

# **Contractor: Step – by – Step Guide**

- **Adding New Employees into ISN**
- **Adding a Photo to Already Existing Employee**
  - **Obtaining a Badge**

# Select “Employee Information & Training” from the Menu on the Left – Hand Side

The screenshot shows the user interface of the Kinder Morgan ISNetworld dashboard. On the left-hand side, there is a dark navigation menu with several options: Home, My Clients, Favorites, Message Center, All Items, and a search bar for ISNetworld Tools. Below the search bar are several menu items with dropdown arrows: Company Information, Employee Information & Training (highlighted with a red circle), Document Center, Questionnaire, and Review & Verification (RAVS). The main content area on the right features the Kinder Morgan logo, the user's name (CARA SCHIRO), and a language selector. A yellow warning banner at the top of the main area states: "ISN personnel will never ask you for your login credentials. Be cautious of emails or calls requesting your ISNetworld username or password. Providing such information could compromise your organization's data and breach its privacy obligations." Below the banner is a "Welcome CARA" section with four key metrics: 5,509 Kinder Morgan Contractors, 68,027 ISN Contractors, 205 Logins - Year to Date, and 0 Unread Messages. Further down is a "Company Search" section with filters for "My Contractors (20)", "Starts with", and "My Sites", along with a "Search" button. On the right side of the dashboard, there are sections for "My To-Do List" (containing a "Written Program Exemption Request") and "My Favorites" (containing reports like "Altamont Online Training Report - ISNetworld 11.7"). At the bottom of the dashboard, there are links for "Customize" and "Full Dashboard".

# Select “Employees” from the Drop – Down, then “Employee Information”

The screenshot shows a software interface with a 'View:' dropdown set to 'All' and 'To-Do'. A vertical 'MENU' bar is on the right. The menu items are: '1. Company Information', '2. Employee Information & Training' (with a warning icon), 'Employees' (circled in red with a red '1' next to it), 'Employee Information' (circled in red with a red '2' next to it), 'ISNetworld Employee ID Cards', 'User Login Access', 'Reports', 'Project Resources/Assignment', 'Online Training' (with a warning icon), 'Operator Qualifications (OQ)', and 'Training Qualifications (TQ)'. The 'Employees' and 'Employee Information' items are highlighted in orange.

Run a **SEARCH** to ensure employee is not already in ISN system.  
Enter employee **LAST** name and hit “Search”

### Employee Information

Search/Results + Add New Employee

Filter

**1**

Employee Name  
Slaugh

First Name

Middle Name

[Use additional search options](#)

ISNetworld Employee ID  
ISNetworld Employee ID

Active

Show All Users

Show users with active login access only

Select Job Title

Select a Location

Supervisor

Immediate Subordinates

**2** Search

**If employee is not in ISN, you can add them from this screen by selecting “+ Add New Employee”**

MENU

Employee Information

Search/Results

 + Add New Employee

Filter

Results  
No record(s) found.

If you **DO NOT** run a search, Step 1 will auto populate to “No” but will allow you to add a worker *even if they already have an ISN account* (duplicates employee name).  
Enter Employee Information: First Name, Last Name and Email Address (minimum)  
> Select “Save”

MENU

Search/Results Details

Step 1: Does the employee have an existing ISNetworld Employee ID?

No 

Yes

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<b>Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>	<b>Nickname:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>	<b>Home #:</b>	<input type="text"/>
<b>Address 2:</b>	<input type="text"/>	<b>Work #:</b>	<input type="text"/>
<b>Country:</b>	<input type="text" value="-Select a Country-"/>	<b>Ext:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>Country Code:</b>	<input type="text" value="Select Country Code"/>
<b>State/Province:</b>	<input type="text"/>	<b>Mobile #:</b>	<input type="text"/>
<b>Postal Code:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

# After Saving Employee's Data, Click on "Upload Picture" for an ISN Badge

MENU

Search/Results **Details** Driver Info Training Jobs Certificates

Beaver, Brent

Image Not Available

[Upload Picture](#)

Last Name:	<input type="text" value="Beaver"/>	First Name:	<input type="text" value="Brent"/>
Middle Name:	<input type="text"/>	Nickname:	<input type="text"/>
Address:	<input type="text"/>	Home #:	<input type="text"/>
Address 2:	<input type="text"/>	Work #:	<input type="text"/>
Country:	<input type="text" value="-Select a Country-"/>	Ext:	<input type="text"/>
City:	<input type="text"/>	Country Code:	<input type="text" value="Select Country Code"/>
State/Province:	<input type="text"/>	Mobile #:	<input type="text"/>
Postal Code:	<input type="text"/>	Email:	<input type="text"/>

Save

# Check Boxes for “Print ID Card” and “Request ID Card”

MENU

Beaver, Brent

Image Not Available

Last Name: Beaver First Name: Brent

Middle Name: Nickname:

Address: Home #:

Address 2: Work #:

Country: -Select a Country- Ext:

Country Code: Select Country Code

Mobile #: Email:

Save

Upload Photo

Employee photos should follow the guidelines below:

- Photo of individual - shoulders and head up only
- Employees should be looking directly at the camera
- No group photos
- No hats
- No sunglasses

Print ID Card (Immediate)  
*\*Photo clarity dependent on image size and printer.*

Request ID Card (via Mail)

Name your file

Select your file

Browse...

