



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.

link
Industrial Safety
ISTC
Training Council

Kimberly Tyson - I-4444

Resources

 **Background Check**
Submit a Background Check order.

[Access](#)

Dashboard
Register
Roster
History
Resources
Admin
Help
Logout

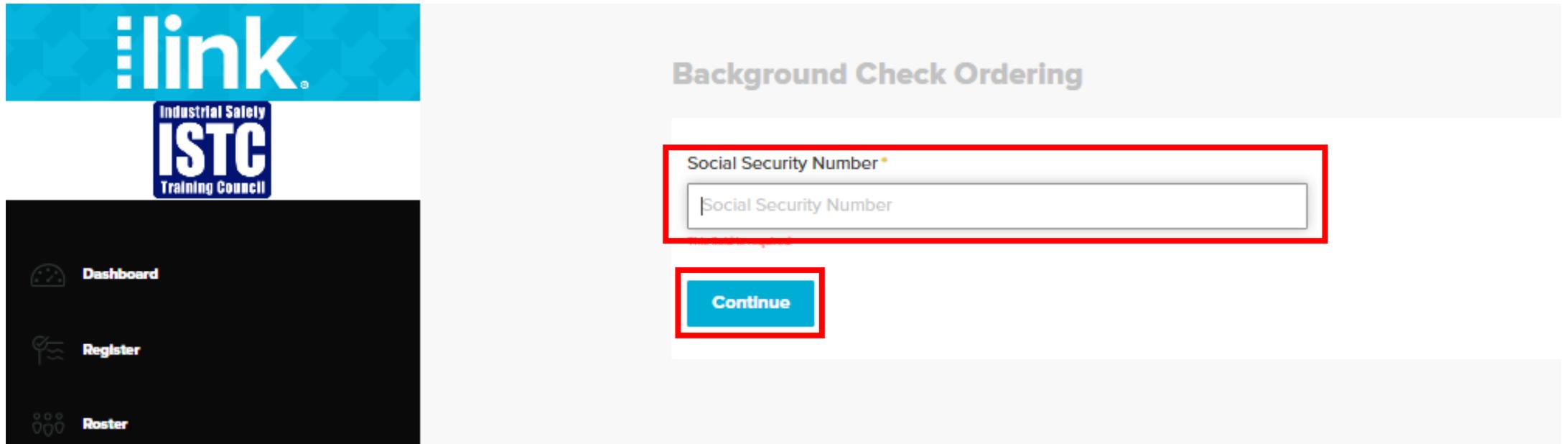
Enrolling in a BCG Vendor

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

The screenshot displays the iLink Industrial Safety ISTC Training Council website interface. 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 is titled "Resources" and features a "Background Check" card. The card includes a blue circular icon with a person and a checkmark, the text "Background Check" and "Submit a Background Check order.", and a blue "Access" button (highlighted with a red box). The top right corner shows the user name "Kimberly Tyson - I-4444" and a shopping cart icon.

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' logo at the top left, with 'Industrial Safety' and 'ISTC Training Council' below it. A dark sidebar on the left contains navigation options: 'Dashboard', 'Register', and 'Roster'. The main content area is titled 'Background Check Ordering' and features a form with a 'Social Security Number' field and a 'Continue' button. Both the input field and the button are highlighted with red rectangular boxes.

