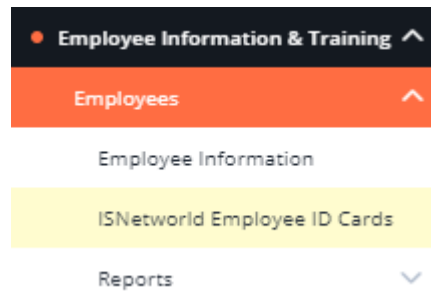


ID Card Request Process

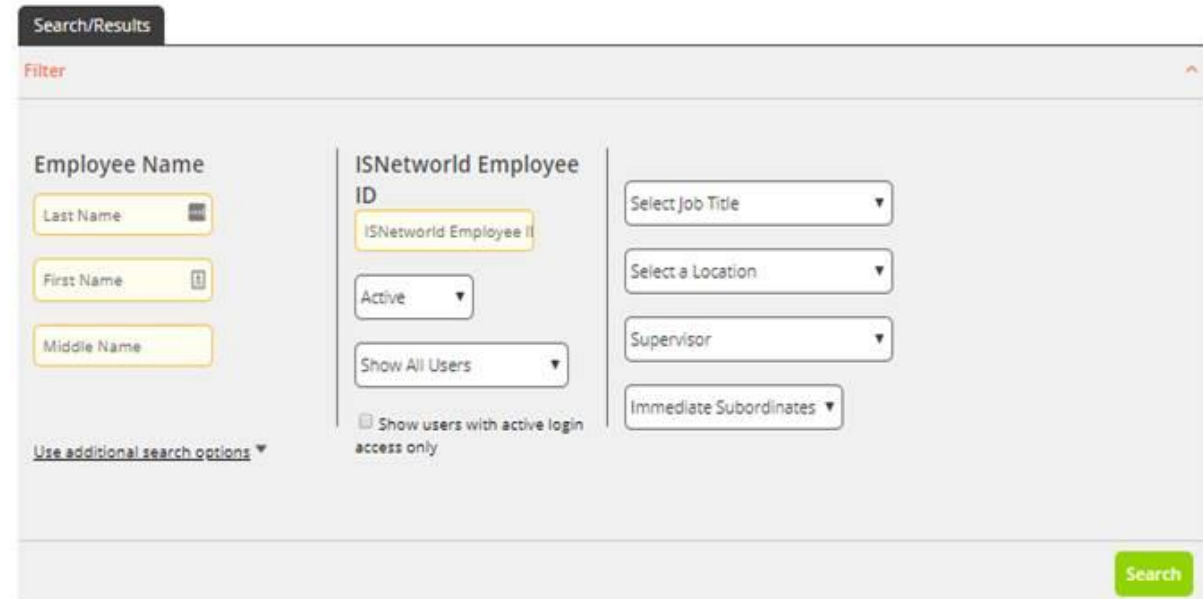
Contractors can request ID cards by:

1. Navigating to **Employee Information & Training** on navigation bar
2. Selecting **Employee**
3. Clicking on **ISNetworld ID Cards**



From here, the contractor will be able to filter by a specific employee or click on the green **Search** button to select all employees in the system

ISNetworld Employee ID Cards



The screenshot shows the 'ISNetworld Employee ID Cards' search interface. It features a 'Search/Results' header and a 'Filter' section. The filter section is divided into three columns:

- Employee Name:** Includes input fields for Last Name, First Name, and Middle Name, each with a search icon. A link for 'Use additional search options' is located below these fields.
- ISNetworld Employee ID:** Includes an input field for the ID, a dropdown for 'Active', and a dropdown for 'Show All Users'.
- Additional Filters:** Includes dropdowns for 'Select Job Title', 'Select a Location', 'Supervisor', and 'Immediate Subordinates'. A checkbox for 'Show users with active login access only' is also present.

A green 'Search' button is located at the bottom right of the interface.

The contractor will then have the option to select an option for the ID Card request, please note the option to request an ID card via mail will not be available if an ID has been requested in the past 30 days.

The ability to request an 'Immediate' ID card is always available.

Once selected click the **Submit Request** button

*** If a picture needs to be uploaded, the employee name can be clicked, and a new photo can be uploaded

A file will be downloaded to the desktop with a PDF file containing the requested IDs





ISNetworld Employee ID Cards

Search/Results

Filter

Results

4 Total Records Page 1

Employee	ISNetworld Employee ID	Last Request Date	Last Print Date	Print ID Card (Immediate) Select All	Request ID Card (via Mail) Select All
 Carl Allen	ISN-00367002	06/28/2019	07/12/2019	<input checked="" type="checkbox"/>	Previously Requested
 John Allen	ISN-02365896	09/08/2014	N/A	<input checked="" type="checkbox"/>	Pending request
 Carla Allen	ISN-03154387	06/28/2019	N/A	<input checked="" type="checkbox"/>	Pending request
 Carl Allen	ISN-05026337	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4 Total Records Page 1

What type of printer will be used to print the selected ID Cards? Paper (Traditional Printer) ID Card Printer

**Photo clarity dependent on image size and printer*

Submit Request



The PDF file will show the requested ID cards.

These can be printed on regular copy paper.

<p>Collect. Verify. Connect. </p>  <p>CARLA ALLEN ISN ID: 03154387 ISSUED: August 2019</p>  <p>WWW.ISNETWORLD.COM</p>	<p>Collect. Verify. Connect. </p>  <p>JOHN ALLEN ISN ID: 02365896 ISSUED: August 2019</p>  <p>WWW.ISNETWORLD.COM</p>	<p>Collect. Verify. Connect. </p>  <p>CARL ALLEN ISN ID: 00367002 ISSUED: August 2019</p>  <p>WWW.ISNETWORLD.COM</p>
<p>Collect. Verify. Connect. </p>  <p>CARL ALLEN ISN ID: 05026337 ISSUED: August 2019</p>  <p>WWW.ISNETWORLD.COM</p>		