<u>Online Training Tool – Quick Reference Guide:</u>

Adding Employees to ISNetworld: Before your contractor employees can complete the Online Training or Worker Acknowledgement requirement, the employees must first be entered in the Employee Information section of ISNetworld *by the contractor*. Please follow the steps below to add an employee:

1. Click **Employee Information & Training**
1. Click **Employees**
2. Click **Employee Information**
3. Click **+Add Employee(s)**
4. Enter required information under the **Add Employee(s) Tab**, click **Save**
   a. **Note:** An email address must be entered for each contractor employee in order to assign them to the applicable project If the employee does not have an email address, a general company email address or an account administrator's email address can be entered

Assigning Employees to the Online Training Project: After the applicable contractor employees have been added in the Employee Information section of ISNetworld by the contractor, each individual employee will need to be assigned to the Hiring Client's Online Training or Worker Acknowledgement Project that contains the required training.

1. Click **Employee Information & Training**
2. Select **Worker Assignment**
3. Select **Hiring Client** and allow the page to refresh
4. Click **View Details/Assign Workers**
5. Select the employee(s) you want to add to assign and click **Next**
6. Add the **Location** and**/or Type of Work/Skill** for employee(s)
7. Click **Next**
8. Review and **Save**

Please note the following when assigning contractor employees to their first Online Training Requirement:

- *The employee must have an email address entered in the Employee Information section in ISNetworld to be assigned to a Project with an Online Training or Worker Acknowledgement requirement.*
- *An email notification is sent to the worker once they have been assigned to the Project to notify them of the Online Training / Worker Acknowledgement*

- *requirement. If the employee already has ISNetworld login information: Employee receives a system notification with a link to complete the requirement*
- *Employee receives appropriate permissions needed to complete the requirement*
- *If the employee does not have ISNetworld login information: Employee is automatically added to the Employee Information section and is granted login access*
- *Employee is assigned a username and temporary password, which is indicated in the email notification*
- *Employees are sent an email with a link to complete the Online Training/Worker Acknowledgement*
- *A maximum of 100 employees can be assigned to the project at once If over 100 employees are assigned, user will receive a pop-up*

Completing the Online Training Requirement:

1. From **Employee Information & Training**, select **Online Training**
2. Click **Complete Online Training**
3. Click the dropdown arrow for Client you are taking the training for
4. Under the Status column, click **Launch**
5. Complete the quiz at the end of the training (if required by the Hiring Client)
   a. **Note:** Click the "Finish/Complete/End/Save" button before closing the Online Training pop-up window to ensure completion of the training is registered in ISNetworld
6. If your Hiring Client's online training is mobile-compatible, your workers can also complete the training via ISN's Empower app.

Applying Credit/Sending a Reminder for the Online Training Requirement:

Each Hiring Client with an Online Training Project in ISNetworld determines whether contractors can apply credit for contractor employees who have *passed* the Online Training outside of ISNetworld. If your Hiring Client allows contractors to apply credit for the requirement, please follow the steps below for contractor employees who *passed* the training outside of ISNetworld.

1. From **Employee Information & Training**
2. Click **Training Data Entry**
3. Click on **Requirement –** You are able to search by requirement name
4. Click into **Training Name**

5. Click the **Check Box** next to each **Employee's Name** that needs the Credit
Note: You can click the check box next to **Employee** to select All
6. Click the **Actions Box** dropdown Select **Apply Credit** - You will only see this if it can be applied Enter **Credit Date**
7. Click **Submit**
8. Select **Send Reminder** Click **Submit**

Print Online Training Certificate: When a training is in 'Pass' or 'Complete' status, the employee will have the ability to print a certificate for the training. Certificate will be scaled to 8.5x11 paper in landscape format by default

Follow the steps below to print the Online Training Certificate:

1. Select **Employee Information & Training** from your To-Do list
2. Select **Reporting**
3. Click on **Begin** under **Print Online Training Certificates**
4. Select **Requirement Owner**
5. Select **Requirement**
6. Select **Training**
7. Select name of worker(s)
8. Select **Print Certificates**

The fields below are displayed on an ISN Online Training Certificate:

1. Certificate ID (unique)
2. Client Logo
3. Client Name
4. Employee Name with ISN ID
5. Contractor Company Name with ISN ID
6. Training Name
7. Project Name
8. Score (in points)
9. Training Date
10. Expiration Date
11. Employee Signature

Note: Some Hiring Clients require contractor employees to bring Online Training Certificates on site to show proof of completed/passed training.

To-Do List Triggers: To-Do List Triggers will show next to:

- **Project Assignment**
  - Triggers are tied to the Online Training - Edit CE Permission
  - To-Do List triggers will show for the following:
    - If company is connected to a Project or Site Tracker Project requiring Online Training and no employees are assigned to the site in Project Assignment
    - If the Hiring Client allows contractors to apply credit and an employee training that previously had credit applied expired
  - To-Do List Triggers will *not* show for the following:
    - If company is connected to a Project or Site Tracker Project requiring Online Training and has at least 1 employee assigned to the site in Project Assignment
    - If company is not connected to a Project or Site Tracker Project requiring Online Training
    - If the Hiring Client allows contractors to apply credit and all employee training is not expired
- Complete Online Training To-Do List triggers are tied to the Online Training - Read CE Permission
  - To-Do List triggers will show if a user has an Online Training in a Not Taken, Failed (with Re-take available), Incomplete or Expired status
  - To-Do List Triggers will *not* show if a user has an Online Training in a Complete/Passed or Failed status

Email Notifications:

1. **Owner Client Online Training Request**
   a. Email is sent when a Hiring Client adds an Online Training requirement to a current project the contractor is assigned to or the Hiring Client assigns a contractor to a new project with an Online Training requirement
   b. Sent to Admin users on the account requesting that they can assign employees to the project
2. **Project - Add Employee Notification**
   a. Email is sent when a Hiring Client assigns a contractor employee to a project or contractor assigns an employee to a project
   b. Sent to the contractor employee that was assigned to the project requesting them complete Online Training
      i. If the employee has login access, the email will prompt them to login and complete the Online Training

        ii.   If the employee does not have login access, the emails will contain user login credentials and will then prompt them to login to complete Online Training

3. **Online Training Expiration Notice**
   a. Email is sent when a contractor employee's training has expired
   b. Sent to the Admin users with a list of all employees that have an expired training
   c. Sent to the contractor employee with the expired training information

4. **Online Training Renewal Notice**
   a. Email is sent when a contractor employee (who has opted in to receive the email under Company Notifications) has a training that is about to expire
   b. Sent to the Admin users with a list of all employees that have a training about to expire
   c. Sent to the contractor employee with the information for the training about to expire