Upload

Title- Status: Active

Category- Hired: 01

Location- Terminated: 01

Save

# Enter Employee's Name, Browse for the Picture, and then Click "Upload"

MENU

Beaver, Brent

Image Not Available

**Last Name:**  **First Name:**

**Middle Name:**  **Nickname:**

**Address:**  **Home #:**

**Address 2:**  **Work #:**

**Country:**  **Ext:**

**Country Code:**

**Mobile #:**

**Email:**

**Status:**

**Hired:**

**Terminated:**

**Upload Photo**

Employee photos should follow the guidelines below:

- Photo of individual - shoulders and head up only
- Employees should be looking directly at the camera
- No group photos
- No hats
- No sunglasses

Print ID Card (Immediate)  
*\*Photo clarity dependent on image size and printer.*

Request ID Card (via Mail)

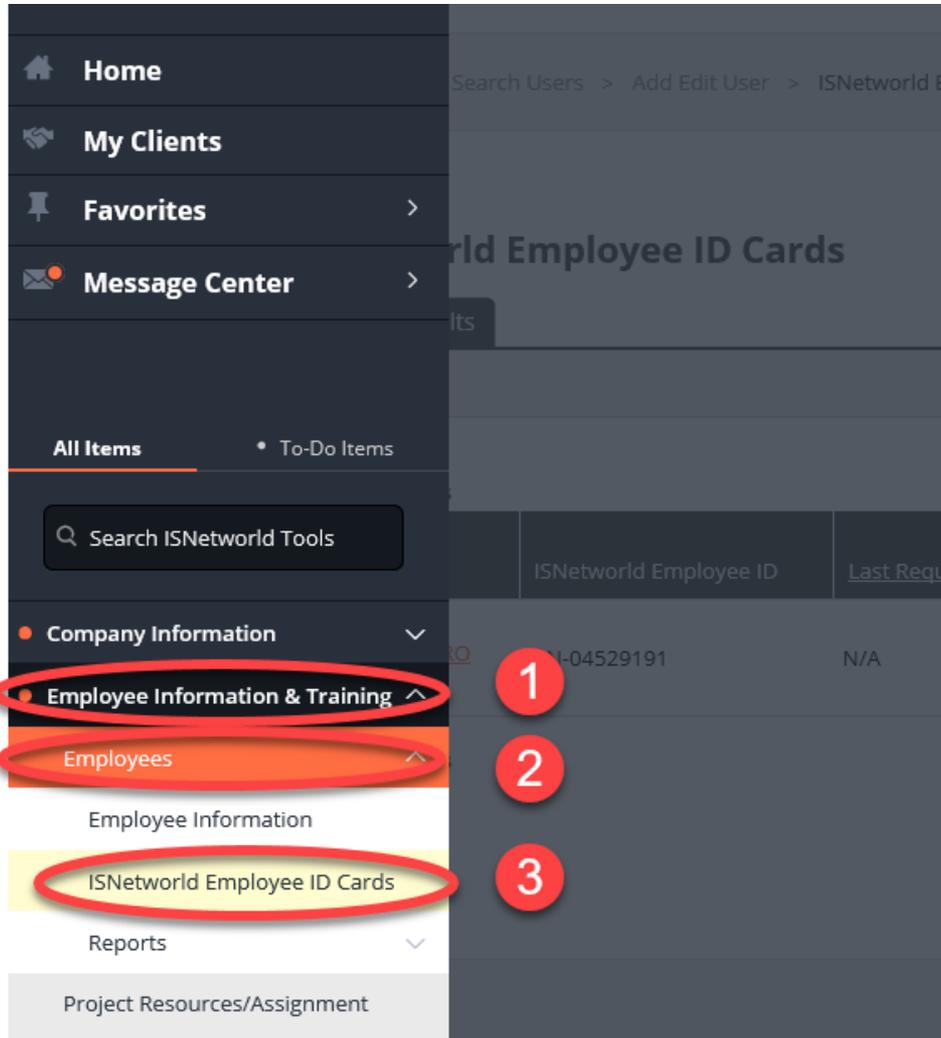
**ISN**

**1** Name your file

Select your file   **2**

**3**

# If Employee is ALREADY in ISN and Photo has Been Uploaded



# Enter Employee Name to Print/Request a Badge

## ISNetworld Employee ID Cards

Search/Results

Filter ^

<p><b>Employee Name</b></p> <p>Schiro <b>1</b></p> <p>First Name</p> <p>Middle Name</p> <p><a href="#">Use additional search options</a> ▼</p>	<p><b>ISNetworld Employee ID</b></p> <p>ISNetworld Employee ID</p> <p>Active ▼</p> <p>Show All Users ▼</p> <p><input type="checkbox"/> Show users with active login access only</p>	<p>Select Job Title ▼</p> <p>Select a Location ▼</p>
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**2** Search

# Check the Preferred Method and Hit “Submit Request”

## ISNetworld Employee ID Cards

Search/Results

Filter

Results

1 Total Records Page 1

Employee	ISNetworld Employee ID	Last Request Date	Last Print Date	Print ID Card (Immediate) <input type="checkbox"/> Select All	Request ID Card (via Mail) <input type="checkbox"/> Select All
 <b>CARA SCHIRO</b>	ISN-04529191	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>

1 Total Records

**1** **2**  
Submit Request