link
Industrial Safety
ISTC
Training Council

Dashboard
Register
Roster

Background Check Ordering

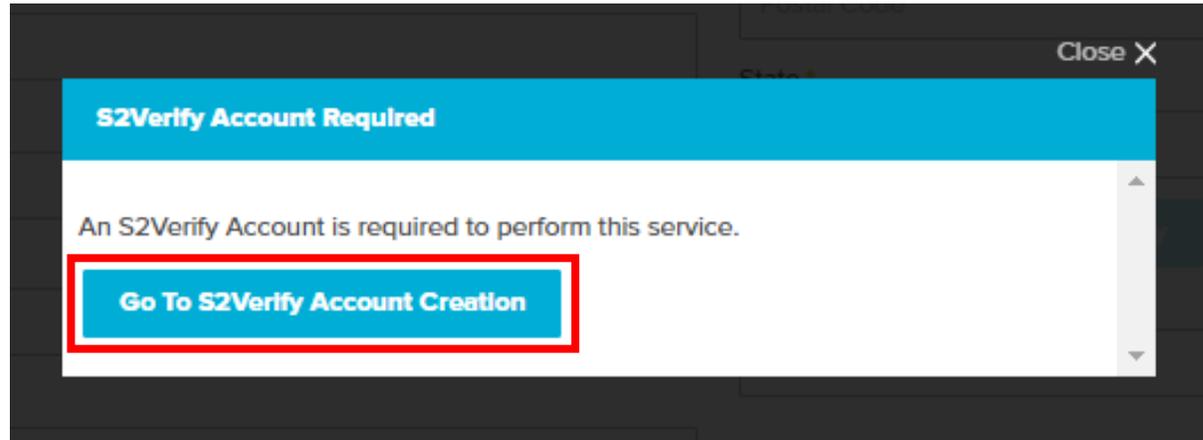
Social Security Number *

Social Security Number

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.

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

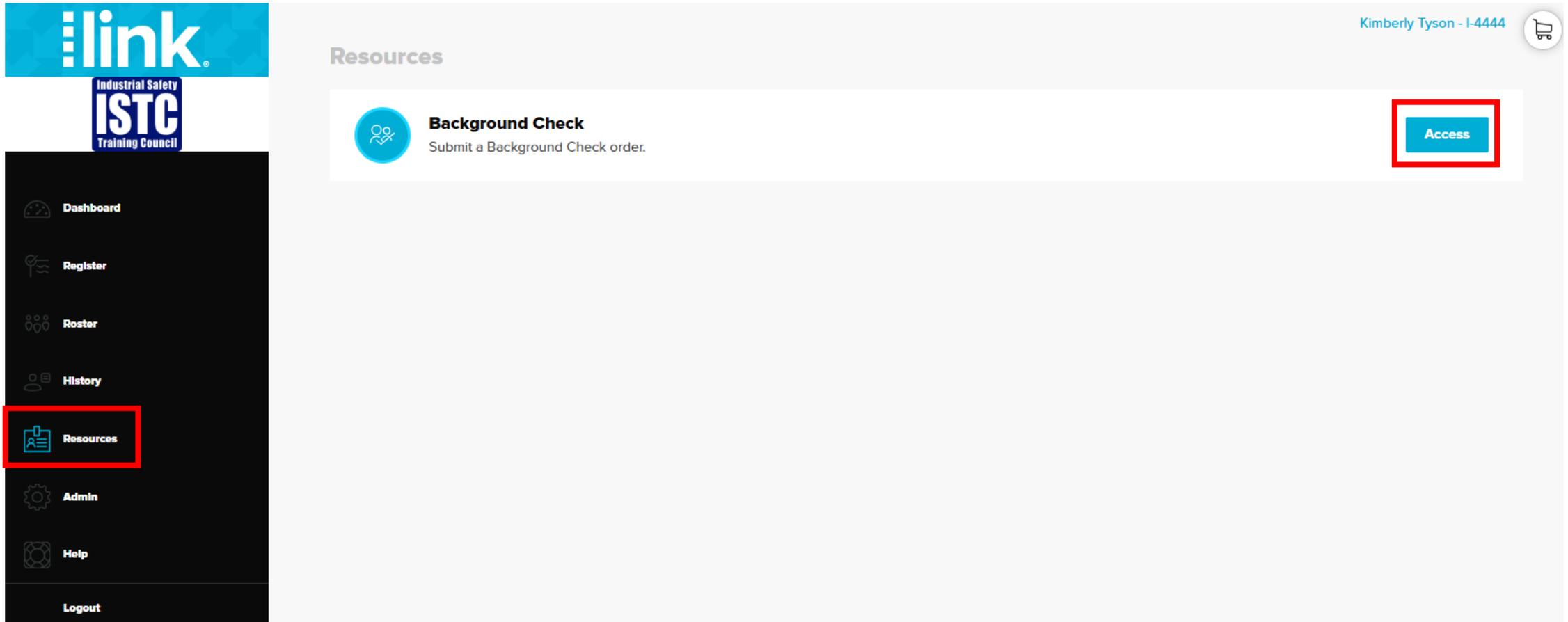
Requested Password *

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 of the iLink Industrial Safety ISTC Training Council website. On the left is a dark sidebar with navigation options: Dashboard, Register, Roster, History, Resources (highlighted with a red box), Admin, Help, and Logout. The main content area is titled "Resources" and features a card for "Background Check" with the subtext "Submit a Background Check order." A blue "Access" button is highlighted with a red box on the right side of the card. 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="State"/>
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="County/Parish"/>
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.

