

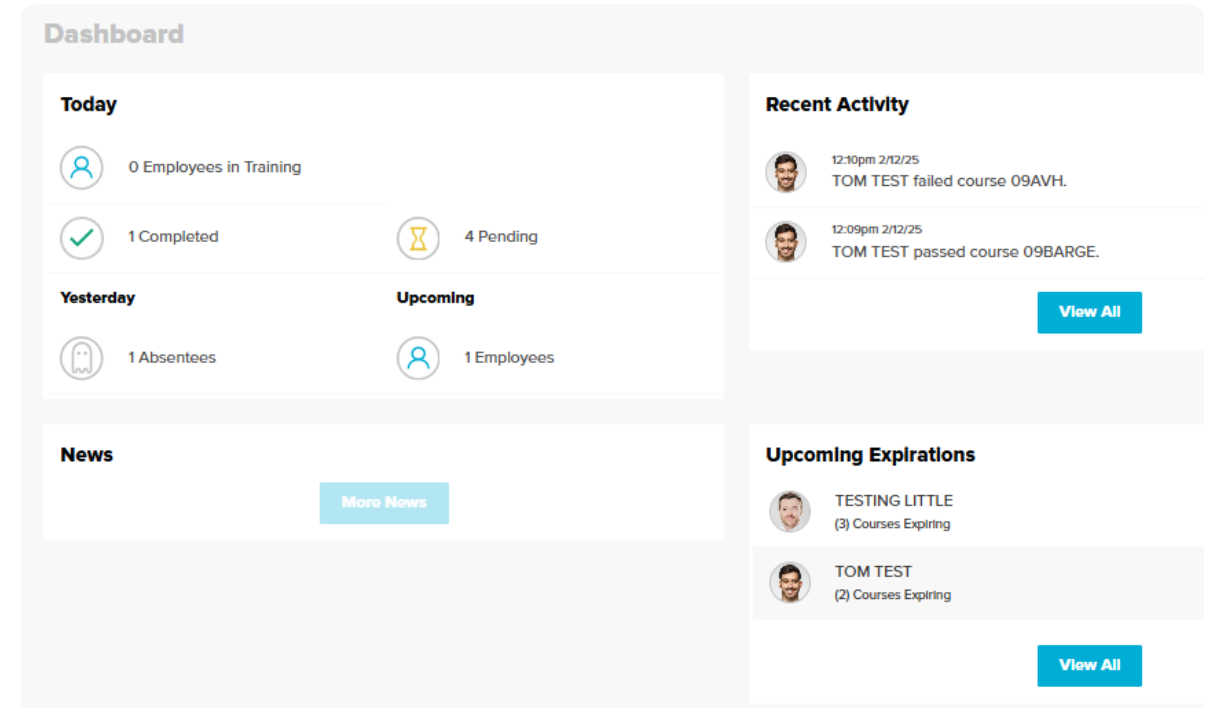


Link Training Manual

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- The Dashboard allows you to see all information for your account.
- The “Today” section allows you to see how many employees are currently in training, how many have completed training, and how many are scheduled for today’s date. It also allows you to see how many individuals were no showed on the previous day and how many employees are scheduled to complete training in the future.
- The “New” section will display any important updates from ISTC.
- The “Recent Activity” section shows individuals who have recently completed training.
- The “Upcoming Expiration” section will allow you to see what employees in your company have training that will expire soon.



The screenshot shows a dashboard with the following sections:

- Today**
 - 0 Employees in Training
 - 1 Completed
 - 4 Pending
- Yesterday**
 - 1 Absentees
- Upcoming**
 - 1 Employees
- News**
 - More News
- Recent Activity**
 - 12:10pm 2/12/25: TOM TEST failed course 09AVH.
 - 12:09pm 2/12/25: TOM TEST passed course 09BARGE.
 - View All
- Upcoming Expirations**
 - TESTING LITTLE (3) Courses Expiring
 - TOM TEST (2) Courses Expiring
 - View All

- Click the “Register” Button
- Type in the individual’s social. If the individual does not have a profile, the following screen will appear requiring you to input the individual's information.
- Click the “Add” button

link
Industrial Safety
ISTC
Training Council

Kimberly Tyson - I-4444

Register

Add the employees you wish to register.

