

**Setting up On Line Classes (Required of all key holders, Sandwich Artistry)**

**Log in to partners**

**User name will be store number-store manager (ex: 1946-storemanager)**

**Password will be Sub and the password to your PFG (ex. Sub2855 or Subasb4634)**

**Training**

**User Manager(Team Access)**

**Click to launch Team Access**

**New Employee**

**Put info in**

**Ex: store number-employee name (all together, lower case)**

**Password for all employees is Subway6467**

**Pick store location**

**Save**

**Select Effective Permissions (Levels of Access)**

**Logout click on store manager then sign out**

**Your part of setting employee up for classes is complete.....**

**employee tasks.....**