Ordering a Background Check Cont.

- 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.

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.

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

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

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”

The screenshot displays the 'Admin' interface with the 'User Permissions' tab selected. The 'Manage Users' section is visible, featuring a '+ Add User' button. The form includes fields for 'First Name (Required)', 'Last Name (Required)', 'Title', 'Email (Required)', and 'Phone Number (Required)'. Below these fields are six permission checkboxes: 'Admin User', 'Training Registration', 'Training History', 'View Employees', 'Roster Edit', and 'GateCheck for Contractors'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

Cancel **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"

The screenshot displays the 'Admin' interface with the 'Manage Users' section active. The user profile for 'Customer' is shown with the following details:

- First Name (Required):** Customer
- Last Name (Required):** Training
- Title:** Enter Title
- Email (Required):** customerservice@istc.net
- Phone Number (Required):** 000-000-0000
- Username:** Customer_Training
- Last Login:** User has not logged in

At the top right of the profile, there are two buttons: 'Manage User' and 'Active'. The 'Active' button is currently active (green) and is highlighted with a red box. Below the profile, there are five permission checkboxes, all of which are checked (green):

- Admin User
- Training History
- Roster Edit
- Training Registration
- View Employees

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

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”

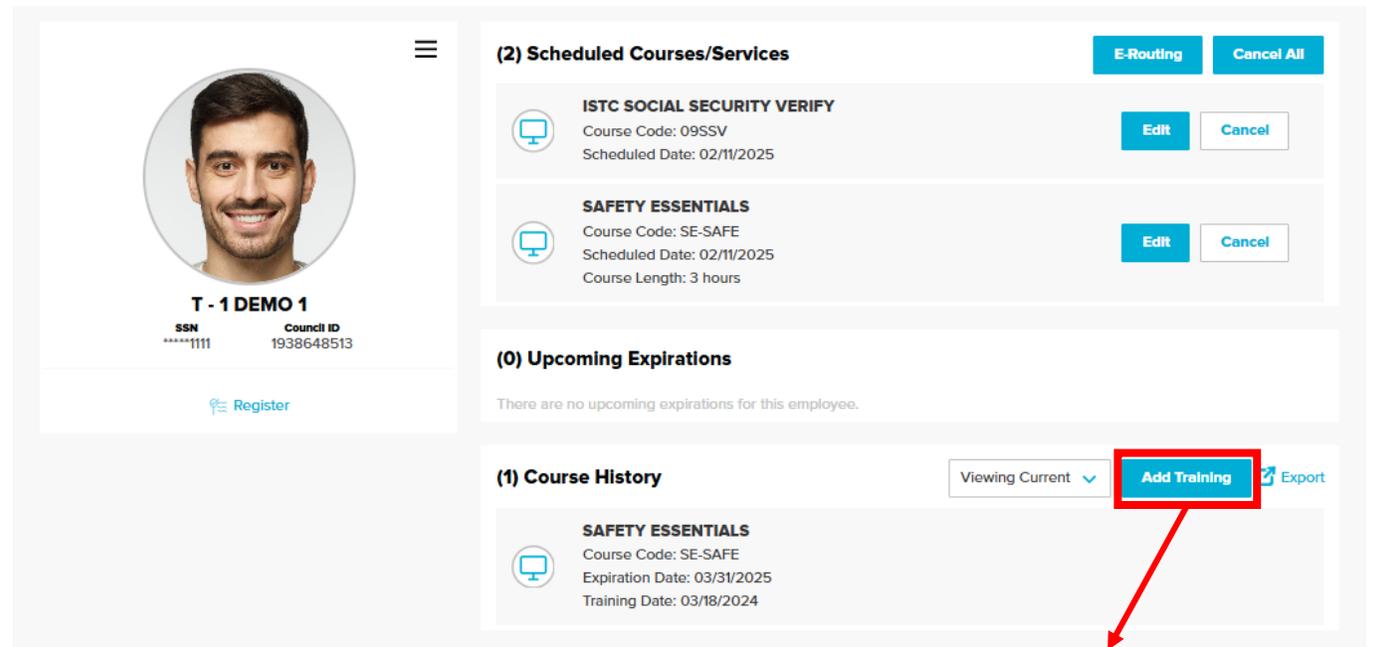
The screenshot shows the 'Admin' interface with the 'Non-Council Training' section active. The page title is 'Admin' and the sub-section is 'Non-Council Training'. The main heading is 'Manage and Add Your Own Training'. A red box highlights the '+ Add Training' button in the top right corner. The form contains the following fields:

- Training Name (Required)**: A text input field with the placeholder 'Enter Name'.
- Training Code**: A text input field with the placeholder 'Enter Code'.
- Does This Course Expire?**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Expiration Period (Months)**: A text input field with the placeholder 'e.g. 3'.
- Description**: A large text area with the placeholder 'Add a description here.' and a small icon in the bottom right corner.

