

# DRTC CUSTOMER PORTAL

COMPLETE USER MANUAL



### DRTC Customer Portal — Introduction

The DRTC Customer Portal helps you manage training and certification for your employees in one easy-to-use online environment. Using the portal you can:

- Keep a clear, up-to-date overview of all courses and registrations for your organization;
- Enrol your employees in open courses or in-company sessions;
- View, download and manage certificates and expiry dates;
- Administer delegate records and contact persons;
- Generate reports and exports to support planning and compliance; and
- Reschedule or cancel training up to two weeks (14 calendar days) before the scheduled course start date (less then 2 weeks through our office.)
- View and download invoices for your organization.
- Grant delegates access to view their personal certificates and course registrations.

The portal is designed for main contacts, course managers, planners, delegates and HR staff. It centralizes course administration so you can quickly see which certificates are valid, which are due to expire, and which employees need re-training — all from your Cursus manager (Course Manager) dashboard.

If you have questions while reading this manual or need assistance with the portal, please contact DRTC support:

- Support (technical / portal help): support@drtc.nl
- Planning & course scheduling: planning@drtc.nl
- General enquiries: info@drtc.nl
- Phone (office hours Mon–Fri): +31 118 463 382



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## Preliminaries: requirements & tips

The DRTC Customer Portal works best with the latest versions of Chrome, Edge or Firefox. Mobile browsers are supported for everyday tasks, but some administration features such as bulk import and export are more reliable on a desktop or laptop.

## Your login details

You will receive individual login credentials once you have registered a delegate for a training course. If you have booked a course with us at any time since August 2023, your account already exists in our system — simply click "Reset password" to set a new one.

Your username is always the same as your email address.

## Any challenges? Contact us!

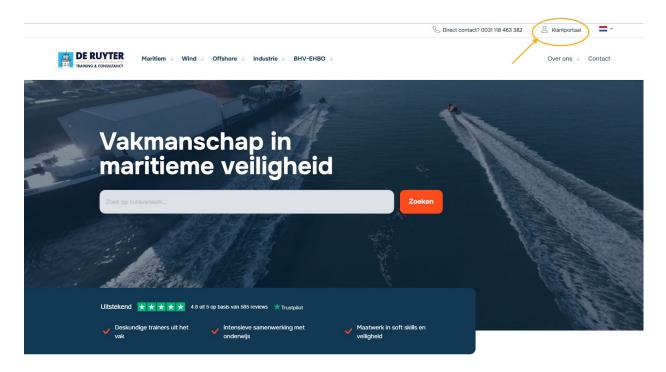
When contacting support, please attach a screenshot that clearly shows the page, the date and time, and your user or organisation name to help us diagnose the issue quickly.

The client portal is available in both Dutch and English. After logging in click the top right corner to change language if required.

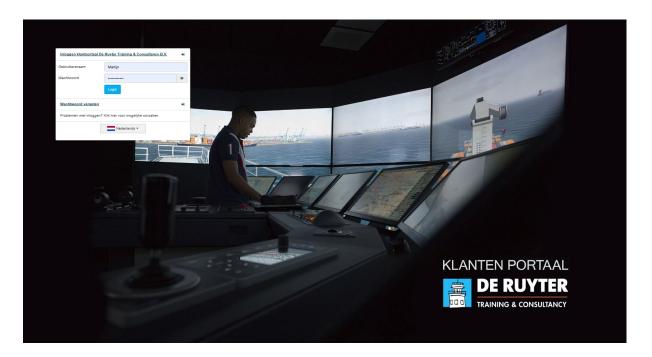




# Logging in & first-time setup



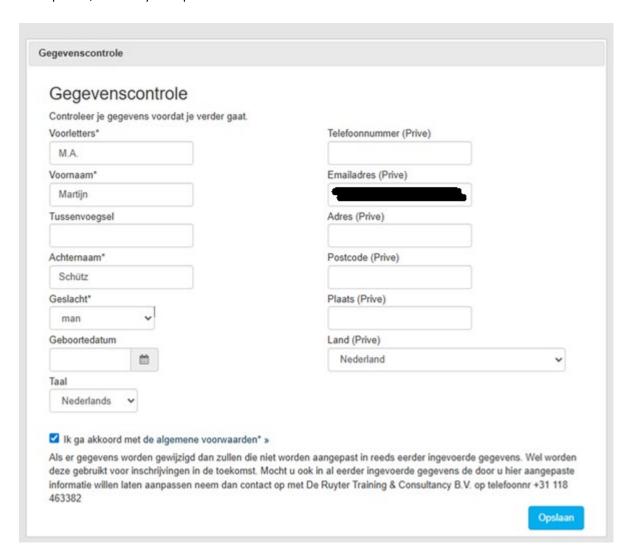
To sign in, go to <a href="www.drtc.nl">www.drtc.nl</a> and open the Customer Portal (or use our direct portal URL: www.drtc-portal.nl). Enter your username (email) and password and click Sign in. If you forget your password or if you do not have a password yet, click Forgot password and follow the instructions sent by email. If you are a known customer of DRTC your e-mail address will be known and you can reset your password. If you do not receive the email, check your spam folder or contact support.





