

Online Training Tool – Quick Reference Guide

Listed below are the following step-by-step instructions for:

1. Adding a new employee to your company's ISNetwork account
2. Assigning an employee to a Hiring Client project to complete an Online Training
3. Completing the Online Training in ISNetwork
4. Online Training Tool reporting

Step 1: Adding Employees in ISNetwork: Before employees can complete the Online Training requirement, they must first be entered in the Employees section of ISNetwork.

Please contact the ISN Customer Service team at (800) 976-1303 if you are adding 20+ employees to obtain an Employee Upload template.

Note: If your employees have already been added to ISNetwork (with email addresses), please progress to Step 2.

Steps below to add an employee:

1. Click **2. Employee Information & Training**
2. Click **Employees**
3. Click **Employee Information**
4. Click **+Add New Employee**
5. Enter required information under the **Details Tab**, click **Save**

Note: An email address must be entered for each contractor employee to assign them to an Online Training 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

Step 2: Assigning Employees to the Online Training Project: After the applicable contractor employees have been added in the Employees section of ISNetwork, each individual employee will need to be assigned to applicable project.

Steps below to assign employees to the Online Training Project:

1. Click **2. Employee Information & Training**
2. Click **Project Resources/Assignment**
3. Select the applicable Hiring Client from the dropdown
4. Click **View Details/Assign Employees**
5. Use the filters to locate a specific employee (optional)
6. Select the employee(s) you want to add to the Project from the Available box on the left and move them to the Selected box on the right by clicking **Move Selected**
7. Click **Save**

Please note the below when assigning contractor employees to the Online Training Project:

1. The employee must be entered in the Employee Information section in ISNetwork by the contractor to appear in the "Available" box in the Project Assignment section.
2. The employee must have an email address entered in the Employee Information section in ISNetwork in order to be assigned to a Project with an Online Training requirement.
3. An email notification is sent to the contractor employee once they have been assigned to the Project to notify them of the Online Training requirement.
 - a. If the employee already has ISNetwork login information:
 - i. Employee receives appropriate permissions needed to complete Online Training
 - ii. Employee receives an email with a link to complete Online Training
 - b. If the employee does *not* have ISNetwork login information:
 - i. Employee is automatically given login access with the appropriate Online Training Permissions
 - ii. Employee is emailed a username, temporary password and a link to complete the Online Training

4. A maximum of 100 employees can be assigned to the Online Training Project at once
 - a. If over 100 employees are assigned, user will receive a pop-up

Step 3: Completing the Online Training Requirement: Each user will login into ISNetworld to complete their training through the below steps.

Steps below to complete an Online Training is ISNetworld:

1. From **2. Employee Information & Training**, select **Online Training**
2. Click **Complete Online Training**
3. Under the Status column, select **Begin Training** link
Note: The training will open in a separate window. Please disable your pop-up blocker to allow it to open.
4. Complete the quiz at the end of the training (if applicable)
Note: Click the "Finish" button before closing the Online Training pop-up window to ensure completion of the training is registered in ISNetworld

Step 4: Printing Online Training Certificate (If Applicable): When a training is in 'Pass' or 'Complete' status, the employee can print a certificate to show proof of completion.

Steps below to print an Online Training Certificate:

1. Follow the below steps to print the Online Training Certificate:
 - a. Select **2. Employee Information & Training** from your To-Do list
 - b. Click **Online Training**
 - c. Select **Complete Online Training**
 - d. Click on **Passed** trainings
 - e. Select **Print Certificate** (Certificate will be scaled to 8.5x11 paper in landscape format by default)

Online Training Reports: The below reports can be pulled by an ISN Administrator to track and view the below information.

1. Online Training Report: Displays a report of all employees that are assigned to a specific project to be viewed in report format.
 - a. Employees assigned to project
 - b. The status of each employee (Not Taken/Pass/Fail/Expired)
 - c. Employee scores
 - d. Completion date
 - e. Expiration date
2. Employee Report by Project: Displays completion verification for each employee that is assigned to the applicable project to be viewed in PDF format.
 - a. Employee name
 - b. Employee company
 - c. Training completed
 - d. Completion date
 - e. Expiration date
 - f. Status of training