

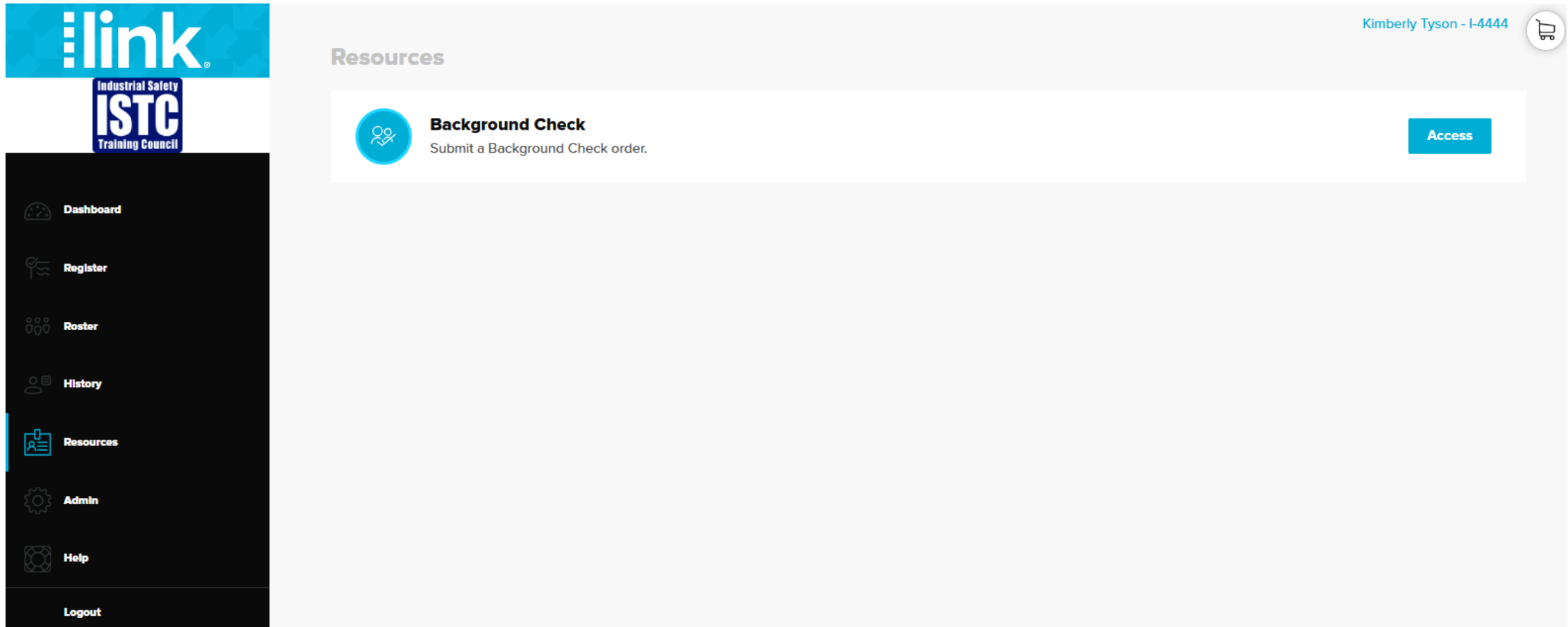


Link Training Manual

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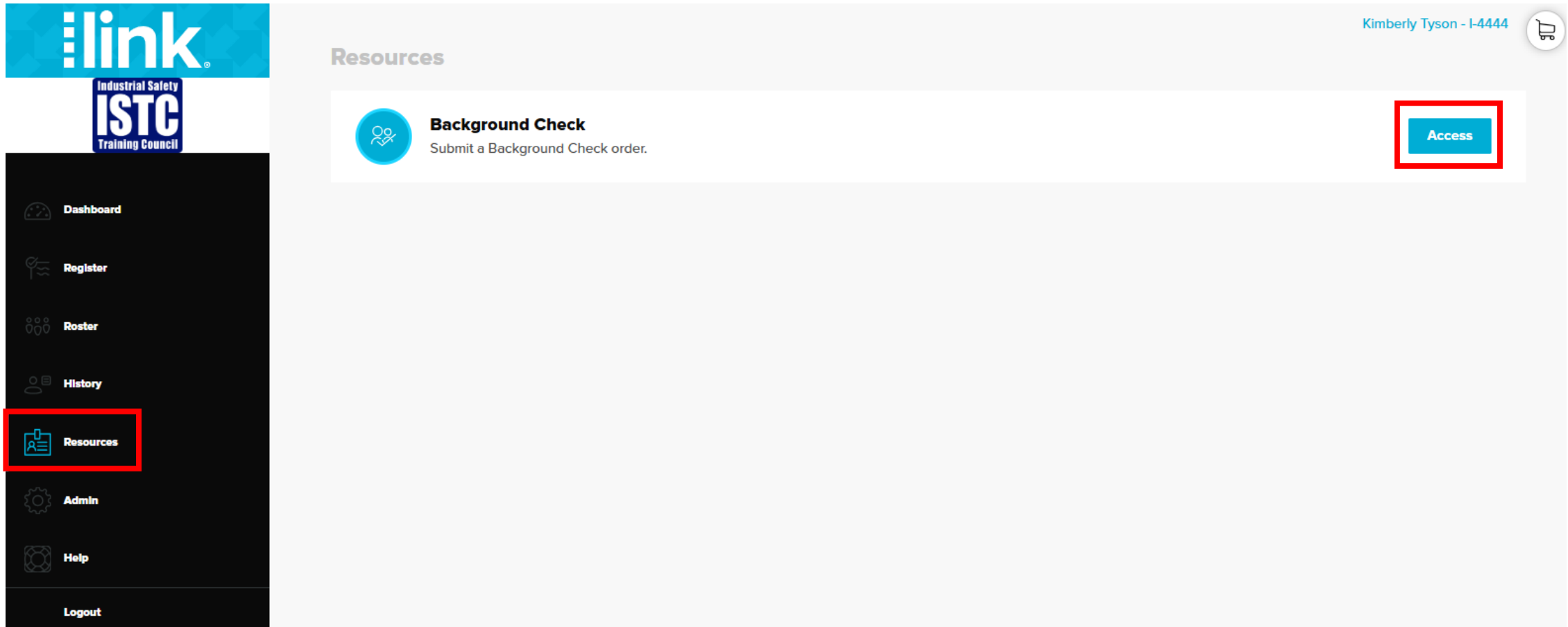
- The resources section allows you to enroll with a background vendor or run a background check on your employees.