Enter SSN US **or** **Enter Council ID**

Looks like this is a new employee. Please add them below.

No matching employee found. Please use the fields below if you wish to add them to this registration.

First Name <small>(Required)</small>	Last Name <small>(Required)</small>	SSN	
<input type="text"/>	<input type="text"/>	090-90-9009 - US	<input type="button" value="Add"/>

2 Employee(s) added

Select Services

- Click the Roster tab and select the individual you want to edit

The screenshot shows the 'link' Roster management interface. The sidebar on the left has the 'Roster' tab highlighted with a red box. The main content area is titled 'Roster' and includes a search bar, filters for 'Course/Service On File', 'Complies With', 'Most Recent Service', and 'Employee Status'. Below these are 'Other Filters' for compliance and employee type. An 'Employees List' table is displayed with columns for 'Last Name', 'First Name', and 'SSN / Council ID'. The first row, 'DEMO 1', is highlighted with a red box. The second row is 'TEST'. A blue 'Add People' button is in the top right, and an 'Export' button is next to the table. The user 'Kimberly Tyson - I-4444' is logged in.

	Last Name	First Name	SSN / Council ID
<input type="checkbox"/>	DEMO 1	T - 1	*****1111
<input type="checkbox"/>	TEST	TOM	*****6789

Adding a New Participant Cont.

- Click the options menu (3 lines icon) to the right of the individual's picture
- Select "Edit Info"
- Enter the employees' email, number, and employment status
 - Make sure the email address entered is the employee's email. This email will be used to receive login information for online courses.
- Click the "Save" button

- Click the register button
- Type in the individual's social security number in the "Enter SSN" box – the system will automatically pull the individual up once all 9 digits have been entered
- click the "Select Services" button

link
Industrial Safety
ISTC
Training Council

Register
Add the employees you wish to register.

Kimberly Tyson - I-4444

Enter SSN
000-00-0000 US or Enter Council ID
000000000

The employee was found and will now be available for registration.

	First Name	Last Name	SSN	Council ID
	JOHN	SMITH	*****0000 - US	1978445295

1 Employee(s) added

Select Services

- To schedule multiple individuals for the same class(s), simply enter another social security number into the “Enter SSN” box until all of the necessary individuals have been added.
- *You can remove individuals from the schedule by clicking on the “Employees Added” at the bottom left of the screen and clicking the red “x” and clicking “Close”.

The screenshot displays the 'Register' page in the ISTC system. At the top left, the 'link' and 'ISTC' logos are visible. The main heading is 'Register' with the subtext 'Add the employees you wish to register.' Below this, there are two input fields: 'Enter SSN' (containing '1000-00-0000' and a dropdown for 'US') and 'Enter Council ID' (containing '000000000'). A message states 'The employee was found and will now be available for registration.' Below this is a table of registered employees:

