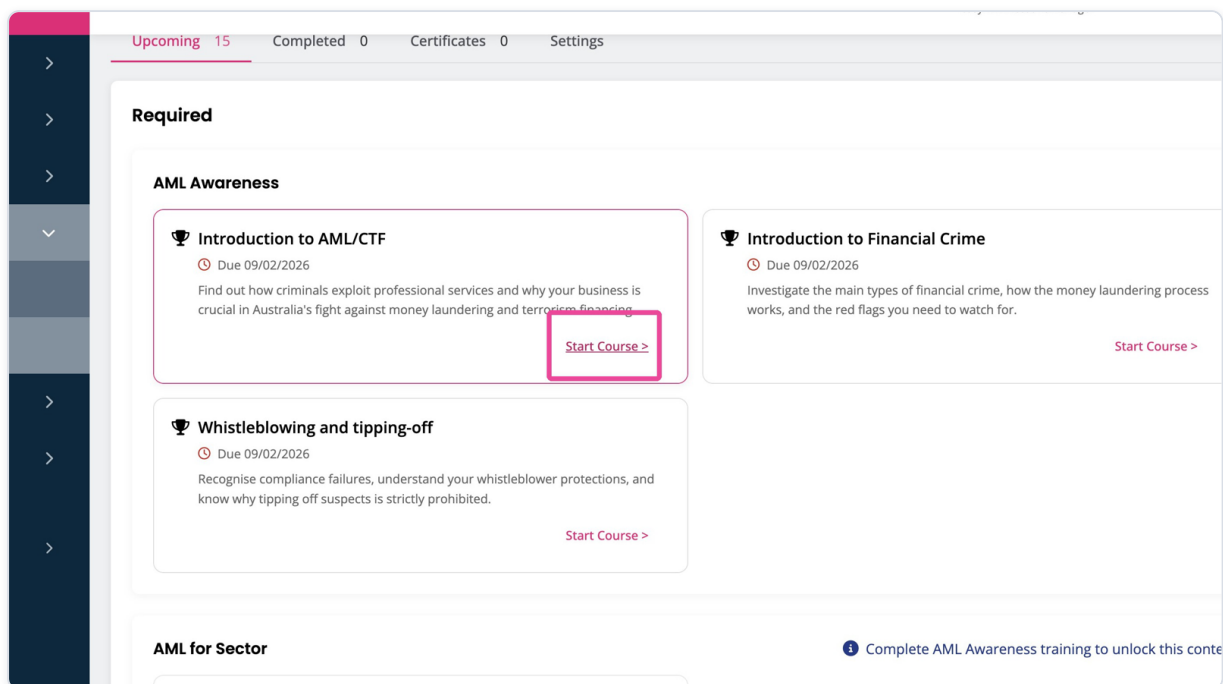
Name	User Status	Role	Completion	Last Activity	Onboarding Date	Overdue	Actions
Ben Ali	Active	Compliance Officer	0%	N/A	27/02/2026, 17:20	None	View

For everyone — your own training

- 1 Select **Your Training** from the left navigation — your overall progress, modules completed and remaining, and certificates earned.

The screenshot shows the 'Your Training' interface. It includes a sidebar with navigation options like Transactions, Entities, Insights, Training, Compliance, Reporting, Apps, Platform Settings, and Account Settings. The main content area displays 'Your Training' with a progress bar for 'Compliance' at 0%. Below this, there are sections for 'Required' training modules, including 'AML Awareness' and 'Introduction to Financial Crime'. A 'View' button is highlighted in the Actions column for Ben Ali.

- 2 Scroll to your list of required modules — these are specific to your role, so your list may differ from colleagues'. Click **Start Course**, read the overview, then **Start Training** to begin.



More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/managing-and-completing-aml-training-modules>
- **Video walkthrough:** https://scribeshow.com/o/PKpOKi2kThyzGwDRLEXASw/viewer/Managing_and_Completing_AML_Training_Modules__9544c82c