The screenshot displays the user interface of the link application. On the left is a dark sidebar with navigation options: Dashboard, Register, Roster, History, Resources (highlighted), Admin, Help, and Logout. The top header features the link logo and the Industrial Safety ISTC Training Council logo. The main content area is titled "Resources" and shows a user profile for "Kimberly Tyson - I-4444" with a shopping cart icon. A prominent "Background Check" card is visible, containing a circular icon with two people, the text "Background Check", the instruction "Submit a Background Check order.", and an "Access" button.

Enrolling in a BCG Vendor

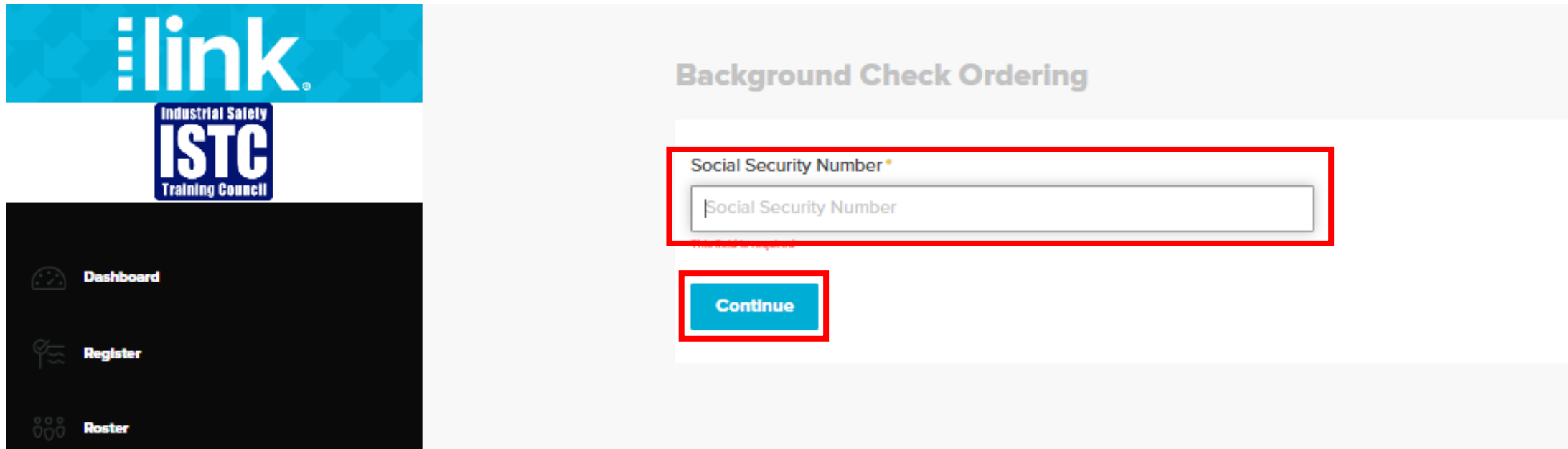
- To enroll with a background vendor, click “resources”.
- Click the “Access” Button



The screenshot displays the user interface of the link application. On the left is a dark sidebar menu with the following items: Dashboard, Register, Roster, History, Resources (highlighted with a red box), Admin, Help, and Logout. The main content area has a header with the link logo and ISTC logo, and the user name "Kimberly Tyson - I-4444" with a profile icon. Below the header is a "Resources" section containing a "Background Check" card. The card includes a blue icon of two people, the text "Background Check", and the subtext "Submit a Background Check order." A blue "Access" button is located on the right side of the card and is highlighted with a red box.

Enrolling in a BCG Vendor Cont.

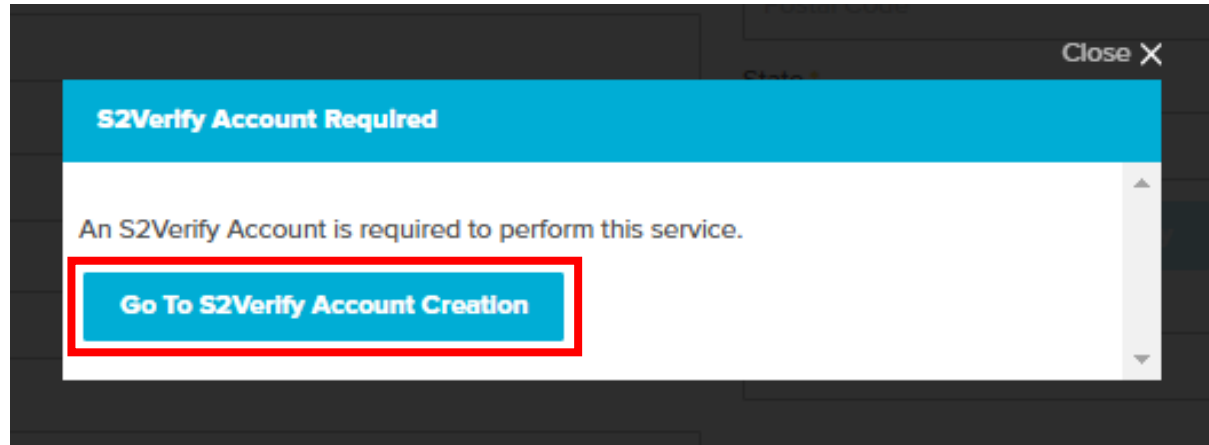
- Type in an individual's social security number in the "Social Security Number" field
- Click "Continue"



The screenshot displays the 'link' website interface. On the left is a navigation menu with 'Dashboard', 'Register', and 'Roster' options. The main content area is titled 'Background Check Ordering'. It features a form with a 'Social Security Number' field, which is highlighted with a red border. Below the field is a blue 'Continue' button, also highlighted with a red border. The ISTC logo is visible in the top left of the page header.