First Name	Last Name	SSN	Council ID
TOM	TEST	*****6789 - US	0055555555

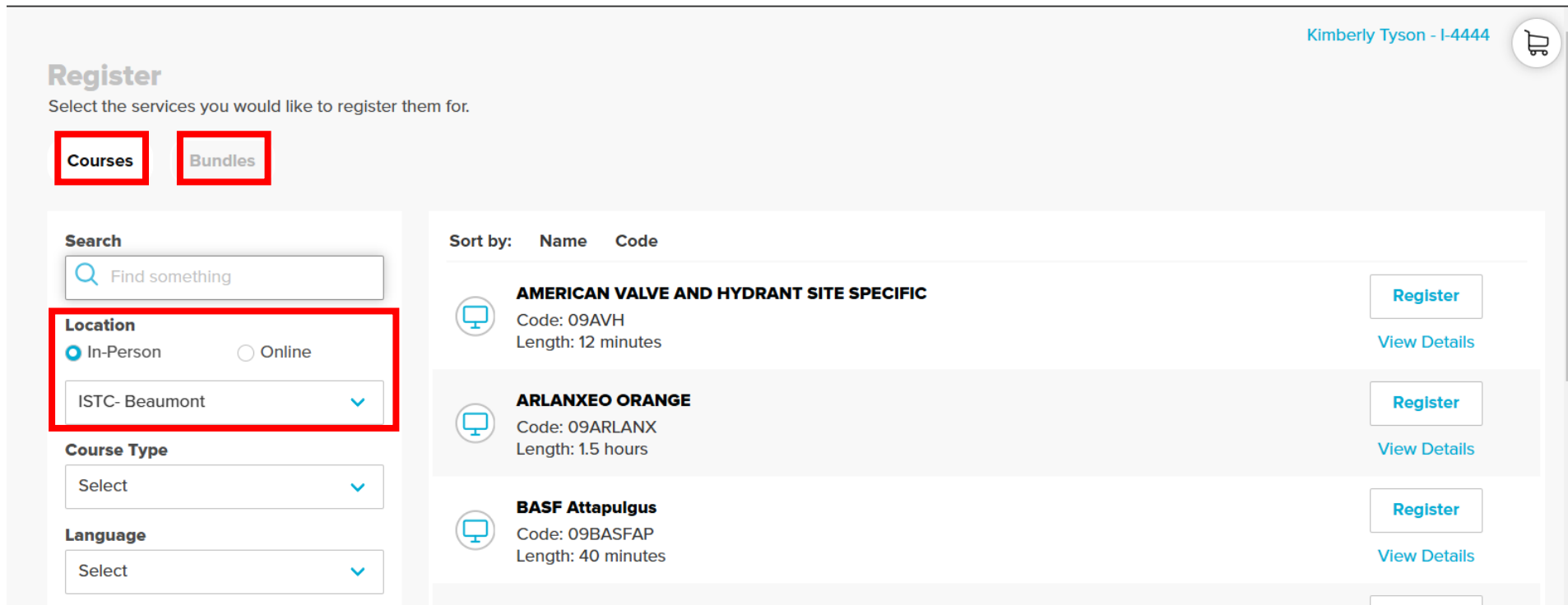
At the bottom left, a notification box shows '2 Employee(s) added' with a red 'x' icon. A red arrow points from this notification to a modal window titled 'SELECTED EMPLOYEES' for the 'DECK BARGE SAFETY' class. The modal has a 'Close X' button at the top right. It contains a table of selected employees:

Profile	First Name	Last Name	SSN	Action
	JOHN	SMITH	*****0000 - US	
	TOM	TEST	*****6789 - US	




A 'Select Services' button is located at the bottom right of the main interface.

Scheduling Training Continued

- Select the location you would like to schedule (i.e. In-Person or Online)
- Select the location for scheduling (i.e. Beaumont, Baytown, or ISTC ONLINE LINK TRAINING)
- You can also select saved bundles by clicking the “Bundle” button at the top of the screen.



The screenshot shows a web interface for registering training. At the top right, the user is identified as Kimberly Tyson - I-4444. The main heading is "Register" with the instruction "Select the services you would like to register them for." Below this are two buttons: "Courses" and "Bundles", both highlighted with red boxes. A search bar is present with the placeholder text "Find something". The "Location" section is highlighted with a red box and contains radio buttons for "In-Person" (selected) and "Online", and a dropdown menu currently showing "ISTC- Beaumont". Below the location section are dropdown menus for "Course Type" and "Language", both currently set to "Select". The main content area displays a list of training items, sorted by Name and Code. Each item includes a computer icon, the course name, code, length, and buttons for "Register" and "View Details".

Sort by:	Name	Code	
	AMERICAN VALVE AND HYDRANT SITE SPECIFIC	Code: 09AVH Length: 12 minutes	Register View Details
	ARLANXEO ORANGE	Code: 09ARLANX Length: 1.5 hours	Register View Details
	BASF Attapulugus	Code: 09BASFAP Length: 40 minutes	Register View Details

Scheduling Training Continued

- You can search for a particular course type by choosing an option from the “Course Type” drop down menu.
- You can also easily locate English or Spanish course by selecting the option from the “Language” drop down menu.

