

## Xtralis University - Booker Admin Role

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### What is Booker Admin Role?

The Booker Admin role is intended for customer training administrators or managers to control the training purchase and allocation within their employee team.

All the users in a Booker Admin team must be assigned to the same company as the Booker Admin.

### How to Be a Booker Admin

To be registered as a normal user on [Xtralis University](#), send a request to the support team.

### A Booker Admin's Students Can:

- Book and take their own free on-demand training
- Access their certificates

### When Do You Need to be a Booker Admin

When you have a number of employees and need to register them for specific training and make the payment.

### A Booker Admin Can:

- Book and take their own training.
- Book students on training that is not available to the student to self-assign
- Access the certificates and training history of their students
- Add new students to the platform in their collection
- Request existing students be added to their collection
- Pay their students to access training with purchase orders, credit cards or tokens as appropriate