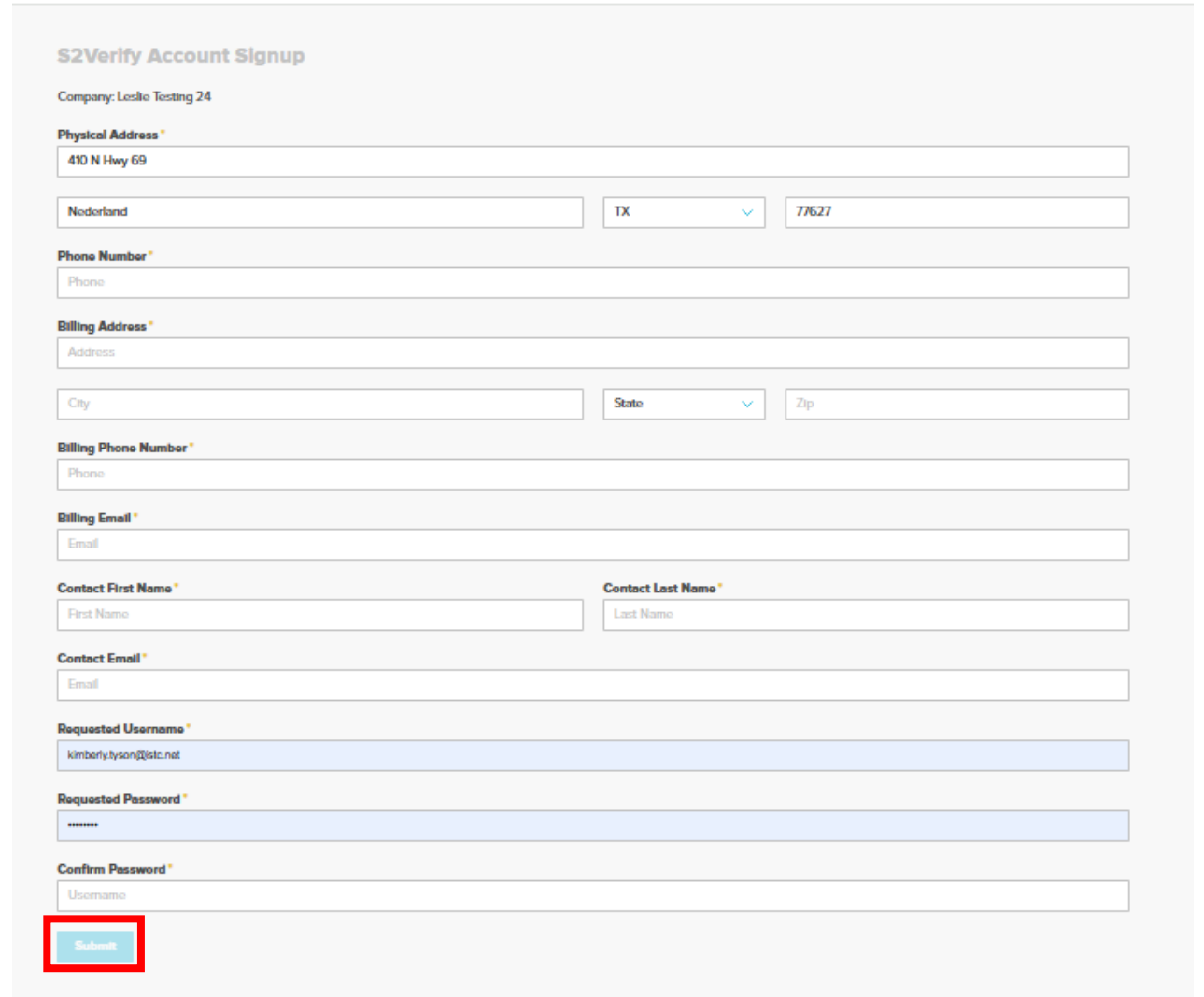
Enrolling in a BCG Vendor Cont.

- If you are not yet enrolled with a background vendor, the following message will appear.
- Click the button for the vendor you wish to enroll with – S2Verify or First Advantage.



Enrolling in a BCG Vendor Cont.

- Fill in all the required information (marked with an asterisk)
- Click “Submit”
- Your background vendor account setup will now begin processing.