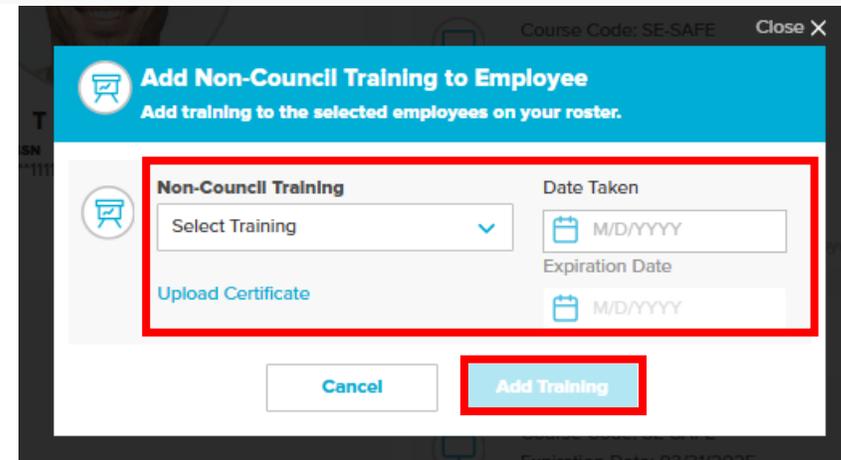
At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

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



The screenshot shows an employee profile for 'T - 1 DEMO 1' with SSN ****1111 and Council ID 1938648513. The profile includes a 'Register' button. To the right, there are sections for '(2) Scheduled Courses/Services' (listing 'ISTC SOCIAL SECURITY VERIFY' and 'SAFETY ESSENTIALS'), '(0) Upcoming Expirations' (stating no upcoming expirations), and '(1) Course History' (listing 'SAFETY ESSENTIALS'). A red box highlights the 'Add Training' button in the 'Course History' section, with a red arrow pointing to the next screenshot.



The screenshot shows a modal titled 'Add Non-Council Training to Employee' with the instruction 'Add training to the selected employees on your roster.' The form includes a 'Non-Council Training' dropdown menu with 'Select Training' selected, a 'Date Taken' field with a calendar icon and 'M/D/YYYY' placeholder, and an 'Expiration Date' field with a calendar icon and 'M/D/YYYY' placeholder. There is an 'Upload Certificate' link. At the bottom, there are 'Cancel' and 'Add Training' buttons. A red box highlights the 'Non-Council Training' dropdown, the 'Date Taken' field, the 'Expiration Date' field, and 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

The screenshot displays the 'Admin' interface with the 'Bundle Management' tab selected. A red box highlights the 'Bundle Management' tab and the '+ Create Bundle' button. A red arrow points from the '+ Create Bundle' button to the 'Create a Bundle' form. The form includes a search bar with 'air' entered, a list of courses with 'Add Course' buttons, a 'Name Your Bundle' field, checkboxes for 'Include Safety Essentials' and 'Include Basic Plus', and a 'Save Bundle' button.

Admin

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

Manage Your Bundles **+ Create Bundle**

[← Back](#) Kimberly

Create a Bundle

Search for courses and clinic services to add to a bundle.

Search Courses and Services

air

 AIR BOTTLE WATCH Code: 09AIRBW Length: 18 minutes	+ Add Course
 AIR LIQUIDE ANACORTES ASU AND SMR Code: 19ALANA Length: 1 hour	+ Add Course
 AIR LIQUIDE BAGDAD Code: 19ALBAG Length: 1 hour	+ Add Course
 AIR LIQUIDE BAY CITY LMA Code: 19ALBEC Length: 45 minutes	+ Add Course
 AIR LIQUIDE BAYPORT COMPLEX VISITOR Code: 19ALBPCV	+ Add Course

Name Your Bundle (Required)

Bundle Name

Include Safety Essentials

Include Basic Plus

Nothing here yet.

