Managing and Completing AML Training

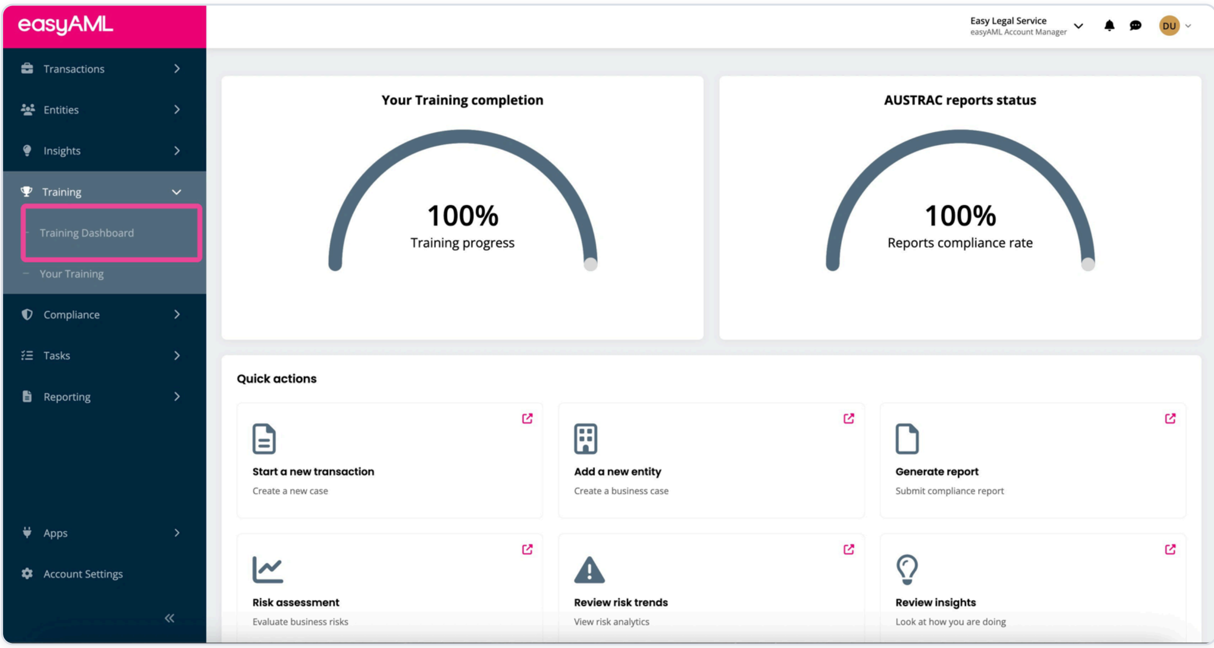
TRN-01 · Version 1.1

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.

