Online Training & Worker Acknowledgement Tool – Quick Reference Guide:

Adding Employees:

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**
2. Click **Employees**
3. Click **Employee Information**
4. Click **+Add Employee(s)**
5. 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 requirement
        i. 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 Requirement:

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.

Please follow the below steps to assign employees to the Online Training Requirement:

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 follow the below steps to mass assign employees to the Online Training Requirement:

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. Click **Mass Update** on the top right
6. Select **Assign** or **Unassign**
7. Select filters to find employees
8. Click **Next**
9. Add the **Location** and**/or Type of Work/Skill** for employee(s)
10. Click **Save**

Please note the below when assigning contractor employees to their first Online Training or Worker Acknowledgement Project:

1. The employee must have an email address entered in the Employee Information section in ISNetworld in order to be assigned to a Requirement with an Online Training or Worker Acknowledgement requirement.

2. An email notification is sent to the contractor employee once they have been assigned to the Requirement to notify them of the Online Training / Worker Acknowledgement requirement.

   a. If the employee already has ISNetworld login information:
      i. Employee receives a system notification with a link to complete the requirement
      ii. Employee receives appropriate permissions needed to complete the requirement
   b. If the employee does *not* have ISNetworld login information:
      i. Employee is automatically added to the Employee Information section and is granted login access
      ii. Employee is assigned a username and temporary password, which is indicated in the email notification
      iii. Employee is sent an email with a link to complete the Online Training/Worker Acknowledgement
3. A maximum of 100 employees can be assigned to the requirement at once
   a. 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)
6. **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
7. If your Hiring Client's online training is mobile-compatible, your workers can also complete the training via ISN's Empower app.

Completing the Worker Acknowledgement Requirement:

1. From **Employee Information & Training**, select **Worker Acknowledgement**
2. Click **Complete Acknowledgements**
3. Click the pencil icon under **View/Submit**
4. After reviewing the acknowledgement, **select the "I have read and agree to comply with the above requirements" box**
5. Select **"I Agree"**
6. Your workers can also complete the worker acknowledgement via ISN's Empower app.
7. Note: To have credit applied, reach out to your Hiring Client

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

Each Hiring Client with an Online Training Requirement 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 below steps for contractor employees who *passed* the training outside of ISNetworld.

1. From **Employee Information & Training**
2. Click **Training Data Entry**
3. Click on **Requirment**
   a. 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
   a. Note: You can click the check box next to **Employee** to select All
6. Click the **Actions Box** dropdown
   a. Select **Apply Credit** - You will only see this if it can be applied
      i. Enter **Credit Date**
      ii. Click **Submit**
   b. Select **Send Reminder**

i. Click **Submit**

<u>Running an Online Training Report:</u>

The Detailed Report will allow you to build a custom report by selecting the data points you wish to view. This will provide a complete view of all training data that has been entered for an employee.

1. Select **Employee Information & Training**
2. Select **Reporting**
3. Select **+Create New**
4. Select applicable workers under **Select Workers**
5. Select **Requirement Owner(s)**
6. Select **Requirements**
7. Select **Data Points/Filters**
8. View/Save Report
    a. *Please note, a Training Status of 'Complete' will be listed if credit was applied to the employee and a status of 'Pass' will be listed for employees who completed the training through ISNetworld or Empower.*

<u>Print Online Training Certificate:</u>

When a training is in 'Pass' or 'Complete' status, the employee will have the ability to print a certificate for the training.

1. Certificate will be scaled to 8.5x11 paper in landscape format by default
2. Follow the below steps to print the Online Training Certificate:
    a. Select **Employee Information & Training** from your To-Do list
    b. Select **Reporting**
    c. Click on **Begin** under **Print Online Training Certificates**
    d. Select **Requirement Owner**
    e. Select **Requirement**
    f. Select **Training**
    g. Select name of worker(s)
    h. Select **Print Certificates**
3. The below fields are displayed on an Online Training Certificate for contractor employees:
    a. Certificate ID (unique)
    b. Client Logo
    c. Client Name
    d. Employee Name with ISN ID
    e. Contractor Company Name with ISN ID
    f. Training Name
    g. Requirement Name
    h. Score (in points)
    i. Training Date
    j. Expiration Date
    k. Employee Signature
4. **<u>Note:</u>** Some Hiring Clients require contractor employees to bring Online Training Certificates on site to show proof of completed/passed training.

<u>Online Training Permissions:</u>

1. <u>Online Training – Read</u>
    a. Access to Complete Online Training
    b. Access to Employee Report by Requirement
2. <u>Online Training – Edit</u>
    a. Access to Requirement Assignment

b. Access to Complete Online Training
c. Access to Online Training Report
d. Access to Employee Report by Requirement

To-Do List Triggers:

1. To-Do List Triggers will show next to:
   - Requirement 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 Requirement or Site Tracker Project requiring Online Training and no employees are assigned to the site in Requirement 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 Requirement or Site Tracker Project requiring Online Training and has at least 1 employee assigned to the site in Requirement Assignment
       - If company is not connected to a Requirement or Site Tracker Project requiring Online Training
       - If the Hiring Client allows contractors to apply credit and all employee trainings are 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 Requirement the contractor is assigned to or the Hiring Client assigns a contractor to a new Requirement with an Online Training requirement
   b. Sent to Admin users on the account requesting that they can assign employees to the Requirement
2. **Requirement - Add Employee Notification**
   a. Email is sent when a Hiring Client assigns a contractor employee to a requirement or contractor assigns an employee to a requirement
   b. Sent to the contractor employee that was assigned to the equirement 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

Viewing Online Training in QuickCheck:

Contractors can view assigned employees' Online Training status for Hiring Clients in QuickCheck by following the below steps:

1. Click **Employee Information & Training**
2. Click **Employees**
3. Click **Employee Information**
4. Search for an employee name
5. Click **QuickCheck**
6. Under select Data Category, click **Training**
7. Under select 3rd Party Data, click **Owner Client Specific** (Online Training)/(Contractor Side)
    a. Columns Include:
        i. Owner Client
        ii. Training Name
        iii. Status
        iv. Pass
        v. Complete
        vi. Fail
        vii. Expired

Empower Mobile App:

Your employees can access their jobsite requirements, electronic ISN ID Card and complete training on-the-go through the Empower app. For more information on how Empower benefits you and your workers, please reference the Empower website here.