Link Training Manual

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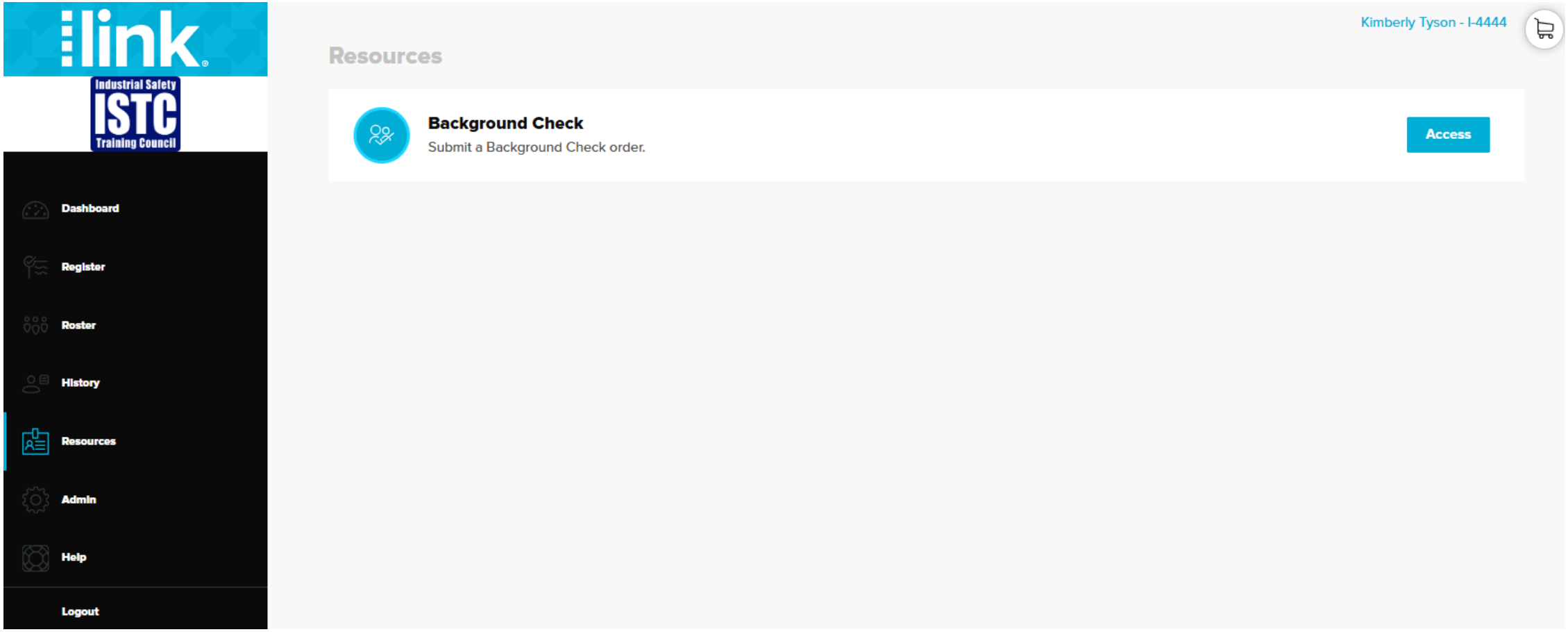
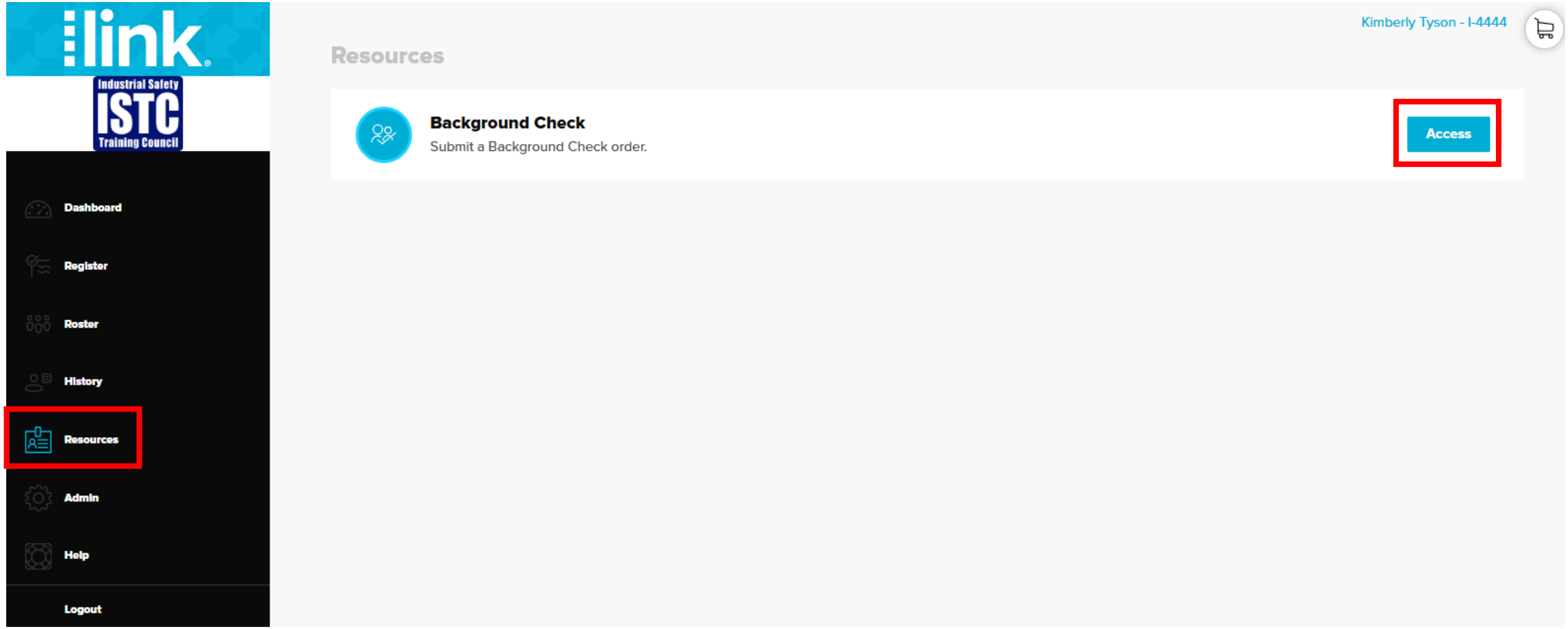
Resources