# Complete & Check your profile

The first time you log in you will be asked to change your password and complete/check your profile.





## Customer Portal Homepage

You have successfully logged in! Welcome to the DRTC Customer Portal. Through this portal, you have direct access to your personal information, completed courses, and invoices. You will land on the contact details page with contact details for DRTC.

Use the menu on the left to navigate easily:

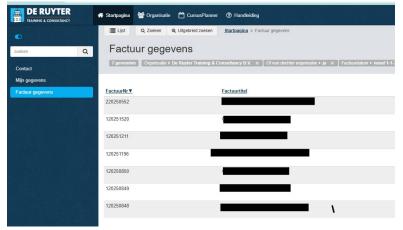
- My Details (Mijn gegevens)
  - o view and update your personal information, courses & certificates.
- Invoice Information
  - view your invoices

When logging in for the first time, please verify that your contact details are correct so we can continue to reach you efficiently.

On the My Details page, you can update your contact information by clicking the button at the bottom left. On the Invoice page, you'll find the invoice details for your company and, if applicable, for any sister companies. To view sister companies, click "Advanced search (Uitgebreid zoeken)".



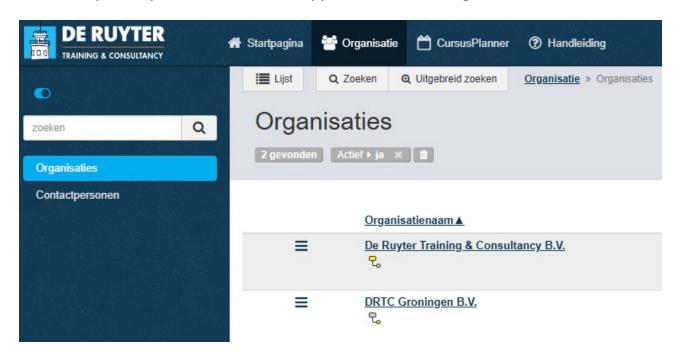




## Organisation information & contact persons

When we move over to the "Organisation" menu, click Organisations tab on the left side of the customer portal and you can view your organisation details as registered with us. If you notice any incorrect information, you can update the information as required or contact our support team. They will be happy to update it for you.

You'll also find a Contact Persons tab on the left. Here you can view, edit, or add contact persons for your organization. To make changes, click the pencil icon at the bottom left of the screen. If a newly added contact person also needs access to the customer portal, please contact the support team to arrange this.





## Managing employees

In the **Participants** tab, you can manage all employees linked to your organization. This section allows you to view existing participants, edit their details, or add new employees to the client portal by clicking **+ Add**.

When adding a new employee, it is important to enter accurate and complete information to ensure that registrations and certificates can be processed correctly. Please provide the last name, first name, initials, place and date of birth (exactly as shown on their ID), and an email address so the employee can receive the registration confirmation and any relevant communication about the course.

For GWO training courses, a WINDA ID is required. This unique number ensures that the employee's training results are correctly registered in the global GWO database.

By keeping all participant information up to date, you help ensure smooth communication, accurate certification, and efficient management of training registrations.



# Dashboard (Course Manager)

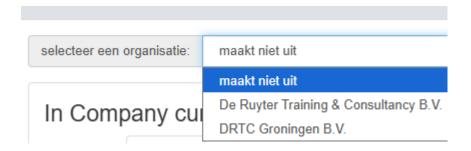
## Dashboard (Course Manager)

When you log in, you will arrive at the Course Manager dashboard. This dashboard provides a clear and structured overview of all current and planned activities within your organization. You will find information about in-company courses, open registrations & certificates.