S2Verify Account Signup

Company: Leslie Testing 24

Physical Address *
410 N Hwy 69

Nederland TX 77627

Phone Number *
Phone

Billing Address *
Address

City State Zip

Billing Phone Number *
Phone

Billing Email *
Email

Contact First Name * First Name **Contact Last Name *** Last Name

Contact Email *
Email

Requested Username *
kimberly.tyson@stc.net

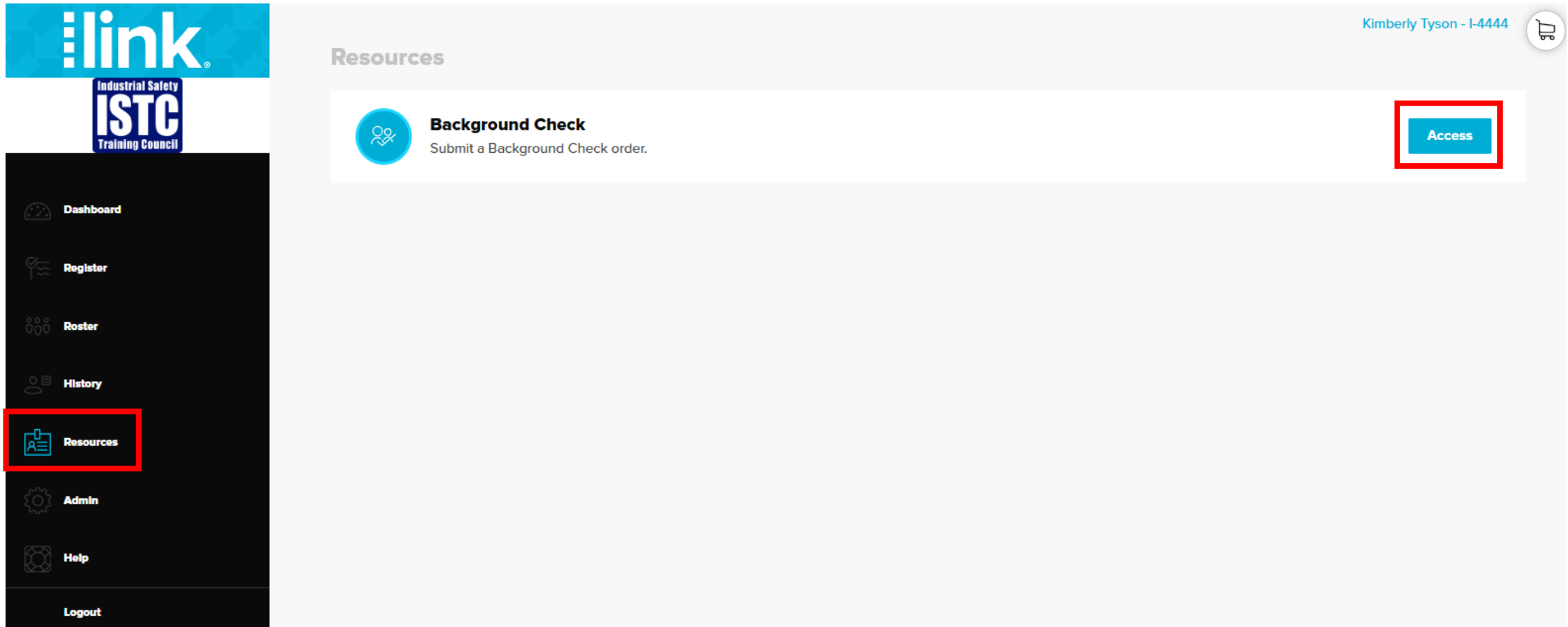
Requested Password *

Confirm Password *
Username

Submit

Enrolling in a BCG Vendor

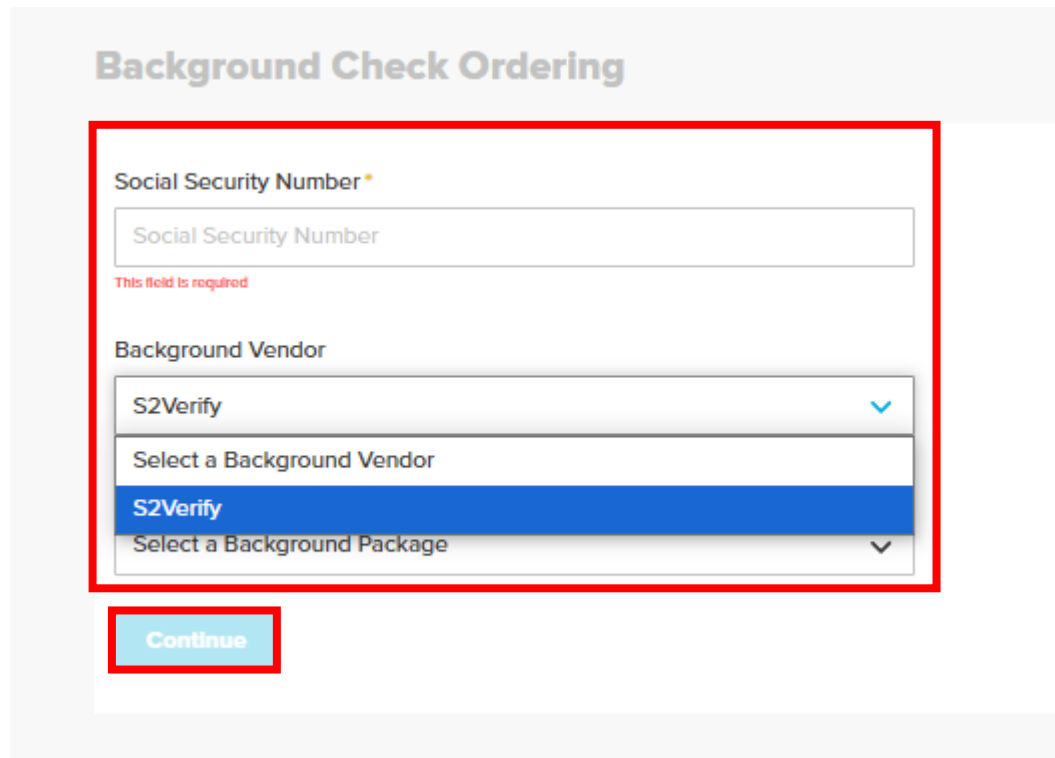
- To order a background Check, click “resources”.
- Click the “Access” Button



The screenshot displays the user interface for the link system. On the left is a dark sidebar menu with the following items: Dashboard, Register, Roster, History, Resources (highlighted with a red box), Admin, Help, and Logout. The top header features the link logo and the Industrial Safety ISTC Training Council logo. The main content area is titled "Resources" and contains a "Background Check" section with the subtext "Submit a Background Check order." A blue "Access" button is highlighted with a red box in this section. The top right corner shows the user's name "Kimberly Tyson - I-4444" and a shopping cart icon.

Ordering a Background Check Cont.