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



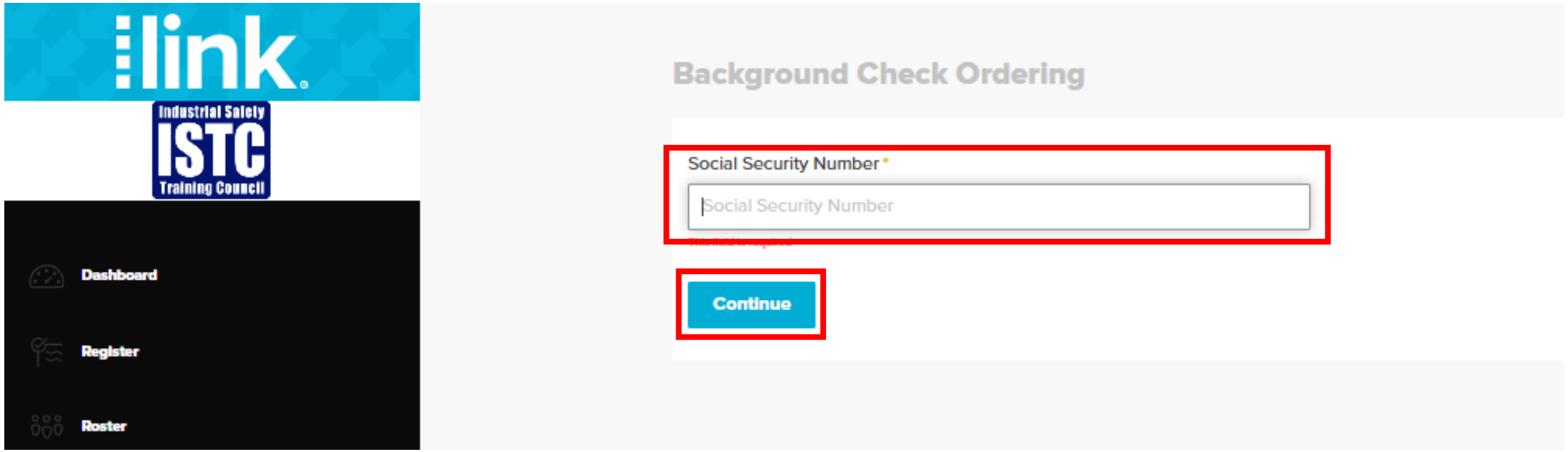
Enrolling in a BCG Vendor

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



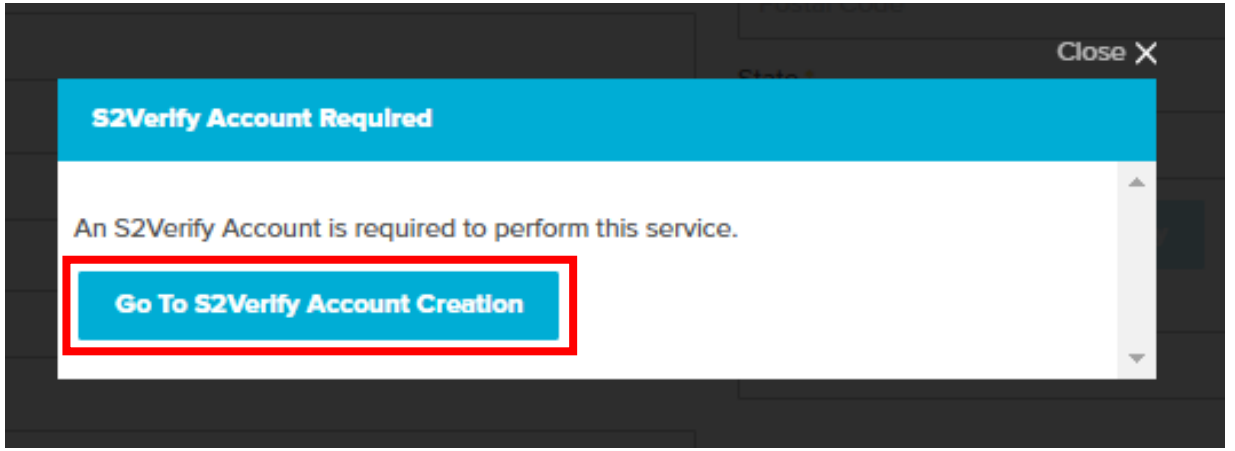
Enrolling in a BCG Vendor Cont.

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



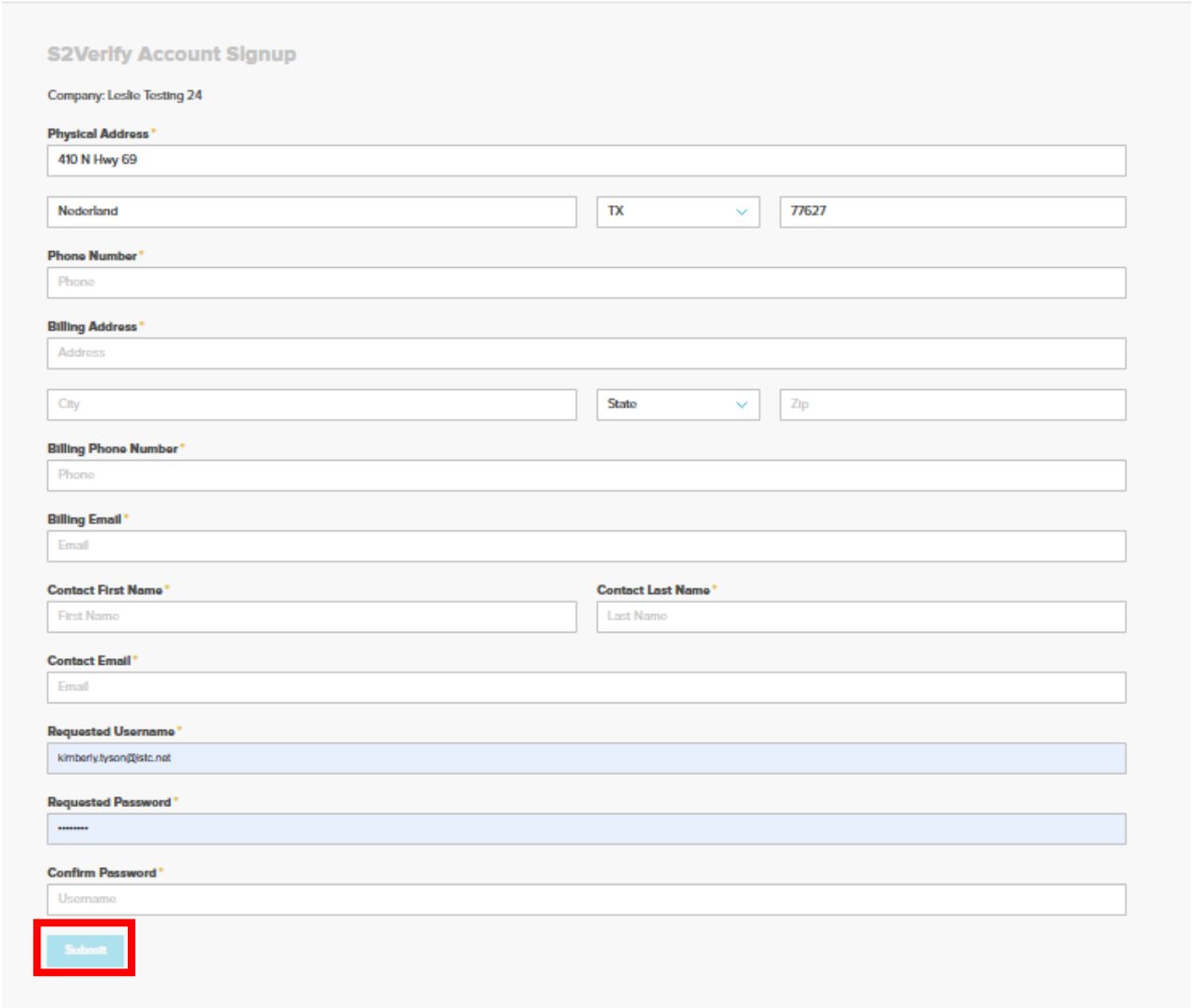
Enrolling in a BCG Vendor Cont.