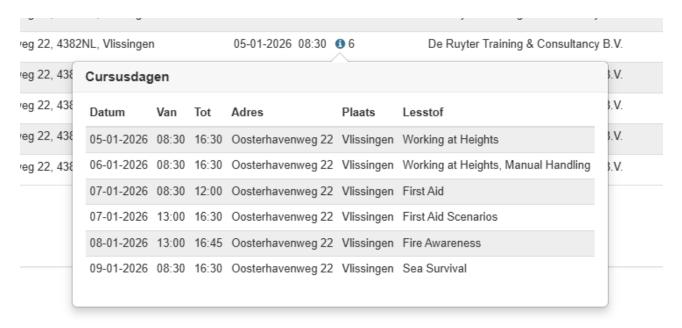
At the top of the page, you can select a specific company if you work with multiple B.V.s. If this does not apply, you can simply leave the setting on 'does not matter' to view all data at once.

You can also switch between Current and History views for both in-company courses and open registrations. The *Current* view shows upcoming and ongoing courses, while *History* allows you to review past sessions your employees attended.



### In-company courses

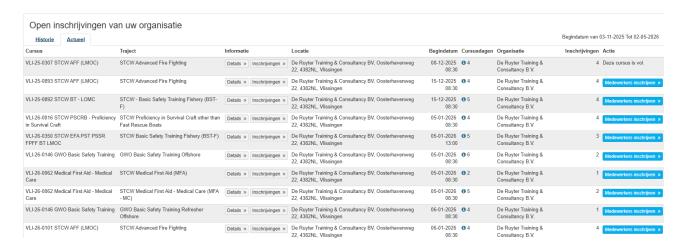
An in-company course is a training session organized exclusively for your employees. This can be at your own location, our one of our location. If an in-company course has been scheduled for your organization, it will appear here with details such as date, instructor, group size, and status. For more information about the possibilities for in-company training, please contact us. When you hover over the blue information icon (i) next to *Course days (Cursusdagen)*, a pop-up appears showing detailed information about the lesson schedule for that training course — including dates, times, address, location, and subjects covered.





## Open registrations

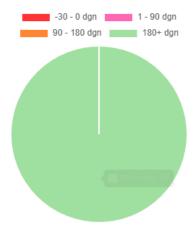
Under Open registrations, you will find all courses at DRTC training locations in which your employees are enrolled. From the dashboard, you can easily register additional employees for these courses. Once at least one employee is registered, the course automatically appears in your overview, allowing you to monitor participation and scheduling at a glance.



#### Certificates

The certificates section provides a visual overview of the certificate status within your organization. The pie chart displays which certificates are still valid, expiring soon, or already expired. The colors indicate urgency; red for expired, orange for certificates expiring within 30 days, and green for those valid for more than 120 days. By clicking on a segment of the chart, you can view the list of candidates associated with that status.

## Diploma's die gaan verlopen





# Registering staff for courses

## Registering Employees for Open Courses

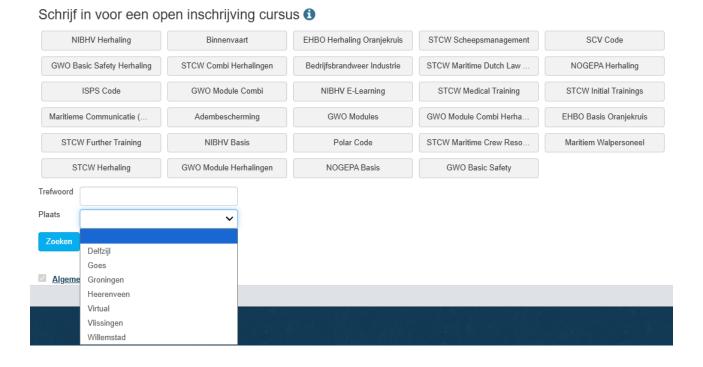
Our website will continue to be the fastest way to find and register delegates for training courses. However, registration is also possible through the customer portal. Through the Training Courses tab, you can easily register one or more employees for an open registration course. Once registered, the course will automatically appear on your organization's dashboard under *Open registrations*.

## **Training Courses**

You can explore the available training courses in several ways: When you click on one of the categories (such as STCW, GWO, NIBHV, ISPS, or Maritime Communication), you will see all courses that belong to that category.

You can also filter by location to view the training courses offered in Vlissingen, Groningen, Goes, Delfzijl, Willemstad, or other available training sites.

Finally, you can search by keyword (for example, "Fire Awareness" or "Medical Care") to quickly find the relevant course options. All current open courses are displayed directly below the filters, allowing you to review dates, locations, and availability before registering participants.