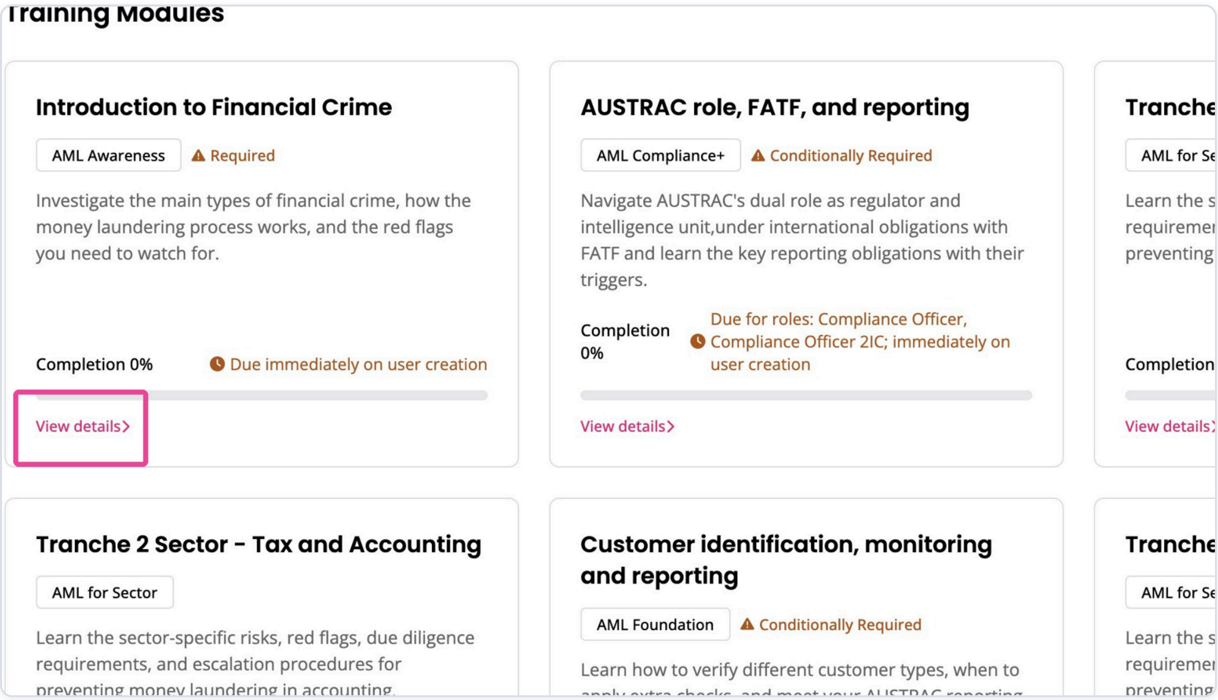
OPEN TO START `https://app.easyaml.com/training`

For managers — the Training Dashboard

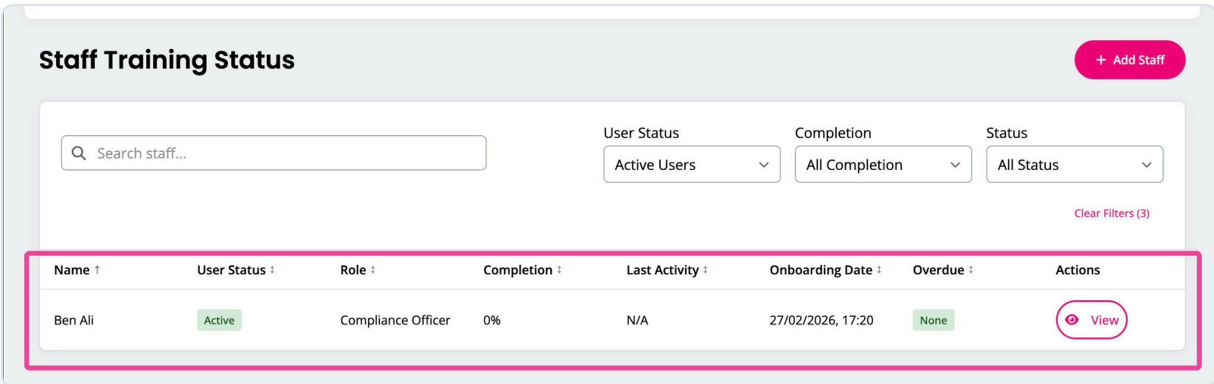
1. Open the **Training Dashboard** — a live snapshot of all training modules and where your team is at with each one.