- Enter the individual's social security number in the "Social Security Number" field
- Select a vendor from the "Background Vendor" drop-down menu
- Select the package from the "Background Package" drop-down menu



Background Check Ordering

Social Security Number *

This field is required

Background Vendor

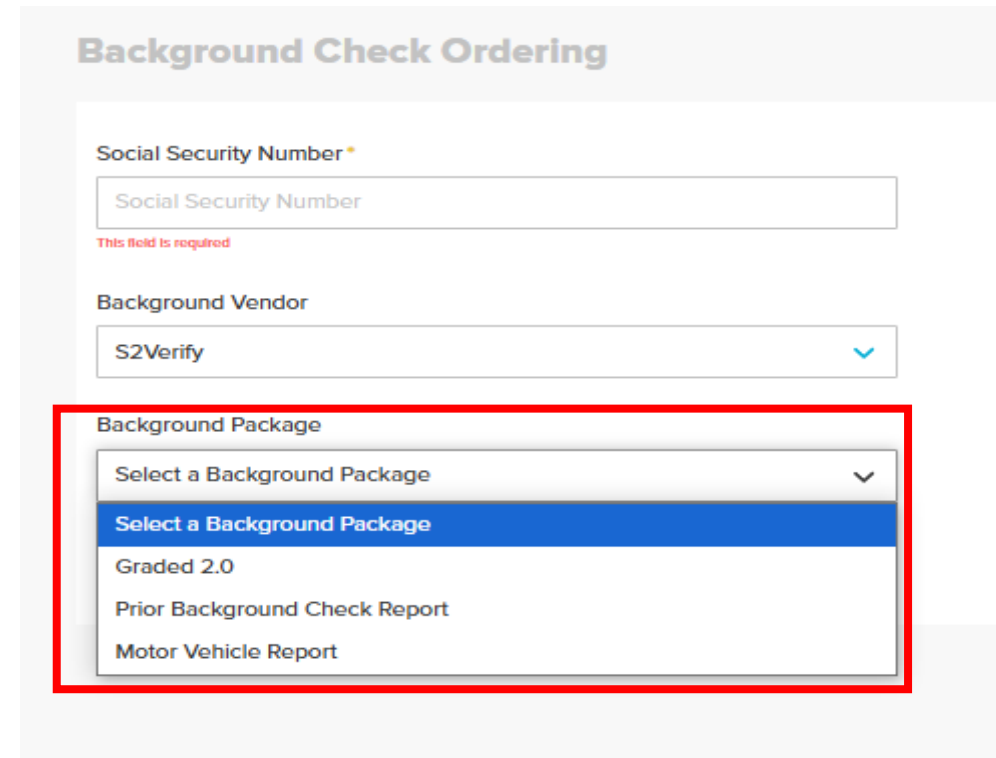
S2Verify

Select a Background Vendor

S2Verify

Select a Background Package

Continue



Background Check Ordering

Social Security Number *

This field is required

Background Vendor

S2Verify

Background Package

Select a Background Package

Select a Background Package

Graded 2.0

Prior Background Check Report

Motor Vehicle Report

Ordering a Background Check Cont.

- Type in all the required information (identified with an asterisk)
- Click “Continue”

Background Check Ordering


Order Purchase Order <input type="text" value="Purchase Order"/>	Address Street* <input type="text" value="Street"/>
Personal Social Security Number* <input type="text" value="123456789"/>	City* <input type="text" value="City"/>
First Name* <input type="text" value="TOM"/>	Postal Code* <input type="text" value="Postal Code"/>
Middle Name <input type="text" value="Middle Name"/>	State* <input type="text" value=""/>
Last Name* <input type="text" value="TEST"/>	<input type="button" value="Verify Address / Lookup County"/>
Date of Birth* <input type="text" value="1/14/1970"/>	County/Parish* <input type="text" value=""/>
Gender <input type="text" value="Unknown"/>	

Please ensure that all information is correct before proceeding. Incorrect information will require an additional background order at your expense.

Background Check services provided by S2Verify.

- Check the “I Agree” button
- Click “Next”
- Your background check will now be ordered and begin processing.

Background Check Ordering



I certify that the consumer has already been provided with a written disclosure and their written authorization has been obtained. I understand that this authorized must be maintained for six years. I certify that the appropriate adverse action process will be followed, where applicable; that this consumer report is being obtained for a permissible purpose, and that the information from the consumer report will not be used in violation of any applicable federal or state equal employment laws or regulations, in accordance with the requirements of the Federal Fair Credit Reporting Act.

I Agree

Next

Background Check services provided by S2Verify.

- The “Admin” section allows you to edit your company profile.
 - The “User Permissions” tab allows you to modify users for your account.
 - The “Non-Council Training” tab allows you to add company-required courses not managed by ISTC.
 - The “Bundle Management” tab allows you to manage your current bundles.

The screenshot displays the Admin interface. On the left, a dark sidebar contains navigation items: Dashboard, Register, Roster, History, Resources, and Admin (highlighted with a red box). The main content area is titled 'Admin' and includes three tabs: 'User Permissions', 'Non-Council Training', and 'Bundle Management'. Below the tabs is a 'Manage Users' section with a checkbox for 'Show Inactive Users' and a '+ Add User' link. A table lists three users:

User Name	Email	Manage User	Status
Customer Training	customerservice@istc.net	Manage User	Active
Kimberly Tyson	kimberly.tyson@istc.net	Manage User	Active
[Redacted]	[Redacted]	Manage User	Active

- To add an individual to your account, click the “User Permissions” tab and the “Add User” button at the top right of the screen.
- Enter all of the required fields
- Select the Users permissions
- Click “Save”

Admin

User Permissions Non-Council Training Bundle Management

Manage Users Show Inactive Users [+ Add User](#)