## Training Paths (Trajecten)

Our training courses are often available in different paths, depending on the required combination or certification level. These tracks group related courses into complete learning paths.

For example, For NIBHV training, you can choose between First Aid, Fire and Evacuation, or the combined course First Aid + Fire and Evacuation.

within STCW Combi Refresher BST–AFF–PSCRB, you can choose the full combination course or select one of the individual refreshers, such as BST Refresher, AFF Refresher, or PSCRB Refresher. Other possible combinations such as for instance BST–PSCRB Refresher can also be selected as individual tracks.

For GWO courses, modular and combined options are also available, allowing participants to refresh multiple modules within the same training period. By selecting the appropriate track, you ensure that each employee follows the training that best matches their certification requirements and practical needs.

After selecting the desired training path, you will see an overview of found courses. Each line shows the type, address, location, and an action button labeled "Search options".

#### Gevonden cursussen

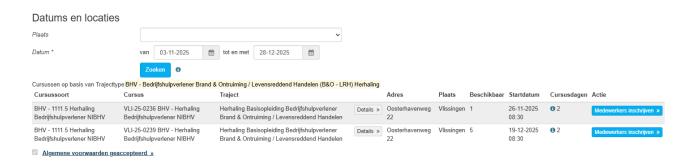
<u>Traject</u>	Туре	Adres	Plaats	Actie
BHV - Bedrijfshulpverlener Brand & Ontruiming (B&O) Herhaling	BHV HER B&O	Oosterhavenweg 22	Vlissingen	Zoek opties
BHV - Bedrijfshulpverlener Brand & Ontruiming / Levensreddend Handelen (B&O - LRH) Herhaling	BHV HER B&O - LRH	Oosterhavenweg 22	Vlissingen	Zoek opties
BHV - Bedrijfshulpverlener Levensreddend Handelen (LRH) Herhaling	BHV HER LRH	Oosterhavenweg 22	Vlissingen	Zoek opties
BHV - Ploegleider BHV Herhaling	BHV HER PLOEG	Oosterhavenweg 22	Vlissingen	Zoek opties

By clicking "Search options", you will be taken to a page showing all available course dates and locations for that specific training. On this page, you can adjust the date range to refine your search (for example, only show courses between specific dates).

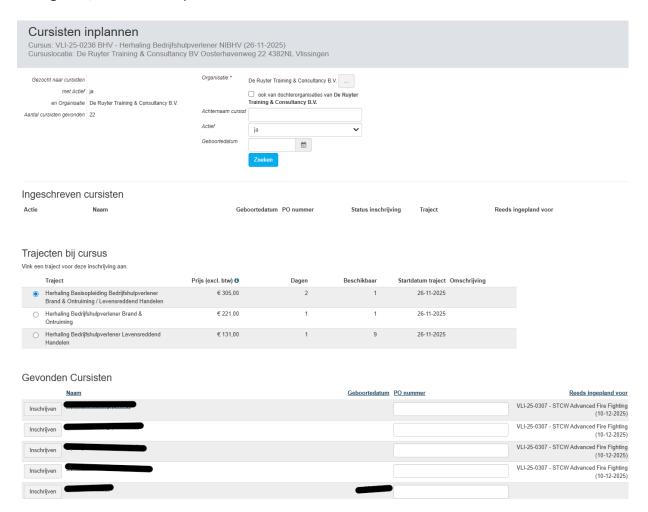


Once the results are shown, you will see a list of available courses, including details such as:

- Course name and type
- Address and location
- Available seats
- Start date and time
- Number of training days



To register one or more employees, click "Register employees" next to the preferred course date. You can then select the appropriate employee from the list of found delegates, or search by last name and/or date of birth.





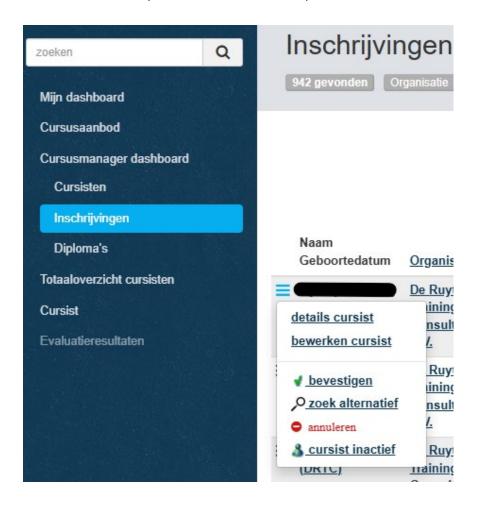
If the PO number is already known, you can enter it in the field next to the employee's date of birth. If you use an annual PO number and this has already been shared with us, it will automatically appear in this field.