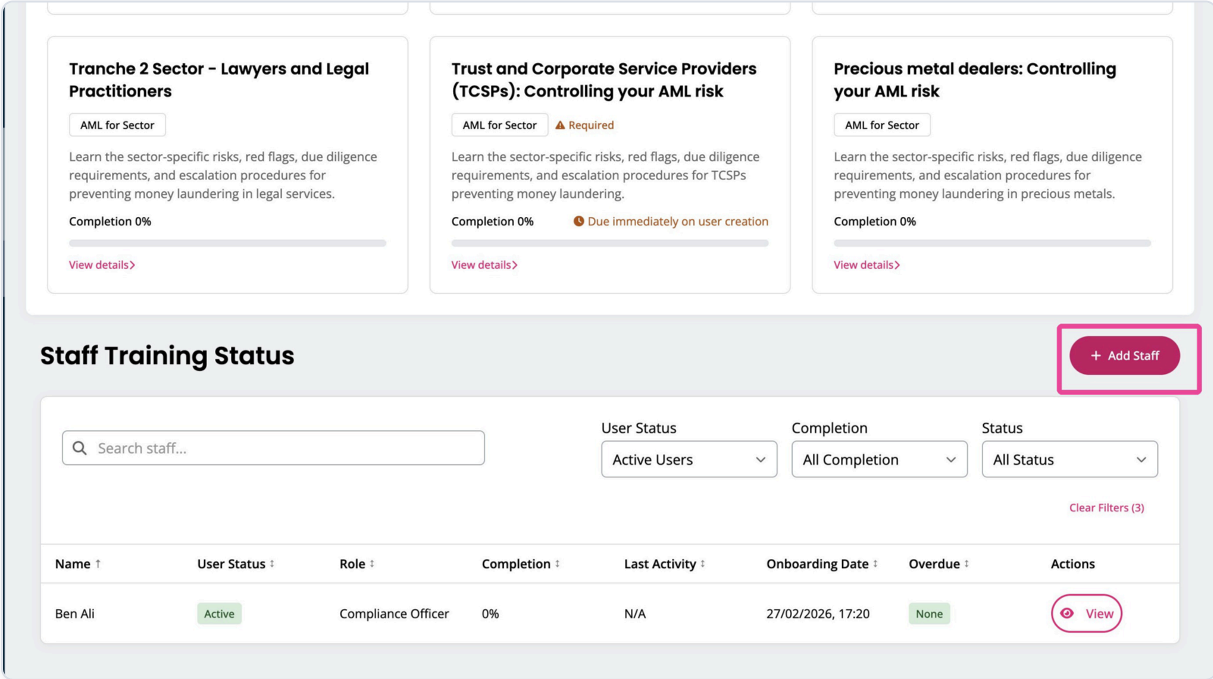
2 Need a record for audits or internal reviews? Click **Export Report** to download a full completion summary.



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.