The screenshot displays the 'link Industrial Safety ISTC Training Council' interface. On the left is a dark sidebar with navigation icons for Dashboard, Register, Roster, History, Resources, Admin, and Help. The main content area is titled 'Register' and includes the instruction 'Select the services you would like to register them for.' A red box highlights two dropdown menus: 'Course Type' (with options: Assessment, Background Service, Company Specific, General Safety, OQ, Personal Development, Site Specific, Workforce Development) and 'Language' (with option: Select). Below these are two course listings: 'DECK BARGE SAFETY' (Code: 09BARGE, Length: 18 minutes) and 'SAFETY ESSENTIALS' (Code: SE-SAFE, Length: 3 hours), each with 'Register' and 'View Details' buttons. At the bottom, a notification shows '2 Employee(s) added' and a 'Checkout' button is present.

Scheduling Training Continued

- If you are scheduling a course online, please take note if there is a human icon next to the course. If you see this icon, it means that live online proctoring is required for this program.

link
Industrial Safety
ISTC
Training Council

Kimberly Tyson - I-4444

Register

Select the services you would like to register them for.

Courses Bundles

Search
se

Location
 In-Person Online

ISTC ONLINE LINK TRAINING

Course Type
Select

Language
Select

Sort by: Name Code

	ISTC SOCIAL SECURITY VERIFY Code: 09SSV	Register View Details
	SAFETY ESSENTIALS Code: SE-SAFE Length: 3 hours Requires Live Online Proctoring	Register View Details

First Previous **1** Next Last

1 Employee(s) added

[Checkout](#)

Scheduling Training Continued

- Click the “Register” button next to the course you want to schedule

The screenshot shows the registration interface for the link Industrial Safety ISTC Training Council. The top left features the link logo and ISTC logo. A dark sidebar on the left contains navigation links: Dashboard, Register, Roster, History, Resources, Admin, and Help. The main content area is titled "Register" and includes a sub-header "Select the services you would like to register them for." Below this are two tabs: "Courses" (selected) and "Bundles".

The "Courses" section has a search bar with "safet" entered. Below the search bar are filters for "Location" (In-Person selected, Online unselected), "Course Type" (Select), and "Language" (Select). The "Location" dropdown is set to "ISTC- Beaumont".

The course list is sorted by "Name" and "Code". It contains two courses:

Course Name	Code	Length	Register Button	View Details
DECK BARGE SAFETY	09BARGE	18 minutes	Register (highlighted with a red box)	View Details
SAFETY ESSENTIALS	SE-SAFE	3 hours	Register	View Details

At the bottom of the course list, there are pagination controls: "First Previous 1 Next Last".

At the bottom of the page, there is a notification "2 Employee(s) added" with a small profile picture icon, and a blue "Checkout" button.

Scheduling Training Continued

- Select a date from the “Select Date” drop down menu and click the “Register” button
- If a red note appears, you will be unable to continue. This note will inform you of what you are missing and what needs to be completed before proceeding.
- If a yellow note appears, this is a warning you may be missing something. It is recommended to verify the items listed in yellow are completed before proceeding.

The screenshot shows a web interface for training registration. At the top, there is a blue header with a computer icon and the text "VALERO PORT ARTHUR SITE SPE..." and "Confirm employees to register." To the right of the header is a "Close X" button. Below the header is a "Select Date" dropdown menu with a downward arrow, showing "Select Date" and "Fri, Feb 14th" as options. Below the dropdown is a red error message box with a warning icon and the text: "One or more requirements have not been met for this course: Background Screening Program. Click 'View Details' to see full list of requirements." Below the red box is a yellow warning message box with a warning icon and the text: "The employee is missing prerequisite Basic Plus or Safety Essentials course." Below the yellow box is another yellow warning message box with a warning icon and the text: "You are missing prerequisite course (09MARSEC or SE-MARSEC)". At the bottom of the interface is a light blue "Register" button.


