



## Quick Reference Guide For ISTC Distance Learning (Online Training)

2020

### ISTC: Who We Are

The Industrial Safety Training Council is a 501(c)3 Non-Profit training and education organization located in Southeast Texas. With a location in Baytown, Texas and Corporate offices in Nederland, Texas, (just south of Beaumont, Texas) ISTC delivers safety training and site-specific job safety orientations to contractors, as well as the employees of 42 local Refining and Chemical plants

The roots of the organization are firmly entrenched in the highly regulated Petro-chemical and Refining industry. With cutting edge technology ISTC also responds to the challenge of other industries by applying their acquired regulatory and compliance expertise in training. The results are reductions in cost while improving the quality of required training and documentation.

---

The following is a “Process Overview” and on how schedule and take training over ISTC’s distance learning platform.

#### Process Overview:

**Step #1:** How to: Schedule Training

**Step #2:** How to: Use the Remote Launcher

## **Step #1:**

### **How to: Schedule Training**

- Go to [www.istc.net](http://www.istc.net); click on “Atlas Login”
- Login into Atlas with your Username and Password
- Select the “Participant” tab
- Search the participants social
- Select participant and click on ‘Schedule’
- Select Location, “**ISTC Distance Learning**”
- Click on the ‘Order Training’ Button
- Select the code(s) needed
- Click on ‘**Schedule**’ next code
- Change the date in the calendar box, if needed
- Click in the bubble next to the desired time of class to be taken
- Click on ‘Book’
- When each code has **Pending Submit** under the status, please click on “Submit Order”

The system will provide you with an order Summary page where you can enter a “Purchase Order” if desired. If not, click ‘Submit’ and a confirmation page with a Case number will be provided.

---

## **Step #2**

### **How to: Use the Remote Launcher**

Go to: [https://www.istc.net/Icohere/Landing/IstcLmsLanding\\_DistanceLearning.php](https://www.istc.net/Icohere/Landing/IstcLmsLanding_DistanceLearning.php)

- Click on ‘English’
- The Trainee will type in his/her Social Security Number
- Click on ‘Continue to LMS’
- Click on the ISTC tile to access scheduled training (may have more than 1 tile)
- Click ‘Start’ to begin course
- Once the trainee passes/fails their course, their score will be uploaded into the trainee’s history

***\*\*\*If the Trainee gets out of the Remote Launcher for any reason and tries to get back in, they will need to enter the ‘Retake Password’, 85246, to get back into the course***

***\*\*If Trainee fails the course, the client (employer) will need to reschedule the student (Step #1 above).***

***\*\*\* Minimum Requirement that your computer needs to run Remote Learning Portal.***

- Browsers: The latest version of Firefox or Chrome is required. Other browsers (such as Internet Explorer, Edge, or Safari) are not recommended.***
- At least a Minimal Broadband (Cable or DSL) Connection of 3Mbps Download Speed and 1Mbps Upload speed***
- Turn Pop-up blockers off***

***\*\*\*For any assistance, please feel free to contact our customer service department at (409)724-2565, Ext. 0\*\*\****