- 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.



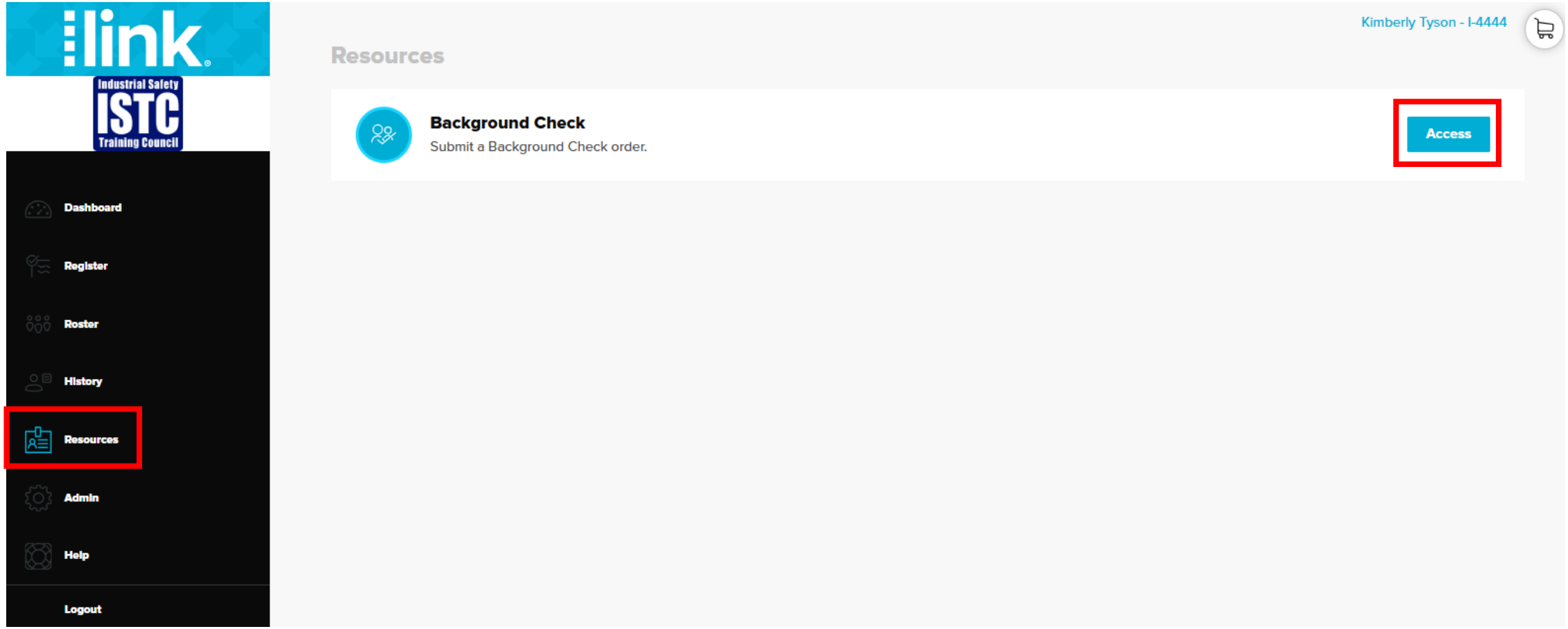
Enrolling in a BCG Vendor Cont.