When you click "Register" next to the employee's name, the registration is completed immediately. Both you and your employee will receive a confirmation email. The registration will then become visible under the Registrations tab and in the Course Manager dashboard.

# Cancelling & rescheduling

If an employee is unexpectedly unable to attend a course, you can cancel the registration through the Registrations (inschrijvingen) tab. Select the relevant registration and click Cancel. Cancellations through the customer portal are possible up to 14 days before the training course date. Once the cancellation has been confirmed, a message will appear at the top of the screen, and the registration status will change to *Cancelled*.

If you wish to move an employee to a different date instead of cancelling, you can use the Find alternative option. After selecting a new date, the original registration will automatically be cancelled and replaced with the new one.





If the course date is less than 14 days away, cancellation through the client portal is no longer possible. In that case, please contact drtc@drtc.nl or 0118-463382 to arrange the change or discuss the options. For multiple reschedules or larger group changes, it is often more efficient to contact DRTC Customer Support directly.

## Certificates — management & expiring certificates

On the certificates (Diploma's) page, you will find an overview of all delegates (employees) and their training certificates.

Each row contains the following information:

- Delegate The name of the employee.
- Organisation The company the delegate belongs to.
- Course type The training or certification the delegate completed.
- Course The specific course code linked to that certificate.
- Date The date on which the course took place.
- Expiry date The date until which the certificate remains valid.
- Diploma number The unique number of the issued certificate.
- Certificate A link to open or download the digital certificate (if available).
- Action The button "Register for refresher", which allows you to directly enrol the employee for a refresher course before their certificate expires.

If a certificate is nearing its expiry date, this page provides a quick overview of which employees need to be re-registered for training. By clicking "Register for refresher", you will be redirected to the relevant refresher course page, where you can complete the registration in just a few steps.

On the Course Manager dashboard tab, you will see a pie chart with coloured segments. Each colour represents the number of days a certificate has expired or is about to expire. By clicking on a segment of the pie chart, you can view a list of employees whose certificates will expire within the selected time frame. From that page, you can register employees directly for the corresponding refresher training. If an employee has already been scheduled for a refresher course, this will also be indicated on that page.

De Ruyter Training & Consultancy - Customer Portal Guide - English V1.0 - October 2025



## Reports & exports

Through Total trainee overview, you can request an up-to-date overview of all your employees and their certificate statuses. The report will be sent directly to your email inbox or can be downloaded as a CSV file.

You can filter the overview by department, location, certificate type, or expiry range to quickly find the information you need.

Totaaloverzicht cu	rsisten						
Deze pagina maakt een overzicht van cursisten met een diploma met vervaldatum.  Daarbij worden alle hoofdmodules met vervaldatum getoond en of ze al ingeroosterd zijn voor deze hoofdmodule.  Aangezien dit overzicht erg groot kan worden, wordt dit overzicht aangemaakt op de server en gemaild naar het email adres dat ingevoerd wordt bij Email.							
Email *	ook van dochterorganisaties van De Ruyter Training & Consultancy B.V.  mschutz@drtc.nl						
	OK Cancel						

## **Employees leaving & GDPR**

To prevent further notifications, set an employee to Inactive via Trainees / Employees  $\rightarrow$  Edit  $\rightarrow$  Active = No. Inactive employees are excluded from expiry notifications and active reports. For permanent deletion or full anonymisation contact support — deletions may be constrained by backups and legal retention requirements.

# Troubleshooting & common fixes

- No confirmation email: check spam, confirm the email address in the trainee profile, or check the portal's email queue with support.
- Duplicate records: search by last name + DOB, merge or delete duplicates after export for safety.
- Wrong expiry date: manually edit certificate expiry under Certificates.
- Import errors: check CSV date format (YYYY-MM-DD), required fields, and duplicate prevention.



# Support & escalation

First line support: <a href="mailto:support@drtc.nl">support@drtc.nl</a>

include organisation, user, short description, screenshot and requested action

Phone (business hours): +31 (0)118 463 382



#### De Ruyter Training & Consultancy B.V.: Your Partner in Maritime, Offshore, and Industrial Training

At **De Ruyter Training & Consultancy (DRTC)**, we deliver exceptional training solutions for professionals, whether you work in the **maritime sector (STCW)**, the **global wind industry (GWO)**, **offshore (NOGEPA)**, or any other safety-conscious industry.

