



BizPro

Frequently Asked Questions for Employees

What is BizPro?

BizPro provides video-based online training and education courses on sensitive business matters and fundamental business practices.

How do I set up my account?

You will receive a company-specific link from the company administrator on your account. Once you click on that link, it will bring you to a registration form to create your account.

Can I complete the courses in any order?

These courses follow a pre-determined curriculum. Once you watch the lesson video, you will then be directed to take the lesson quiz. Upon completion of each section, including both video lessons and quizzes, the next section will be unlocked.

What training courses are included?

Sexual & Workplace Harassment Prevention, Safety Training, OSHA for Employers, HR Recordkeeping, Business Maxims, & Sales Channels.

Are there state-specific training courses?

Yes, BizPro currently offers New York State & City Sexual Harassment Prevention training courses, as well as California Supervisor & Employee training courses in English and Spanish. All courses meet the state requirements for sexual harassment prevention training. (CT & IL courses to be released soon)

Are there courses available in Spanish?

Yes. The following courses are available in Spanish: Safety Training, OSHA for Employers, New York State Sexual Harassment Prevention, New York City Sexual Harassment Prevention, California Supervisor Sexual Harassment Prevention & California Employee Sexual Harassment Prevention.

Do students receive certificates for each training course completed?

Currently, the only courses that provide completion certificates are for state specific Sexual Harassment Prevention courses: New York State Sexual Harassment Prevention, New York City Sexual Harassment Prevention, California Supervisor Sexual Harassment Prevention, & California Employee Sexual Harassment Prevention.

Can I take training in multiple sessions?

Yes, the system will track students' video progression within a 30 second time frame, giving them the ability to log out and log back in and pick up where they left off. Once the student receives a passing grade for the video lesson quiz (70% or higher), the system will automatically flag the lesson as complete.

If I fail a quiz, can I retake it? How many times?

Yes, you can retake quizzes as many times as you need to. If you need further assistance with answering the quiz questions correctly, contact your company admin directly.

Is there a mobile app to access the training program?

No, but you can access the training from your mobile device or tablet using the same website address (pro.upnetic.com), which is mobile-optimized.

Will the system save previous year's completion progress and certificates?

Yes. The system will not only save the previous year's completion progress & certificates, but it will also send out email reminders for annual retake requirements for state specific sexual harassment prevention training courses.

About BizPro

BizPro is an online learning platform for business owners, HR administrators, and up to 100 employee companies. Educate and empower your team with a wide selection of video-based training and education courses with BizPro. You'll be able to simplify your training process for your entire team, and can even help keep your business in compliance with state mandated trainings for sensitive topics like sexual harassment.

Visit ADP Marketplace to learn more about BizPro
marketplace.adp.com/bizpro

The Value of ADP Marketplace

Get everything you need to manage your people better, from hire to retire. Say goodbye to siloed systems, and hello to powerful HR apps all in one place — connected to your ADP solution.

- Easy and secure
- Seamless integration
- Single sign-on



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