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



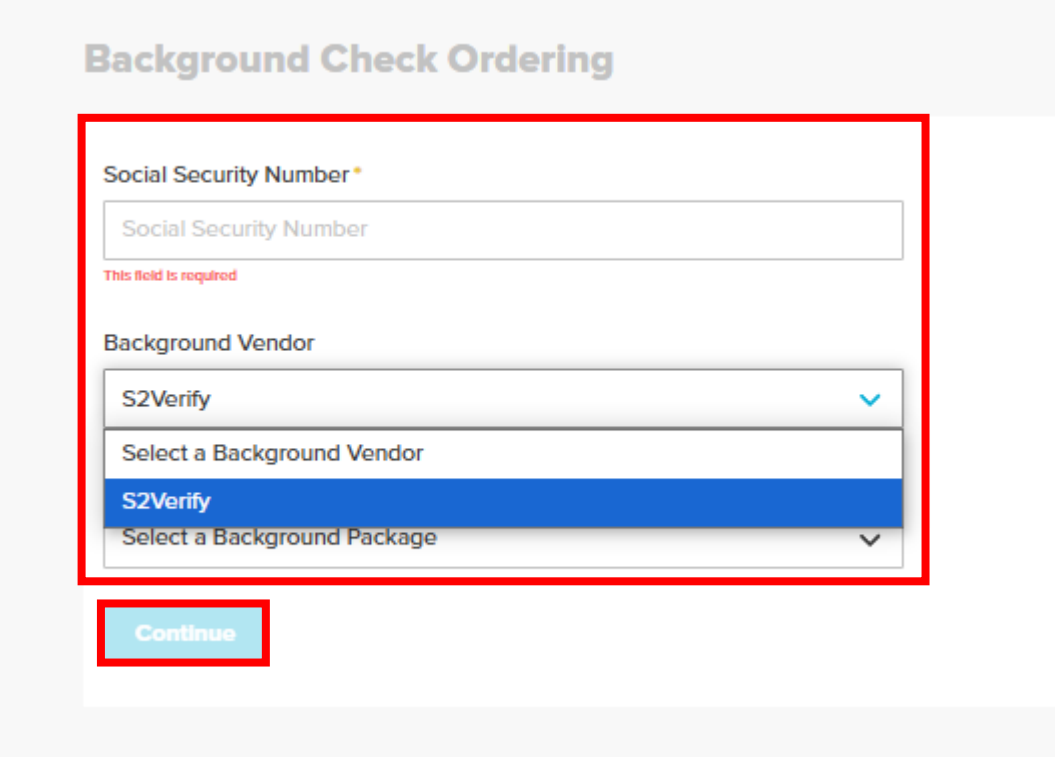
Enrolling in a BCG Vendor

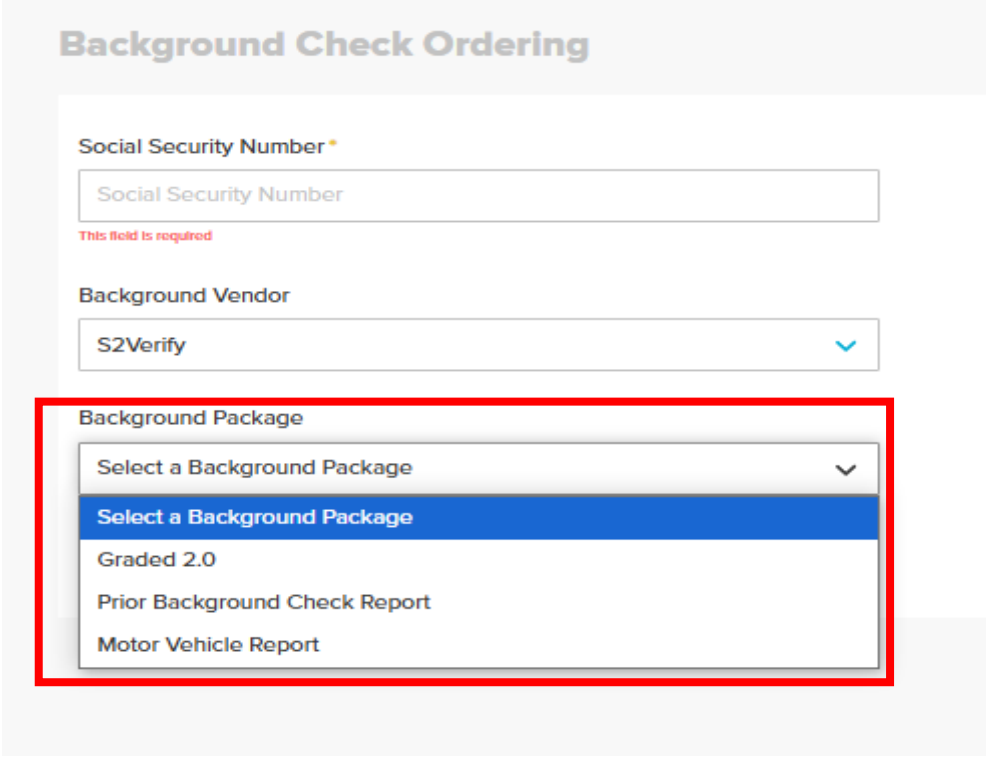
- To order a background Check, click “resources”.
- Click the “Access” Button



Ordering a Background Check Cont.

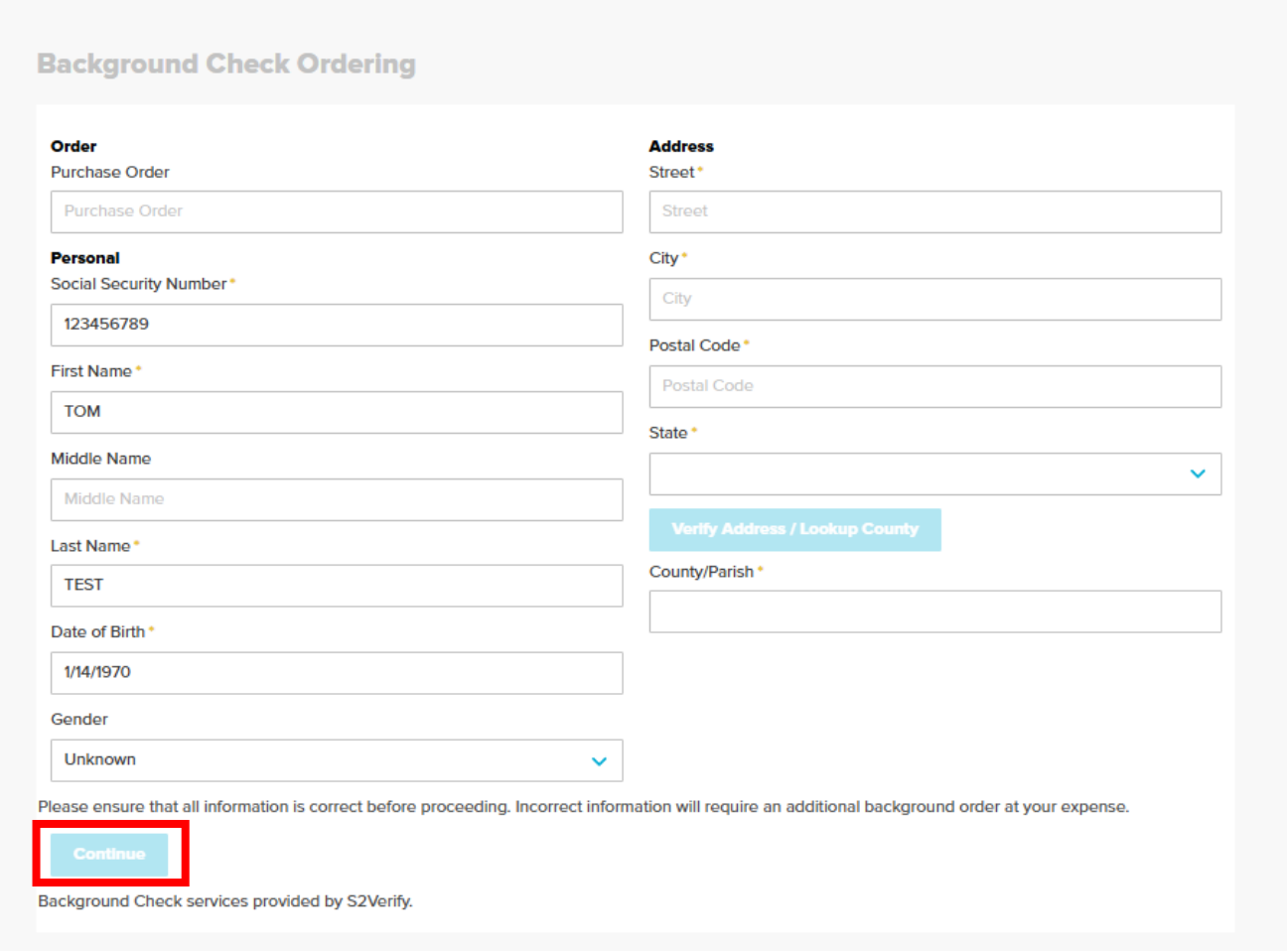
- Enter the individual's social security number in the "Social Security Number" field
- Select a vendor from the "Background Vendor" drop-down menu
- Select the package from the "Background Package" drop-down menu





