



Safety Essentials Quick Reference Guide Online Training via ISTC Distance Learning

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 locations in Baytown and Beaumont, Texas, ISTC delivers safety training and site-specific job safety orientations to contractors and employees across the nation.

The organization is firmly entrenched in the Petro-chemical and Refining industry. ISTC responds to the challenge of these industries by combining their acquired knowledge of regulatory and compliance standards within the industries with their expertise in training. This results in reductions in cost while improving the quality of required training and documentation.

The following is a “Process Overview” and on how to 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

**** Before scheduling, please ensure that the individual being scheduled has an active email address listed in the ISTC Atlas system. If not, please contact customer service at (409) 724-2565 or customerservice@istc.net to have it added, as this is the only way to receive the email from The Houston Area Safety Council (HASC) for online proctoring.***

- Go to www.istc.net; click on “Atlas 2.0”
- Login into Atlas with your Username and Password
- Click on the “Participant” tab
- Search for the Participant by their full social and click “Search”. If the individual has previously taken classes with your company, you can search by name.
- If the Participant’s profile does not appear after searching, click “Create New Participant” and enter in all the required fields (notated with an *).
- Click on the participant’s name, scroll down, and click the Green ‘Schedule’ button
- Select Location from “Choose Location Scheduling At” drop-down menu, “**ISTC Distance Learning**”
- Click “Next Step”
- Enter the Product Code or Course Name and click “Search”
- Once populated, check the box to the left of the course code and click “Add Selected P/S”
- If you wish to apply a PO number, enter the information in the PO field and click “Update for All PO Items”.

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- Click “Next Step”
- Check the box to the left of the course and click “Search Available Time Slots for Selected Training”
- Click on the Calendar and select the date of training, then click “Search”
- Check the box next to the desired course time, then scroll down to click “Assign Time Slot”
- Click Submit

Step #2

How to: Use the Remote Launcher

Go to: https://neptune.istc.net/RFI_LmsLanding/IstcLmsLanding_DistanceLearning.php

- Click on ‘English’
- The Trainee will type in his/her Social Security Number
- You will receive a message screen stating you should receive an email from the Houston Area Safety Council. ***This email will provide you with a link, login credentials, and requirements for online proctoring.***
- Follow the link provided in the email and login using the credentials provided.
- Create a new password if prompted.
- Select the course listed under the “Registered Online Courses” section
- Read the instructions presented. Check the box next to “I understand and will abide by these terms” and click “continue”
- Have your Drivers License/Identification Card available, as the proctor will require you to present it through the webcam
- Check your Microphone, Audio, and camera settings and click “connect to your proctor”
- Follow the instructions given by the proctor to start your training
- Once the trainee passes/fails their course, their score will be uploaded into the trainee’s history

*****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 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******