Our training solutions are tailored to meet the evolving needs of the industry. We are committed to providing professionals with the critical skills, knowledge, and mindset required to excel in their careers or fulfill their roles within an emergency response team.

With a team of experienced instructors and industry experts, we offer a comprehensive range of courses and programs designed to enhance **crew resource management**, foster effective communication, and nurture a culture of safety and excellence on board. We take pride in our state-of-the-art training facilities, equipped with advanced simulators and immersive learning environments that replicate real-life scenarios. Through hands-on exercises and interactive simulations, we deliver practical training experiences that enable participants to make informed decisions and effectively manage critical situations.

Whether you are a seasoned professional seeking to refine your skills or an organization looking to bolster your crew's capabilities, **DRTC** is your trusted partner. Embark on this transformative (training) journey with De Ruyter Training & Consultancy, and together we will navigate toward a safer, more efficient maritime, offshore, and global wind industry.

#### Welcome aboard!

#### **Our Locations**

- **Vlissingen:** Located in the maritime heart of Zeeland, where we offer modern facilities for hands-on training.
- **Groningen:** Strategically positioned to serve clients in the north of the Netherlands with high-quality training.
- **Curaçao:** Our Caribbean location enables us to support international clients with specialized training and consultancy services.

De Ruyter Training & Consultancy B.V. is als **Uitstekend** beoordeeld.

Gebaseerd op 440 reviews







#### **Our Services**

- Maritime Training: We provide certified courses for professionals in the shipping industry, including safety training, navigation, and engine room instruction. Our maritime programs are accredited by the Dutch Human Environment and Transport Inspectorate (ILT) and DNV (Det Norske Veritas), ensuring quality and compliance with international standards. DRTC is, of course, also ISO 9001:2015 certified.
- Offshore Training (NOGEPA): As a recognized training center, we offer NOGEPA-certified courses for the offshore industry, focusing on safety and efficiency.
- Wind Industry Training (GWO): Accredited by the Global Wind Organisation (GWO), we provide specialized courses for professionals in the wind energy sector.
- **Emergency Response Training (BHV) [NIBHV]**: Our company emergency response (BHV) courses are accredited by the Dutch Institute for Emergency Response (NIBHV) and meet the highest quality standards.
- **First Aid Courses (Het Oranje Kruis)**: We offer first aid courses accredited by Het Oranje Kruis—essential for providing first aid in various environments.
- **Industrial Fire Brigade & Industry Training**: Specialized programs for industrial fire brigade personnel and industrial safety, focusing on prevention and effective response.
- **ISPS Training**: Courses on the International Ship and Port Facility Security (ISPS) Code, aimed at enhancing maritime security and safety.
- **Customized Training**: Looking for other tailor-made solutions? With a team of experienced instructors, we offer a wide range of possibilities!

#### Leadership and Teamwork, Crisis Management Training

At DRTC, we understand that effective leadership and strong teamwork are essential for success in demanding environments. Our leadership and teamwork programs focus on developing the skills needed to lead, motivate, and inspire teams. We emphasize enhancing communication, decision-making, and problem-solving within teams.

Additionally, we offer specialized crisis management training to prepare professionals for effectively handling emergencies and unexpected challenges. These courses help participants develop strategies for risk assessment, emergency planning, and coordinating response activities under high-pressure conditions. Our goal is to equip participants with the tools and confidence needed to manage crises efficiently and effectively.

#### Why Choose De Ruyter Training & Consultancy?

- **Experience and Expertise**: With years of experience in maritime, offshore, and industrial sectors, we guarantee high-quality and up-to-date training.
- Wide Range of Courses: Our extensive offerings allow us to meet diverse training needs.
- Professional Team: Our trainers and consultants are highly qualified professionals with real-world experience.
- Internationally Recognized: Our courses comply with international standards and are recognized worldwide.
- **Excellent Customer Reviews**: We are proud of our positive customer reviews on Trustpilot, confirming our commitment to quality and customer satisfaction.

#### **Contact Us**

For more information or a no-obligation quote, please visit our website at <a href="www.drtc.nl">www.drtc.nl</a> or get in touch with one of our locations:

- Vlissingen: drtc@drtc.nlGroningen: drtc@drtc.nl
- Caribbean: curacao@drtc.nl bonaire@drtc.nl aruba@drtc.nl

Together, we are working toward a safer and more efficient future in the maritime, offshore, and industrial sectors.