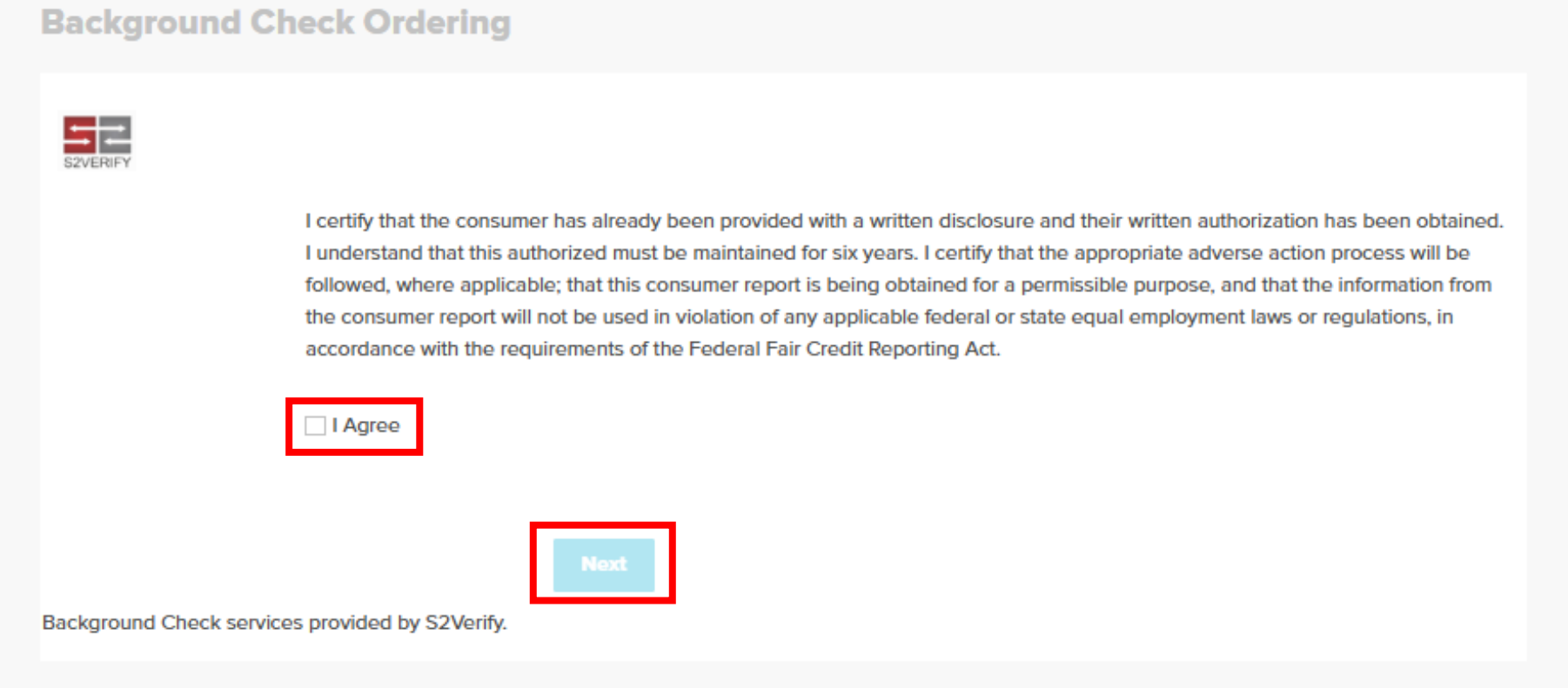
Ordering a Background Check Cont.

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



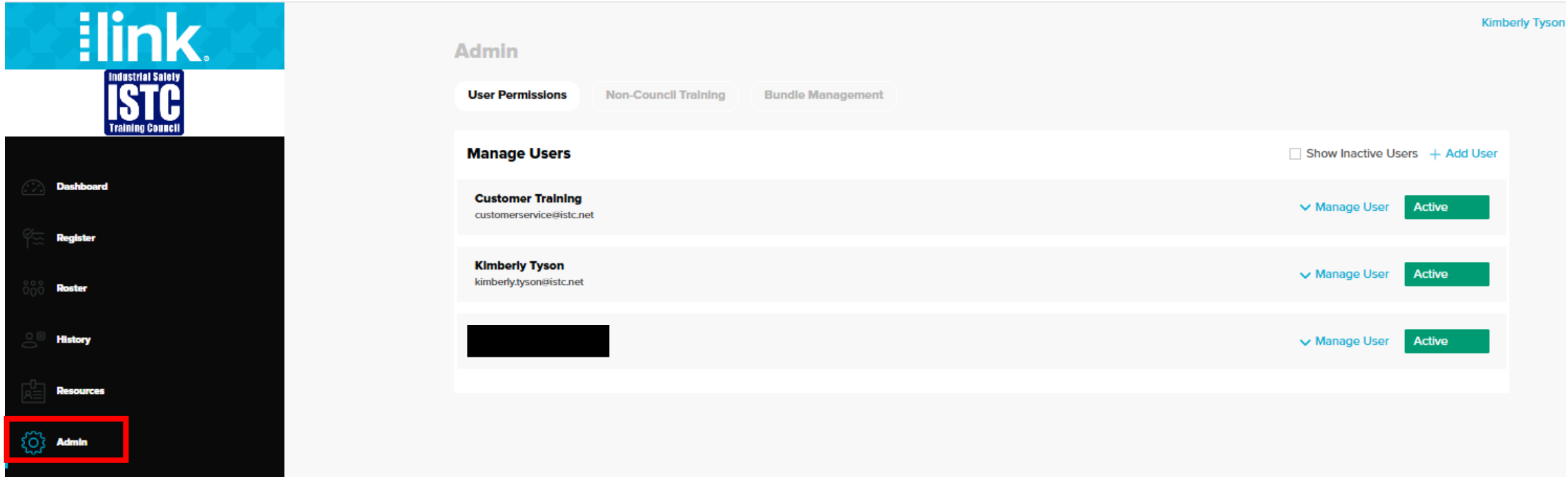
Ordering a Background Check Cont.

