

## ISN ID Card Step-by-Step Guide

The below guide outlines the step-by-step process for completing the ISN ID Card requirement in ISNetworld.

Please note, several sections are permissions based. Contact your account administrator or the ISN Customer Service Team if you do not have access to a particular section.

**Step 1: Add Employees to ISNetworld** - *Employees must be added into ISNetworld for the employees to be available within the ID Card section in order the ISN ID Cards.*

1. Add Employee Details
  - a. Select **Employee Information & Training** on the To-Do List
  - b. Select **Employees**
  - c. Select **Employee Information**
  - d. Select **+ Add New Employee** button
  - e. Enter applicable information (First Name, Last Name, and a Picture of the employee are required)
    - **Note:** Pictures need to be in JPEG or PNG format
  - f. Click **Save**

Companies with more than 30 employees can upload details via Employee Data Template. Please contact the ISN Customer Service Team for additional details.

**Step 2: Request Order and Print Temporary ID Cards for Employees**

**Note:** *An employee photo must first be uploaded in order to request an ID card. If the employee does not have a photo uploaded, please follow the steps outlined under 2. Request ID Cards – Photo needs to be uploaded*

1. Request ID Cards – *Photo has been Uploaded*
  - a. Select **Employee Information & Training** on the To-Do List
  - b. Select **Employees** from the left navigation menu
  - c. Select **ISNetworld Employee ID Cards**
  - d. Select Search (Note: there are filters at the top of the page to assist in narrowing search results)
  - e. Check the box in the appropriate column:
    - **To request an ISN ID Card:** Check the box under the **Request Card** column for the employee
    - **To print Temporary ISN ID Card:** Check the box in the **Print Temporary Card** column to the right of the employee's name
  - f. Select **Submit Request**
  - g. Confirm shipping address information – updates can be made, if needed
    - **Note:** ISN ID Cards take 6-8 weeks to be shipped
2. Request ID Cards – *Photo needs to be Uploaded*
  - a. Select **Employee Information & Training** on the To-Do List
  - b. Select **Employees** from the left navigation menu
  - c. Select **ISNetworld Employee ID Cards**
  - d. Select Search (Note: there are filters at the top of the page to assist in narrowing search results)
  - e. Click on The Employee Name
  - f. Select **Upload Photo**
  - g. Review photo guidelines
  - h. Check the box for the appropriate option:

- **To print a Temporary ISN ID Card:** Check the box next to **Print ID Card (immediate)**
  - **To request an ISN ID Card via Mail:** Check the box next to **Request ID Card (via Mail)**
- i. Name and Select your file
  - j. Click **Upload**
    - If a temporary ISN ID Card was selected, the file will automatically download
    - If a physical ID Card was requested, the system will prompt you to confirm shipping address information – updates can be made, if needed.
- Note:** ISN ID Cards take 6-8 weeks to be shipped

To view an ISN ID Card immediately on your smart phone or tablet, please follow the steps below.

1. Open the **ISNetworld App**
2. Select the **Employee ID** tile to view the ISN ID card

**Please ensure that all employees that are coming onsite have an ISN ID card that matches their current ISN ID in your company's account.** If the ISN ID numbers do not match, the system will not be able to check the employee in.