



HOW TO:

PRE-QUALIFICATION TOKENS (PQTS) FOR CERTIFICATION BY PROJECT SUBMISSION

An ILSSI partner organisation assesses the student and determines that they have reached the required standard to be awarded the certificate. The partner provides a PQT to the student. The student obtains their certificate, after paying the fee, directly from the ILSSI.org website.

PARTNER WORKFLOW DETAILS



In this work instruction, the first few steps are done by the partner.

These are indicated clearly. The remaining steps are done by the student.

Partner:

If you do not yet have any PQTs allocated for use by you or your partner organisation, then: Allocate the required PQTs to you as the partner.



➡ PQT ALLOCATION

Open the Google drive shared folder:

<https://drive.google.com/drive/u/2/folders/1oWsTRG12dzMaMQTqD9knaC82PQjnnZrb>

This contains PQTs for various ILSSI certificates.

Open the Google spreadsheet for the certificate you require a PQT for.

Allocate one or more previously unallocated PQTs to you or your organisation by:

1. Inserting the name of who will use the PQT in column B 'Allocated to'. This can either be the student who will redeem the PQT or the name of the partner who will use the PQTs to issue certificates.
2. The date the PQTs have been allocated, in column C 'Date'
3. The person who has allocated the PQTs in column D 'Allocated By'. This will typically be the name of the partner.

SUGGESTED USAGE



You may not always know in advance the names of the students who will receive a certificate using a PQT. A suggested method of working is therefore to allocate a block of PQTs to your partner organisation. Not too many at one time. We suggest 10 or 20 PQTs at a time unless you have a firm requirement to use more.

Make a copy of these PQTs on a separate spreadsheet on your own computer and manage who these PQTs are used to issue certificates to on your separate spreadsheet.

The shared spreadsheet in the Google Drive link above is only intended to show which PQTs have been allocated and which have not. Please add no additional information to it.

Partner:

Send an email to the student similar to the one shown below.

Make sure to edit all information in **bold**.



EMAIL TEMPLATE:



Subject:

Here is your Lean Six Sigma Green Belt Pre-Qualification Token

Dear Name,

You can obtain your **Lean Six Sigma Green Belt certificate** directly using this Pre-Qualification Token (PQT):

<copy and paste token here>

Please note that this is a single use token.

Method:

1. Open this webpage: <https://ilssi.org/pqt-redeem/>
2. Copy the PQT token and paste it into the box on the webpage and click Submit
3. The certificate you are pre-qualified for is displayed. Click Add to Cart.
4. Type the coupon code: **COUPON-CODE** and click Apply Coupon. The price is reduced to **£XX**. Click: Proceed to Checkout.
5. Who is the training provider? Select: **TRAINING-PROVIDER**. Enter the Credit/ Debit Card holder details. And an email address and password; an account will be created for you on the ILSSI website. Then enter payment card details and click Place Order.
6. You then have an opportunity to adjust how you wish your name to appear on the certificate. At the question 'Is the name correct?' Select Yes. Then click Submit.
7. Your certificate will be generated and emailed to you in seconds along with a payment receipt. You may close the webpage.

Thank you for redeeming your Pre-Qualification Token and congratulations on obtaining your **Lean Six Sigma Green Belt certificate**.

Best regards

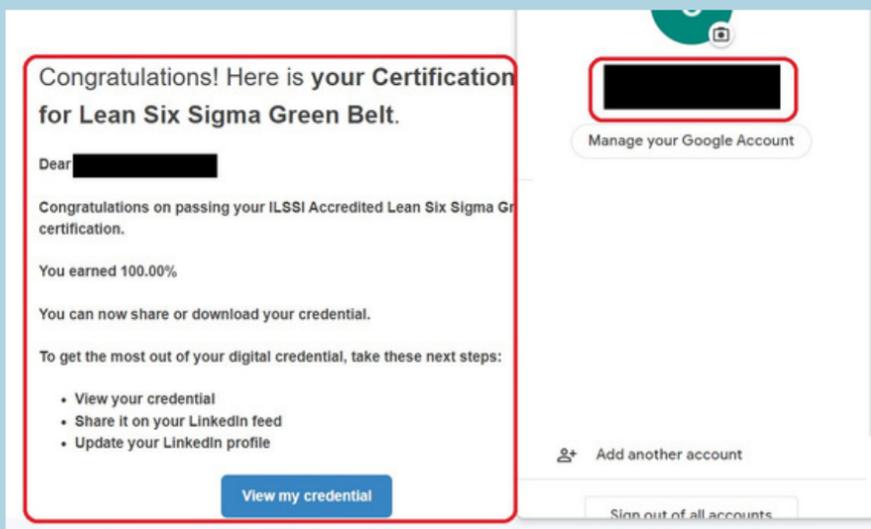
Student:

Follow the steps 1 to 7 in the email received, using the PQT also provided in the email.

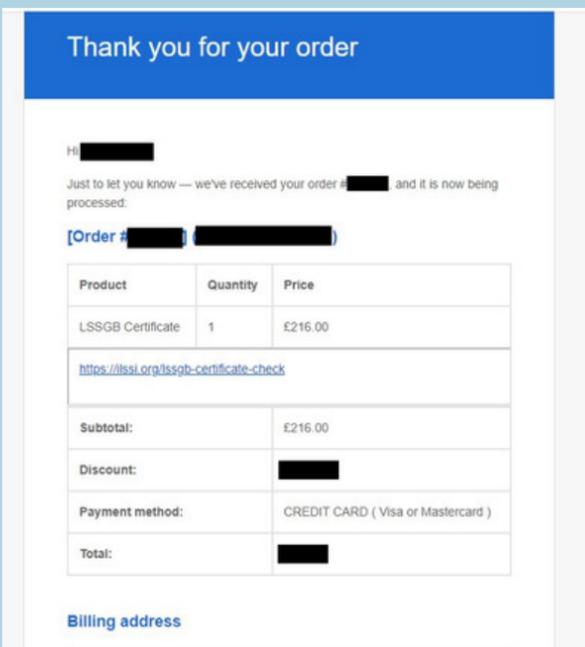
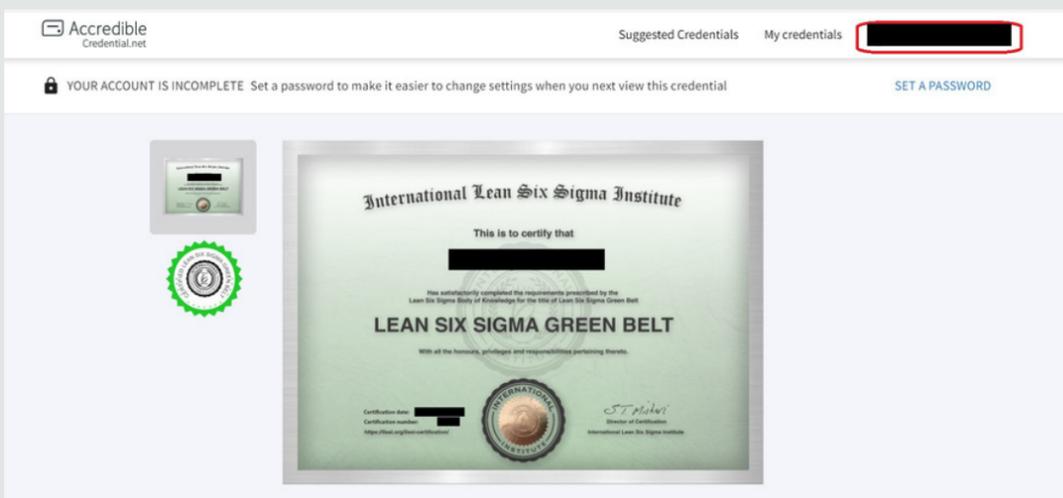
STUDENT WORKFLOW DETAILS



The emails received by the student registered at the ILSSI website:



The student can view & download their certificate + Accredible badge



The student also receives an order confirmation with an invoice attached.



Method & Conclusion:

This method enables a student to create a new student ILSSI.org login, then redeem a PQT token to obtain their certificate. This is paid for by them. The student receives an Accredible email with a link to access their certificate on the Accredible portal. They also receive an ILSSI Report email with their certificate attached. In addition they receive an order confirmation email with an invoice attached.

This method works and can now be used.