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



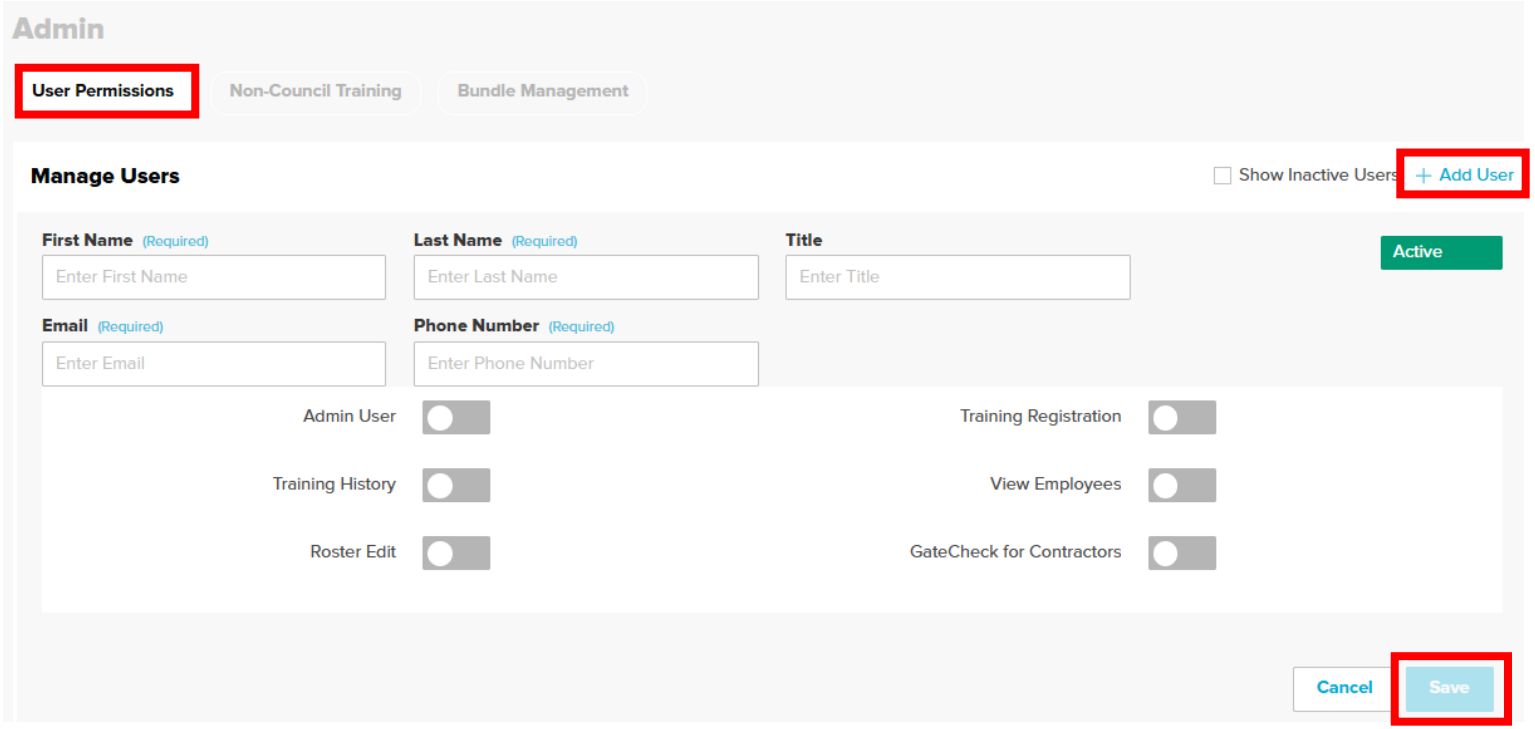
Admin

- 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.



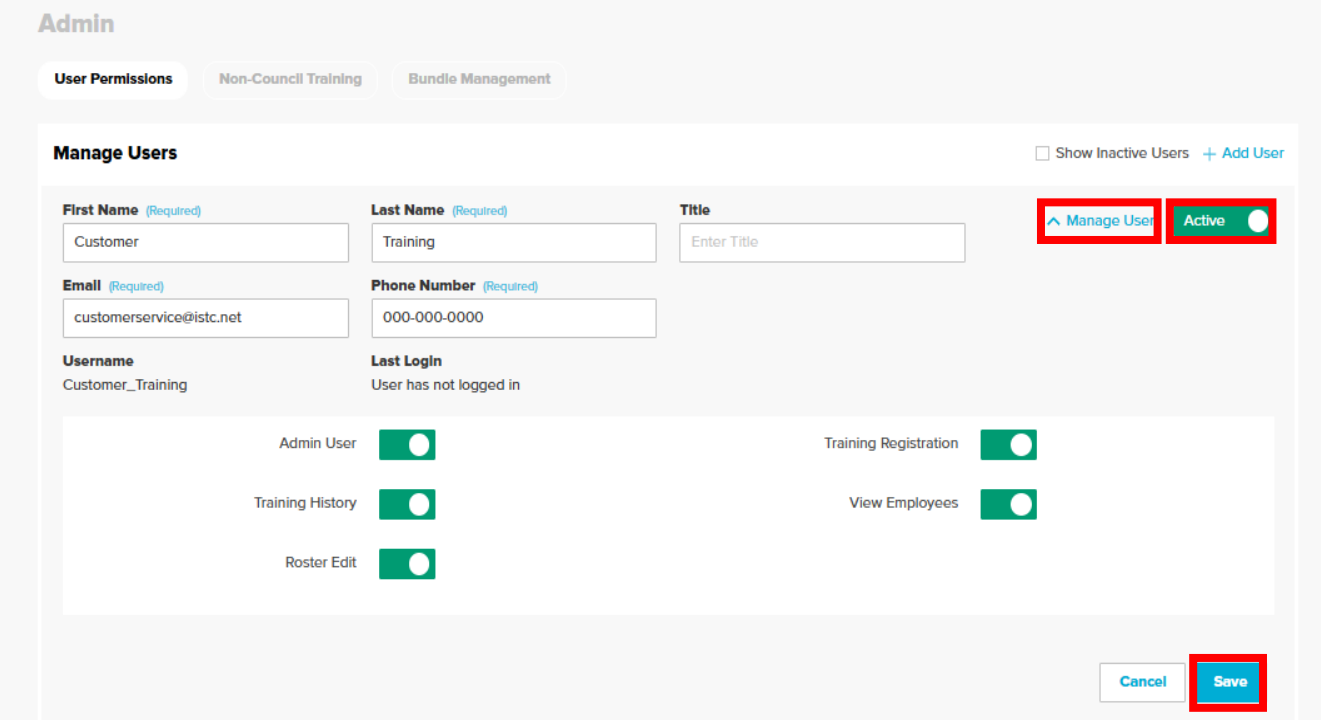
User Permissions

- 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”



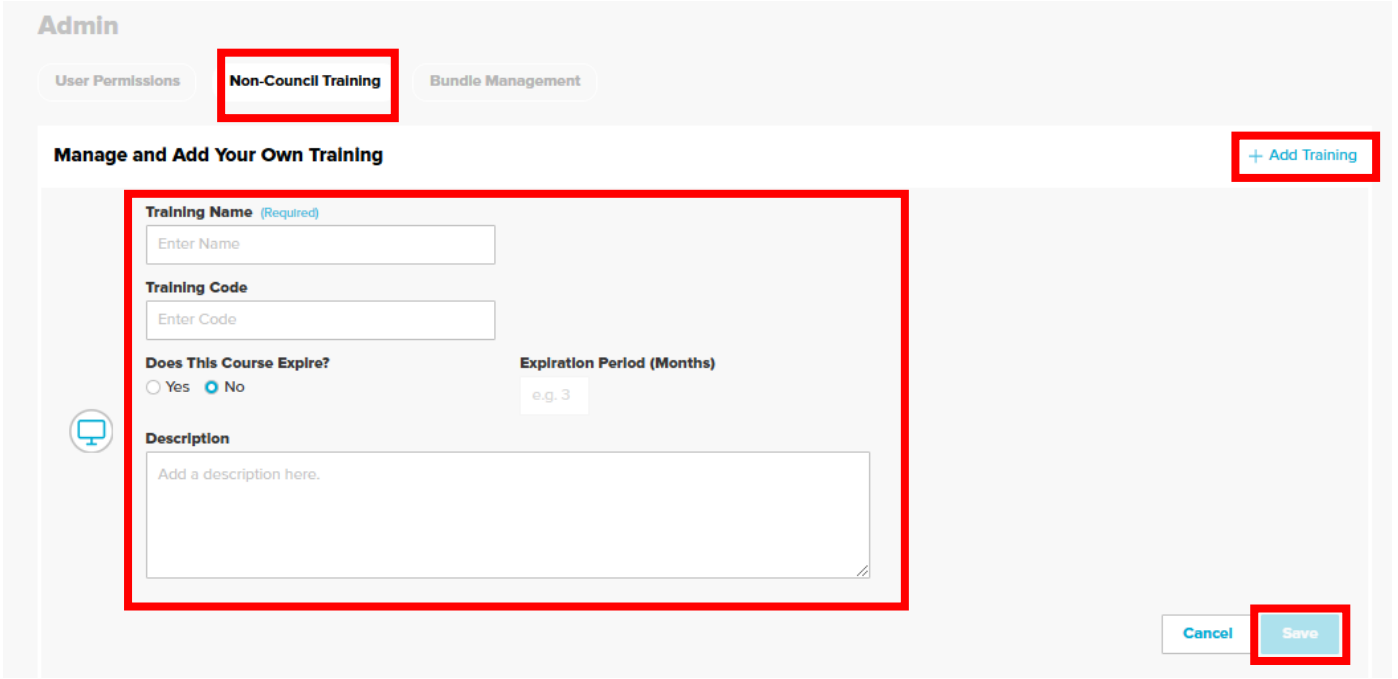
User Permissions Cont.