Scheduling Training Continued

- *If you are scheduling an online course, the individual's email address will appear on the right side of the popup screen. If the email is incorrect, please update it in the individual's profile before scheduling. This ensures they will receive the email with instructions on how to complete the course.
- ** The yellow message that appears is a warning. Please be sure to read all messages to ensure accurate scheduling and to avoid any issues with the individual's check in process.

Close X

SAFETY ESSENTIALS
Confirm employees to register.

Select Date

<input checked="" type="checkbox"/>	Name	SSN	Email
<input checked="" type="checkbox"/>	 TEST, TOM	*****6789	accountmanagement@

⚠ The employee is eligible to take the Safety Essentials Enhancer course (SE-SAFER) instead of Safety Essentials.

Next

Register

Scheduling Training Continued

- Payment options are located on the right side of the screen to allow schedulers to choose between receiving an invoice or requiring the individual to pay for their own training.
- Schedulers can also input a PO number by entering it into the “PO Number” box.
- If separate po numbers are needed, select the check box next to “Specify PO number by employee”.

The screenshot displays a 'Cart' interface for scheduling training. At the top right, the user is identified as 'Kimberly Tyson - I-4444'. The cart is titled 'Cart' and has two tabs: 'View by Employee' (selected) and 'View by Service'. Below the tabs, it says 'Sort by: Name' and a '+ Close All' link. The cart contains two items, each for an employee:

- Employee 1:** DEMO 1, T - 1, *****1111. Service: SAFETY ESSENTIALS (Code: SE-SAFE, Length: 3 hours, Date: Tue, Feb 11th, Location: ISTC - Baytown). A yellow banner below the service notes: 'The employee is eligible to take the Safety Essentials Enhancer course (SE-SAFER) instead of Safety Essentials.' There are 'Remove' and 'Service' (1) buttons.
- Employee 2:** TEST, TOM, *****6789. Service: SAFETY ESSENTIALS (Code: SE-SAFE, Length: 3 hours, Date: Tue, Feb 11th, Location: ISTC - Baytown). A yellow banner below the service notes: 'The employee is eligible to take the Safety Essentials Enhancer course (SE-SAFER) instead of Safety Essentials.' There are 'Remove' and 'Service' (1) buttons.

On the right side of the screen, there are three main sections:

- Payment:** Total: \$76.00. Options: Send invoice for training and services, Require employee to pay.
- PO Number:** A text input field labeled 'Enter Here'. Below it is a checkbox labeled 'Specify PO number by employee'.
- Post-Fail Instructions (PFI):** A section titled 'In the event an employee fails, what would you like us to do?'. Options: Stop employee after one failed course, Allow employee to continue remaining courses, Allow the employee to retake failed courses and continue remaining schedule.

At the bottom right, there is a blue 'Checkout' button.

Scheduling Training Continued

- Post fail Instructions (PFI):
- Located on the right side of the screen, this section allows the scheduler to choose how the individual will proceed in the event of a failure.
 - Stop employee after one failed course: This option prevents the trainee from continuing their training programs after a failed course. They must contact their company for rescheduling before proceeding with the remaining courses.
 - Allow employee to continue remaining courses: This option lets the trainee move on to the other courses, but they must reach out to their company to reschedule the failed course.
 - Allow the employee to retake failed courses and continue remaining courses: This option automatically reschedules the trainee for one additional retake (with an extra charge) and allows them to continue with the rest of their scheduled courses.

Payment Total: \$76.00

Send invoice for training and services
 Require employee to pay

Specify PO number by employee

Post-Fail Instructions (PFI)

In the event an employee fails, what would you like us to do?

Stop employee after one failed course
 Allow employee to continue remaining courses
 Allow the employee to retake failed courses and continue remaining schedule

[Checkout](#)

Scheduling Training Continued

- In your cart, you have the option to view training by Employee or Service.
 - To view the pending training by employee, select the “View by Employee” button and click the drop-down arrow next to “Services”.
 - To view the pending training by service, select the “View by Service” button and click the drop-down arrow Next to “Employees”.
- Click the “Checkout” button