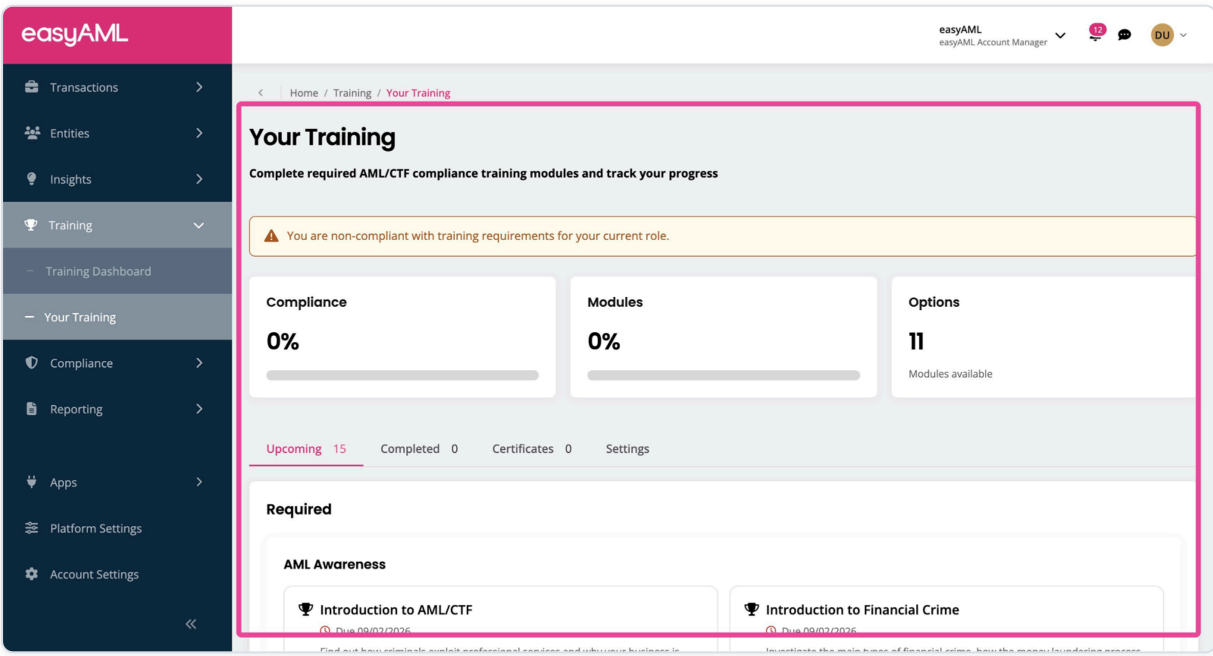


4 Check individual progress via **Staff Training Status** — each employee shows a completion status; outstanding ones may need a reminder.

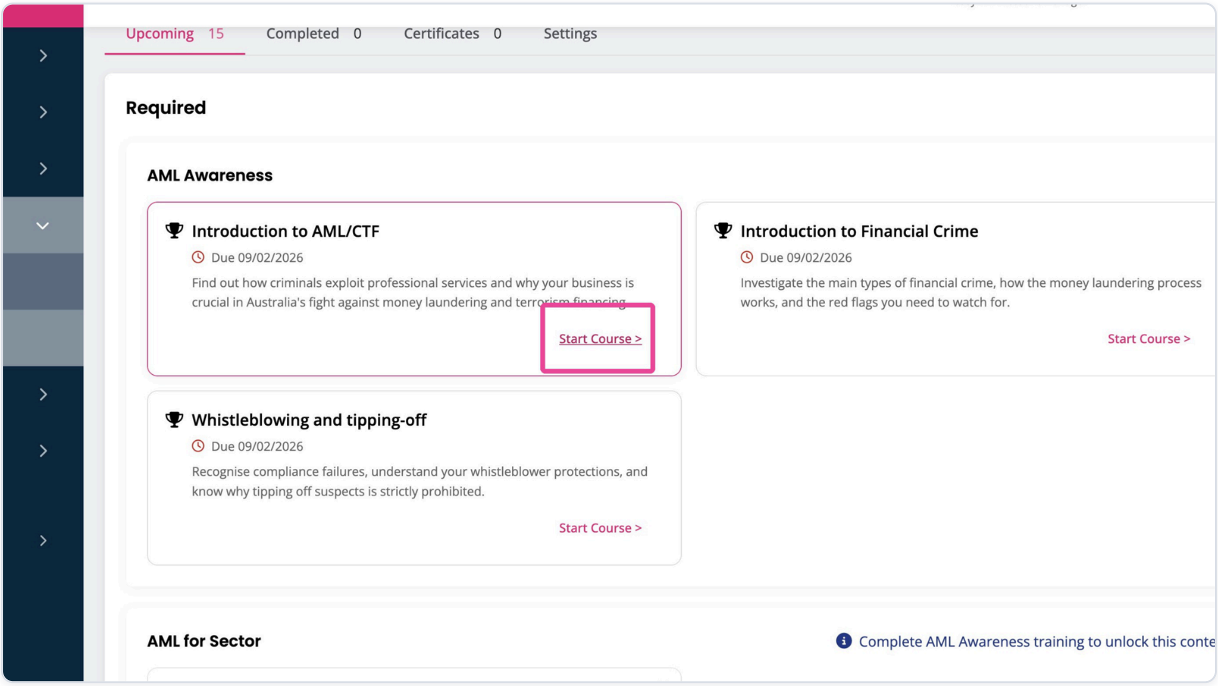


For everyone — your own training

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



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://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Managing_and_Completing_AML_Training_Modules__9544c82c