- 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"



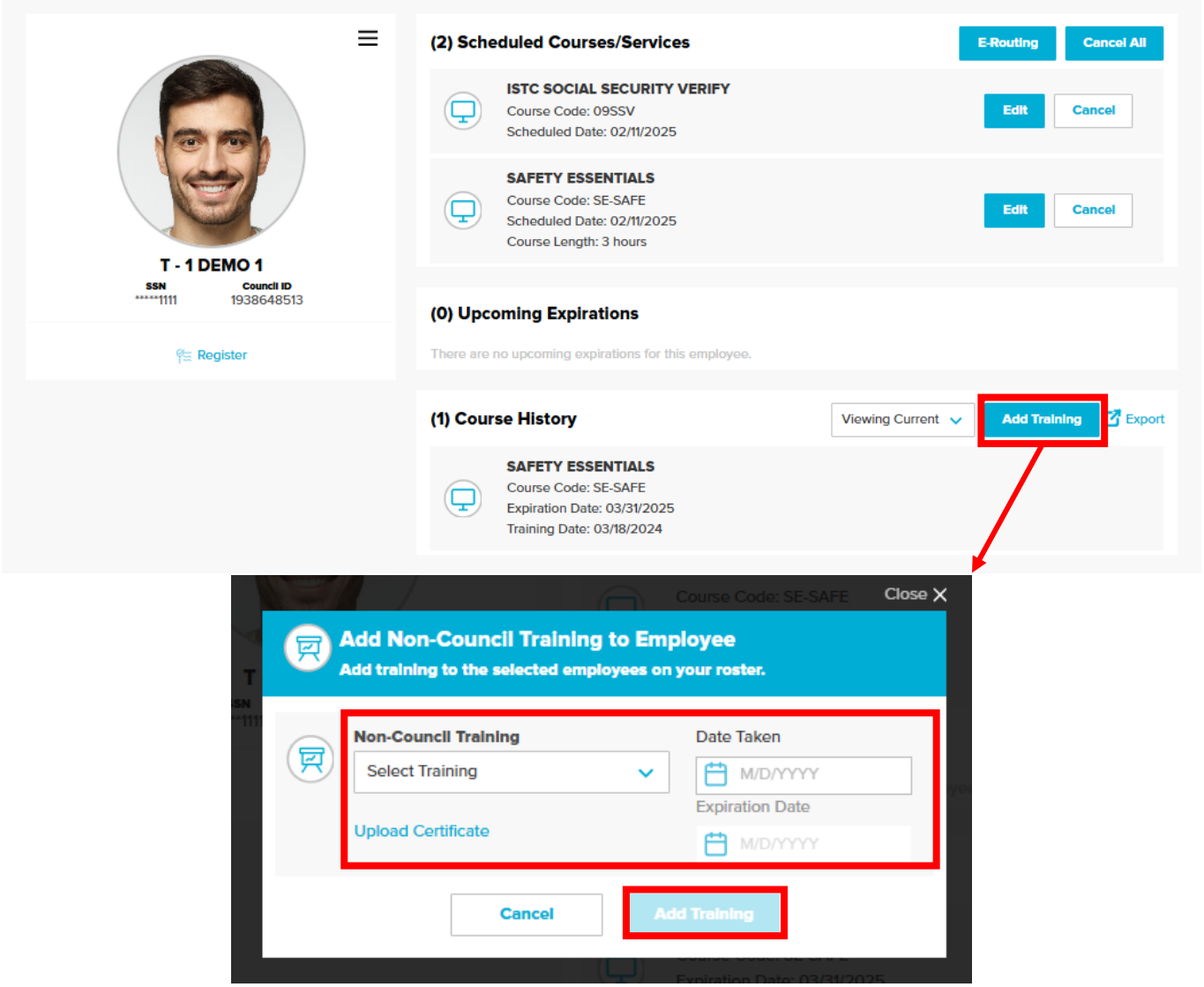
Non-Council Training

- 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”



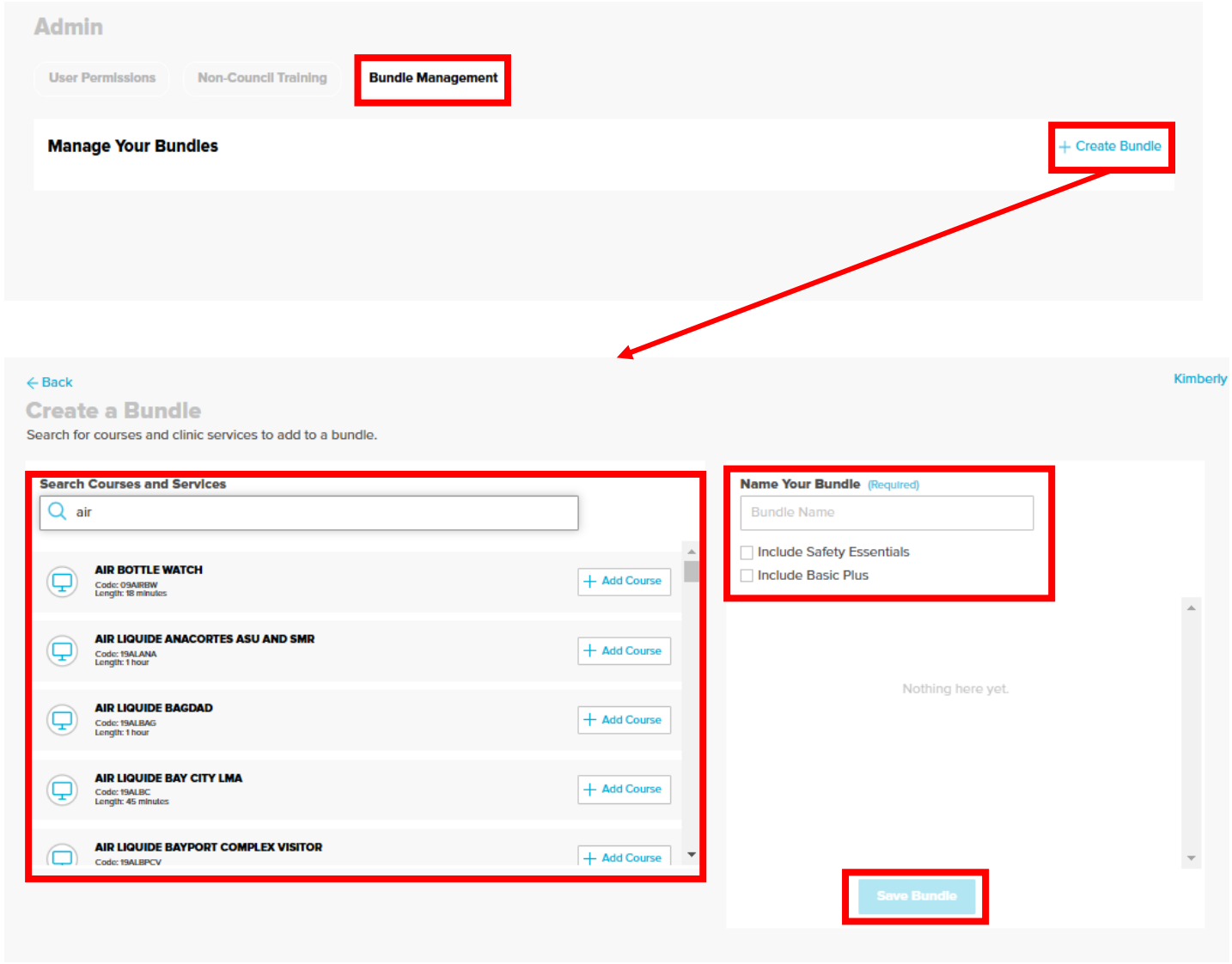
Non-Council Training Cont.