First Name (Required) **Last Name** (Required) **Title** Active

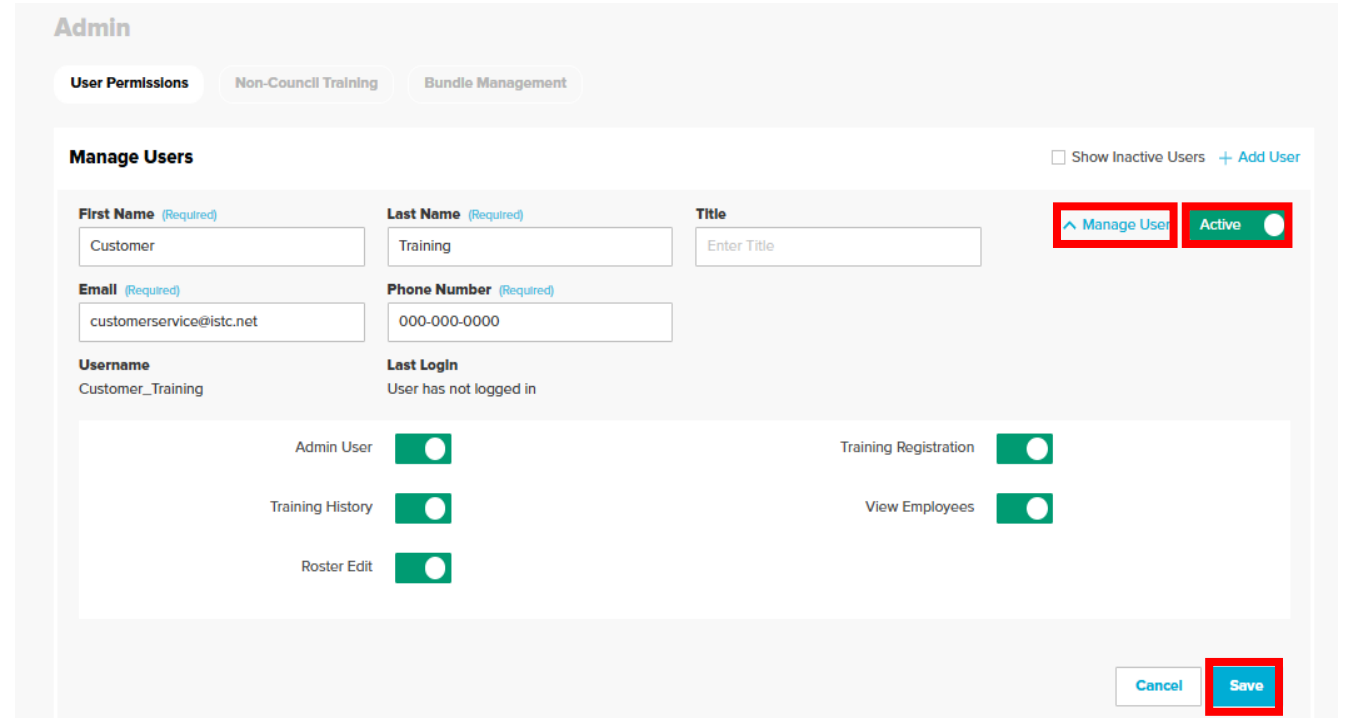
Email (Required) **Phone Number** (Required)

Admin User Training Registration

Training History View Employees

Roster Edit GateCheck for Contractors

- To modify an existing user's profile, select the "Manage User" button next to the user you would like to update.
- Make the necessary modifications to the profile
 - To deactivate a user, click the "Active" button at the top right of user profile. This field will now turn grey and show Inactive.
- Click "Save"



Admin

User Permissions Non-Council Training Bundle Management

Manage Users Show Inactive Users [+ Add User](#)

First Name (Required) **Last Name** (Required) **Title** [Manage User](#) [Active](#)

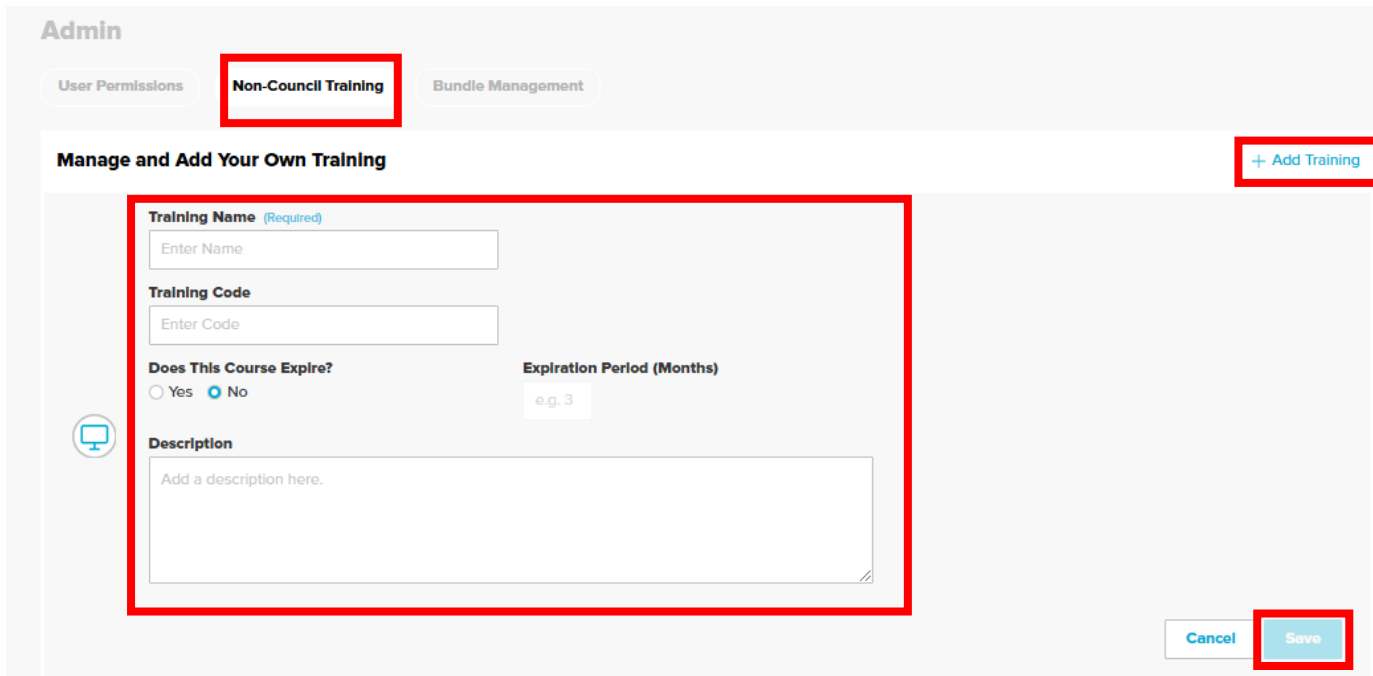
Email (Required) **Phone Number** (Required)

