

Navigate to Learn and Grow and Classroom Admin



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Navigate to <https://connect.threadhcm.com/default.aspx>

The screenshot shows the Thread HCM dashboard for user Ryan Cynkar. The interface includes a left-hand navigation menu, a main content area with a welcome message and various widgets, and a right-hand sidebar with 'My Apps'.

Left Navigation Menu:

- Employee Admin Tools
- Employee Management
- Client Management
 - Executive Dashboard
 - ACA Executive Dashboard
 - Client Landing Page**
 - Client Summary
 - Client Maintenance
 - Client Utilities
 - Payroll
 - Taxes
 - Work Location
 - Tables
 - Labor & GL
 - Job
 - Benefits
 - ACA Setup Options
 - HR Management
 - Attendance Management
 - Time Management
 - Workflow Setup
- Payroll
- Reports
- Employee Self Service

Main Content Area:

- Welcome Ryan**
- MY PROFILE:** Ryan Cynkar, Boss, rcynkar@threadhcm.com
- MY REMINDERS:** You Have Pending Transactions! Click Here to View.
- MY ACCOUNT REPS:**
- CALENDAR:** OCTOBER 2025. Legend: Payroll Due (blue), Pay Date (pink), Run Date - Off Cycle Run (black). Dates 6, 10, 17, 22, 24 are highlighted.
- NEXT SCHEDULED PAYROLL:**

| Pay Group | Frequency | Due In Date | Check Date | Period Begin | Period End | Period |
|-----------|-----------|-------------|------------|--------------|------------|--------|
| Bi-Weekly | Bi-Weekly | 10/22/2025 | 10/24/2025 | 10/05/2025 | 10/18/2025 | 09 |

Right Sidebar (My Apps):

- Employee Workspace
- Learn & Grow**
- Share & Perform
- COBRA Client Site
- Third Party Applications
- Applicant Tracking
- COBRA Link
- Predictive People Analytics
- Turbo Tax

2 Click the squares in the top right.

Delivered by thread

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Search

Client Summary | Client Total Active EE's: 67 (As of last payroll process)

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Contacts

| Name | Phone | Email | Types |
|----------------------------|--------------------------------------|--------------------------|--------------|
| Processing Information | | | |
| Pay Group | Frequency | Active EEs | Input Method |
| Bi-Weekly | Bi-Weekly | 67 | Email |
| Semi-Monthly | Semi-Monthly | - | Online |
| Output Method | Last PR Processed | | |
| zDNU - FedEx | Run 25 - 10/17/2025 | | |
| Print Back | Next PR Scheduled | | |
| - | PP 9 - 12/17/2025 | | |
| PP 1 - 12/26/2025 | | | |
| Affiliate | | | |
| - | | | |
| Account Representatives | | | |
| Account Rep Type | Name | Phone Number | |
| Payroll Processor | Ryan Cynkar | - | |
| Other Services | | | |
| Name | Name | Name | |
| 1099 Electronic Filing | Expense Management | New Hire Filing | |
| 1099 Print/ESS Display | Full Service Package | Notify Alerts | |
| ACA Electronic File | HRIS Package | Occurrence Tracking | |
| ACA Forms Print | Isolved Attendance | Performance Management | |
| Adaptive | Isolved Onboarding | Pre-Note All | |
| Always-On HR | Isolved Onboarding | Self Service | |
| Always-On HR - AI Features | Isolved PPA SSO | Standard Date Range Rpts | |
| Base Payroll Package | Isolved Scheduling | T&A Package | |
| Base Reports - Conv Runs | Isolved Time | Thread Basic Package | |
| Benefits Package | Isolved Time Geofencing | Virtual Clocks | |
| Conversion Tax Filing | Isolved University | W2 Electronic Filing | |
| Delivery | Labor Allocation Summ Rpt | W2 Print/ESS Display | |
| Direct Debit Billing | Legacy Performance Review Management | Year End Reports | |
| Employee Direct Deposit | New Hire Comb. - GA | ZayZoon SSO | |
| ESS Pay Detail with Stub | | | |
| Reports | | | |
| Report Name | View | Report Name | View |
| Client Profile Report | PDF Excel | Labor & GL Field List | PDF Excel |
| Client Contact List | PDF Excel | Pay Group List | PDF Excel |
| Leave Accrual List | PDF Excel | Tax List | PDF Excel |
| Production List | PDF Excel | Organization List | PDF Excel |

3 Click Learn & Grow.

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Client: CYN22 - CynTech Legal: Cynkar Technologies

Welcome Ryan

My Profile

Ryan Cynkar
Boss
rcynkar@threadhcm.com

ZayZoon

Your employees have access to on-demand pay via our partner ZayZoon. This service is free to employers.

Learn more

View my dashboard

MY REMINDERS

You Have Pending Transactions! Click Here to View.

MY ACCOUNT REPS

CALENDAR

OCTOBER 2025

Payroll Due

Pay Date

Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

| Pay Group | Frequency | Due In Date | Check Date | Period Begin | Period End | Period |
|-----------|-----------|-------------|------------|--------------|------------|--------|
| Bi-Weekly | Bi-Weekly | 10/22/2025 | 10/24/2025 | 10/05/2025 | 10/18/2025 | 09 |

My Apps

Employee Workspace

Learn & Grow

Share & Perform

COBRA Client Site

Third Party Applications

Applicant Tracking

COBRA Link

Predictive People Analytics

Turbo Tax

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Once you get to the Dashboard. Click on your initial in the top right.

The screenshot shows the Threadloom dashboard for user Ryan Cynkar. At the top, there's a navigation bar with links: My Classroom, Classroom, Library, Quick Help Videos, Campus Lounge, and Contact. A search bar is on the right. Below the navigation bar, the user's profile is displayed with a profile picture and the name "Ryan Cynkar". A dropdown arrow is visible below the profile picture. The main section is titled "My Dashboard" and includes tabs for Assignments, My Courses, My Onsite Registrations, My Favorites, and Recommended Courses. The "Assignments" tab is active, showing a list of assignments. Two assignment cards are visible: one titled "Integrations" with a status of "Incomplete" and a type of "Path", and another titled "HR Specialist" also with a status of "Incomplete" and a type of "Path". At the bottom of the dashboard, there is a logo for "WORLD" with the Threadloom logo underneath.

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Click Classroom Admin.

This screenshot shows the same Threadloom dashboard as the previous one, but with the user profile dropdown menu open. The menu is located in the top right corner and contains the following options: "Manage account", "Log out", "Classroom Admin" (which is highlighted with an orange circle), "Library Admin", and "LMS Account". The "Classroom Admin" option is the one to be clicked according to the instruction. The rest of the dashboard content remains the same.

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From here you will have your full admin access to create and assign courses, paths and create everything needed to build out training for your employees.

Please reference the other guides for Learn & Grow for more guidance on how to build these items.

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Viewing as Partner ▾ My Classroom ▾ Classroom ▾ Library ▾ Quick Help Videos Campus Lounge ▾ Contact ▾

Crescent Payroll Dashboard

| | | |
|---------------------|--------------------------|--------|
| Total Users ⓘ | Total Employees ⓘ | Total |
| 2,133 | 21 | |
| Courses Completed ⓘ | Badges Earned ⓘ | Certif |
| 11,174 | 6,317 | |
| Paths Completed ⓘ | Self-Studies Completed ⓘ | |

Dashboard

Course Content

Marketplace

Courses

Paths

Certificates

Assignments

Waiting Lists

Testing

Quizzes

Tests