- 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



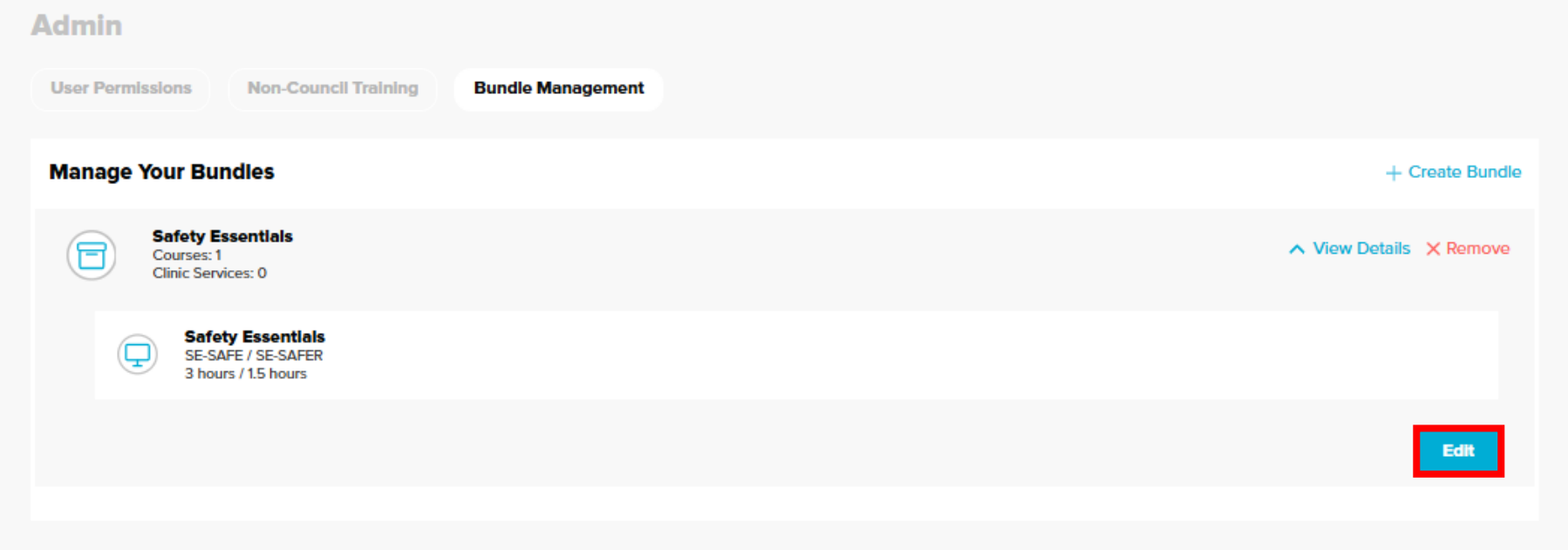
Bundle Management

- 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



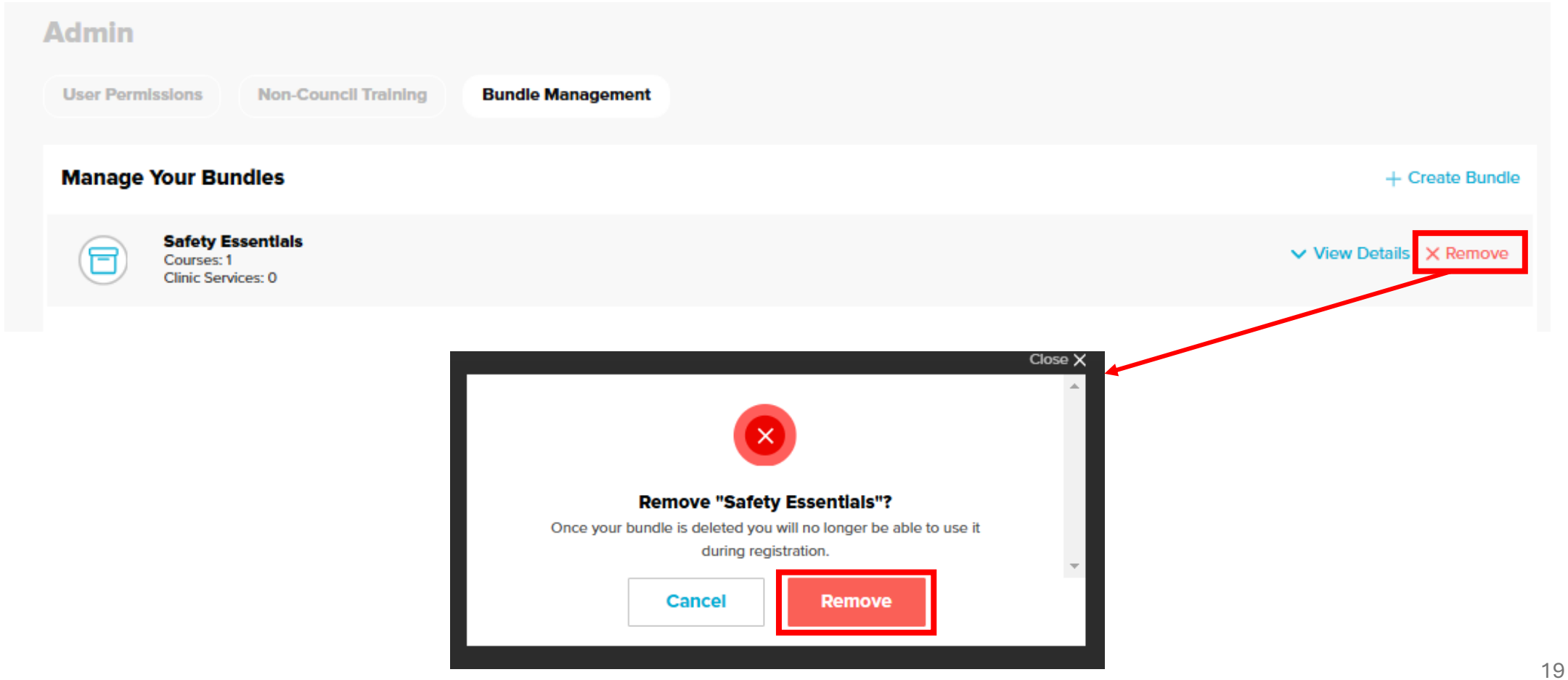
Bundle Management Cont.

- 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.



Bundle Management Cont.

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



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.