Save Bundle

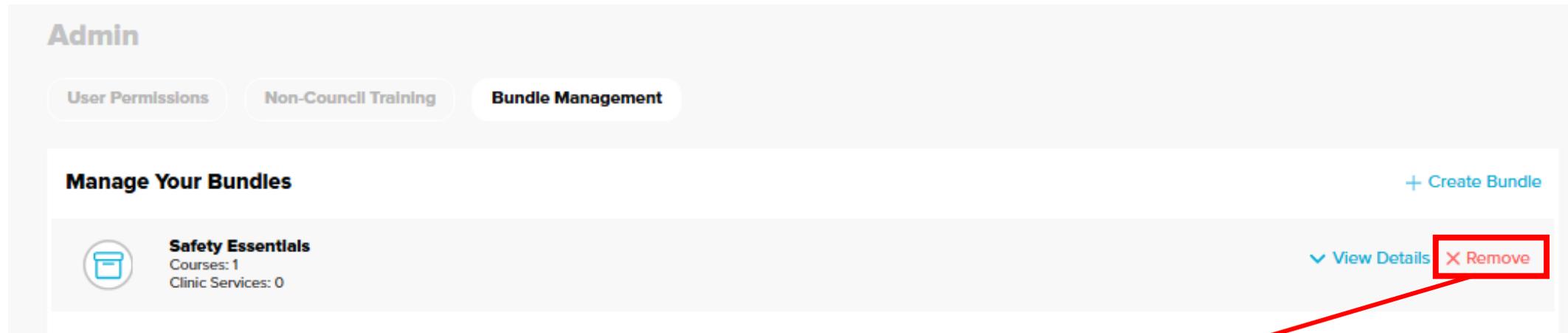
Bundle Management Cont.

- 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.

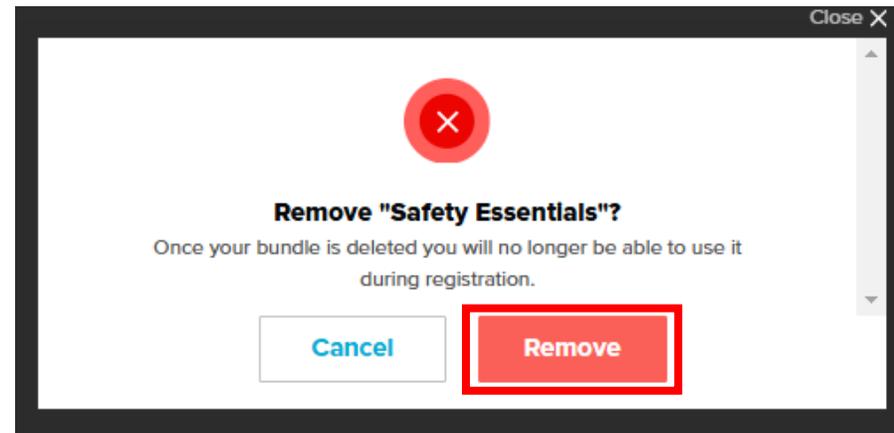
The screenshot displays the 'Admin' interface for 'Bundle Management'. It features three tabs: 'User Permissions', 'Non-Council Training', and 'Bundle Management'. The 'Bundle Management' tab is active, showing a 'Manage Your Bundles' section with a '+ Create Bundle' link. A bundle named 'Safety Essentials' is listed with 'Courses: 1' and 'Clinic Services: 0'. Below this, a card for 'Safety Essentials' shows 'SE-SAFE / SE-SAFER' and '3 hours / 1.5 hours'. An 'Edit' button is highlighted with a red border in the bottom right corner of the bundle card area.

Bundle Management Cont.

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



The screenshot shows the 'Admin' section with three tabs: 'User Permissions', 'Non-Council Training', and 'Bundle Management'. Under 'Bundle Management', there is a 'Manage Your Bundles' section with a '+ Create Bundle' button. A bundle named 'Safety Essentials' is listed with 'Courses: 1' and 'Clinic Services: 0'. To the right of the bundle name are two buttons: 'View Details' and 'Remove'. The 'Remove' button is highlighted with a red box.



The screenshot shows a confirmation popup window titled 'Remove "Safety Essentials"?' with a red 'X' icon at the top. The text inside reads: 'Once your bundle is deleted you will no longer be able to use it during registration.' At the bottom, there are two buttons: 'Cancel' and 'Remove'. The 'Remove' button is highlighted with a red box. A red arrow points from the 'Remove' button in the main interface to this 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.