The screenshot shows a 'Cart' interface with two items. At the top, there are two buttons: 'View by Employee' and 'View by Service', both highlighted with a red box. Below the buttons, the cart is sorted by 'Name'. The first item is for employee 'DOE JOHN' (ID: *****6106) and is titled 'AMERICAN VALVE AND HYDRANT SITE SPECIFIC'. It has a code of 09AVH, a length of 12 minutes, and is scheduled for Friday, Feb 14th at ISTC- Beaumont. A yellow warning banner below the item states: 'The employee is missing prerequisite Basic Plus or Safety Essentials course.' The second item is for employee 'TEST TOM' (ID: *****6789) and is titled 'ASBESTOS'. It has a code of 09ASB, a length of 30 minutes, and is also scheduled for Friday, Feb 14th at ISTC- Beaumont. On the right side of the cart, there is a 'Payment' section with a total of \$44.00 and two radio button options: 'Send invoice for training and services' (selected) and 'Require employee to pay'. Below that is a 'PO Number' section with an input field labeled 'Enter Here' and a checkbox for 'Specify PO number by employee'. At the bottom right, there is a 'Post-Fail Instructions (PFI)' section with a question: 'In the event an employee fails, what would you like us to do?' and three radio button options: 'Stop employee after one failed course' (selected), 'Allow employee to continue remaining courses', and 'Allow the employee to retake failed courses and continue remaining schedule'. At the bottom right of the cart, there is a blue 'Checkout' button highlighted with a red box.



Scheduling Training Continued


- To change the scheduled date, click the “edit” button, select the new date, and then click “Confirm”.

Cart

[View by Employee](#) [View by Service](#)


Sort by: **Name** [Close All](#)

	DOE	JOHN	*****6106	Remove
				(1) Service
	AMERICAN VALVE AND HYDRANT SITE SPECIFIC			Remove
	Code: 09AVH			
	Length: 12 minutes			
	Date: Fri, Feb 14th			Edit
	Location: ISTC- Beaumont			

 The employee is missing prerequisite Basic Plus or Safety Essentials course.

SAFETY ESSENTIALS
Confirm employees to register.

Tue, Feb 11th

Name	SSN
 TEST, TOM	*****6789

[Cancel](#) [Confirm](#)

Scheduling Training Continued

- To remove a trainee from the cart, click the “Remove” button, then confirm by clicking the red “remove” button in the popup window. A green message will appear at the top of the screen saying, “Employee Removed”.

The screenshot shows a 'Cart' interface. At the top, there are two buttons: 'View by Employee' (selected) and 'View by Service'. Below this, it says 'Sort by: Name' and a '+ Close All' link. The main content area shows a trainee card for 'DOE JOHN *****6106' with a red 'X Remove' button and a blue '(1) Service' link. Below the trainee card is a service card for 'AMERICAN VALVE AND HYDRANT SITE SPECIFIC' with details: Code: 09AVH, Length: 12 minutes, Date: Fri, Feb 14th, Location: ISTC- Beaumont. There is an 'Edit' button and a red 'X Remove' button. A yellow warning banner at the bottom states: 'The employee is missing prerequisite Basic Plus or Safety Essentials course.'

The screenshot shows a confirmation popup window with a red 'X' icon at the top. The text reads: 'Remove "AMERICAN VALVE AND HYDRANT SITE SPECIFIC" Are you sure you wish to cancel this service for JOHN DOE?'. There are two buttons: 'Cancel' and 'Remove'. The 'Remove' button is highlighted with a red box. At the bottom, the text 'TOM *****6789' is visible.

Scheduling Training Continued

- After clicking the “Checkout” button, the confirmation page will appear, showing all the individuals who were scheduled. You can print their confirmation page by selecting the “Print” button, which will then prompt you to save the page.
- If you frequently schedule the same set of courses, click the “Save as a Bundle” button. This will make future scheduling easier.

Confirmation
Your registration was successful.

Employee E-Routing Cards				Print
<input checked="" type="checkbox"/>	Last Name	First Name	SSN	
<input checked="" type="checkbox"/>	 DOE	JOHN	*****6106	

Ordering this again? Save it!
Saving the registered courses and services as a bundle lets you register for them again faster.

[Save as a Bundle](#)

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.