Username Customer_Training **Last Login** User has not logged in

Admin User	<input checked="" type="checkbox"/>	Training Registration	<input checked="" type="checkbox"/>
Training History	<input checked="" type="checkbox"/>	View Employees	<input checked="" type="checkbox"/>
Roster Edit	<input checked="" type="checkbox"/>		

[Cancel](#) [Save](#)

- In the “Non-Council Training” section, you can add any additional courses required by your company that are not managed by ISTC. These courses are for record-keeping purposes only.
 - To create a course, click the “Add Training” button.
 - Enter all the required information (name, code, expiration, description)
 - Click “Save”



Admin

User Permissions **Non-Council Training** Bundle Management

Manage and Add Your Own Training [+ Add Training](#)

Training Name (Required)
Enter Name

Training Code
Enter Code

Does This Course Expire? Yes No

Expiration Period (Months)
e.g. 3

Description
Add a description here.

Cancel Save

- To add this training into an individual's training history, click “Roster”.
- Select the individual from the employee list
- Click the “Add Training” button
- Select the training program from the “Non-Council Training” drop down menu
- Pick the date the training was completed using the calendar
- Upload a certificate if needed
- Click the “Add Training” button

(2) Scheduled Courses/Services E-Routing Cancel All

ISTC SOCIAL SECURITY VERIFY
Course Code: 09SSV
Scheduled Date: 02/11/2025 Edit Cancel

SAFETY ESSENTIALS
Course Code: SE-SAFE
Scheduled Date: 02/11/2025
Course Length: 3 hours Edit Cancel

(0) Upcoming Expirations
There are no upcoming expirations for this employee.

(1) Course History Viewing Current Add Training Export

SAFETY ESSENTIALS
Course Code: SE-SAFE
Expiration Date: 03/31/2025
Training Date: 03/18/2024

Add Non-Council Training to Employee
Add training to the selected employees on your roster.

Non-Council Training
Select Training ▼
Upload Certificate

Date Taken
M/D/YYYY
Expiration Date
M/D/YYYY

Cancel Add Training

- The "Bundle Management" tab lets you manage existing bundles or create new ones.
- To add a new bundle, click the "create Bundle" button.
- Search for the course you want to add in the "Search Courses and Services" box and click "Add Course" next to the course
- Enter a name for the bundle in the "Name Your Bundle" field.
- If needed, select the option to include Safety Essentials in the bundle.
- Click the "Save Bundle" button

The screenshot shows the 'Admin' interface with three tabs: 'User Permissions', 'Non-Council Training', and 'Bundle Management' (highlighted with a red box). Below the tabs is a 'Manage Your Bundles' section with a '+ Create Bundle' button (also highlighted with a red box). A red arrow points from this button to the 'Create a Bundle' form below.

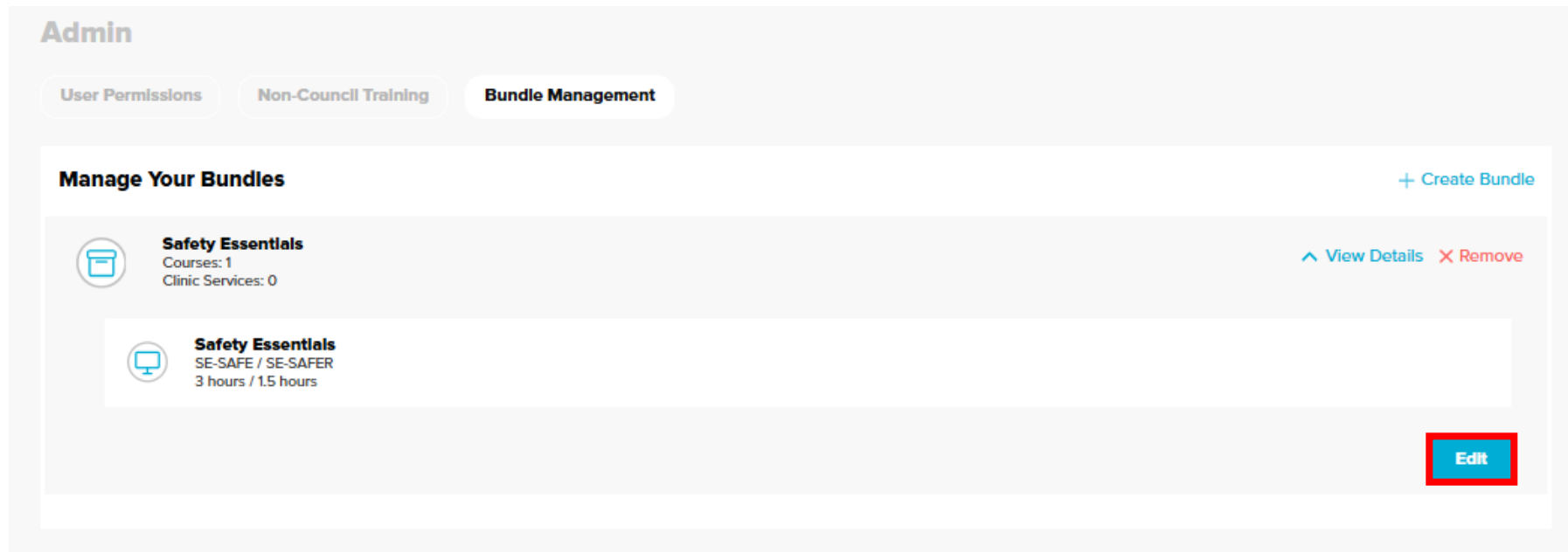
The 'Create a Bundle' form includes a 'Back' link, the user name 'Kimberly', and the title 'Create a Bundle'. Below the title is the instruction 'Search for courses and clinic services to add to a bundle.' The form is divided into two main sections:

- Search Courses and Services:** A search bar contains the text 'air'. Below it is a list of search results, each with a course icon, title, code, length, and an '+ Add Course' button. The results are:
 - AIR BOTTLE WATCH (Code: 09AIRBW, Length: 18 minutes)
 - AIR LIQUIDE ANACORTES ASU AND SMR (Code: 19ALANA, Length: 1 hour)
 - AIR LIQUIDE BAGDAD (Code: 19ALBAG, Length: 1 hour)
 - AIR LIQUIDE BAY CITY LMA (Code: 19ALBIC, Length: 45 minutes)
 - AIR LIQUIDE BAYPORT COMPLEX VISITOR (Code: 19ALBPCV)
- Name Your Bundle (Required):** A text input field for 'Bundle Name' and two checkboxes: 'Include Safety Essentials' and 'Include Basic Plus'.

At the bottom right of the form is a 'Save Bundle' button (highlighted with a red box). The text 'Nothing here yet.' is visible in the lower right area of the form.

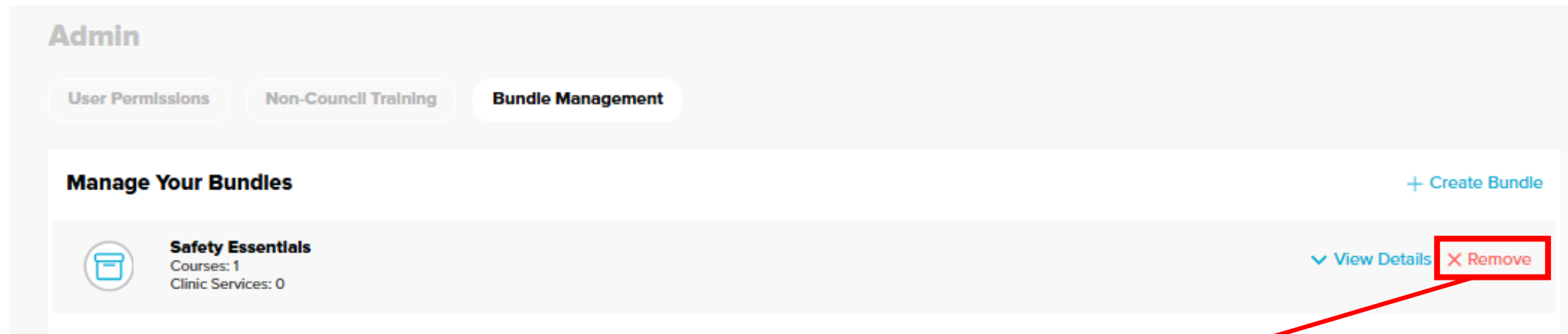
Bundle Management Cont.

- To modify a bundle, click the “View Details” drop-down and select the “Edit” button.
- Search for the course you would like to add and click “add Course”.
- You can update the bundle name and choose whether to include Safety Essentials.
- Click the “Save Bundle” button to save your changes.

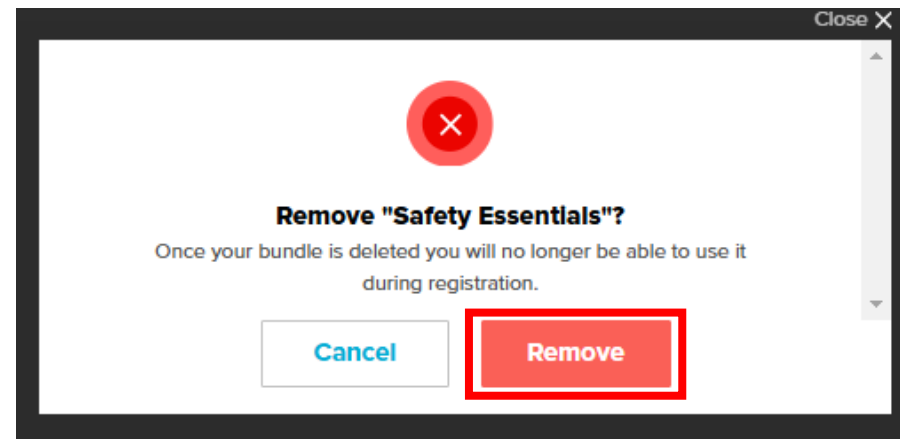


The screenshot shows the 'Admin' section of a web application, specifically the 'Bundle Management' tab. At the top, there are three tabs: 'User Permissions', 'Non-Council Training', and 'Bundle Management'. Below the tabs, the heading 'Manage Your Bundles' is displayed, with a '+ Create Bundle' link on the right. A list of bundles is shown, with the first one being 'Safety Essentials' (Courses: 1, Clinic Services: 0). To the right of this bundle are links for 'View Details' and 'Remove'. Below this, a second bundle 'Safety Essentials' (SE-SAFE / SE-SAFER, 3 hours / 1.5 hours) is listed. A red box highlights the 'Edit' button located at the bottom right of the bundle list.

- To remove a bundle, click the “remove” button next to the bundle.
- Click “Remove” in the popup window



The screenshot shows the 'Admin' section of a web application. Under the 'Bundle Management' tab, there is a 'Manage Your Bundles' section. A table lists a bundle named 'Safety Essentials' with 1 course and 0 clinic services. To the right of the bundle name are two buttons: 'View Details' and 'Remove'. The 'Remove' button is highlighted with a red box. A red arrow points from this button to a popup window below.



The popup window is titled 'Remove "Safety Essentials"?' and contains the following text: 'Once your bundle is deleted you will no longer be able to use it during registration.' At the bottom of the popup are two buttons: 'Cancel' and 'Remove'. The 'Remove' button is highlighted with a red box. A 'Close X' button is visible in the top right corner of the popup.



Additional Information



- For more information, please visit our website at www.istc.net, where you'll find resources such as training videos.
- You can also reach our customer service department at customerservices@istc.net or by calling (409) 724-2565.