

Overview

Training via Live Online Proctoring is now available for registration through LINK™. Below are the steps to register for training for Live Online Proctoring.

1 LINK™ Accounts

Your company must have an account with HASC to register for training. If you do not already have a LINK™ account, click on the buttons below.

Member Account <https://portal.hasc.com/App/Forms/Membership>

Non-Member Account <https://portal.hasc.com/app/forms/signup>

LINK™ <https://portal.hasc.com/App/login>

Member Benefits

- Reduced training costs for HASC courses online and at all HASC locations
- Enhanced LINK™ functionality, including the ability to upload and track other records and training reports
- COVID Compliance Solution

2 Registering for Online Courses

1. Click **Register**

2. Register personnel by either their SSN or Council ID

The screenshot shows the LINK Register page. On the left is a navigation menu with options: Dashboard, Register, Roster, History, Resources, Admin, Help, and Logout. The main content area is titled 'Register' and includes a sub-header 'Add the employees you wish to register.' Below this are two search fields: 'Enter SSN' and 'Enter Council ID'. The SSN field has a search icon and a dropdown menu for country selection with options 'US', 'US', and 'CAN'. The Council ID field has a search icon and a text input. Below the search fields, a message states 'The employee was found and will now be available for registration.' A table displays the found employee's details:

First Name	Last Name	SSN	Council ID
CHRISTIAN	FIELDER	*****3268 - US	1950097106


At the bottom left, there is a notification '1 Employee(s) added' with a profile icon. At the bottom right, there is a blue button labeled 'Select Services'.

3. Select the appropriate country from the drop-down menu

4. Click **Select Services** after all personnel have been added

Note: Multiple personnel can be registered in the same session

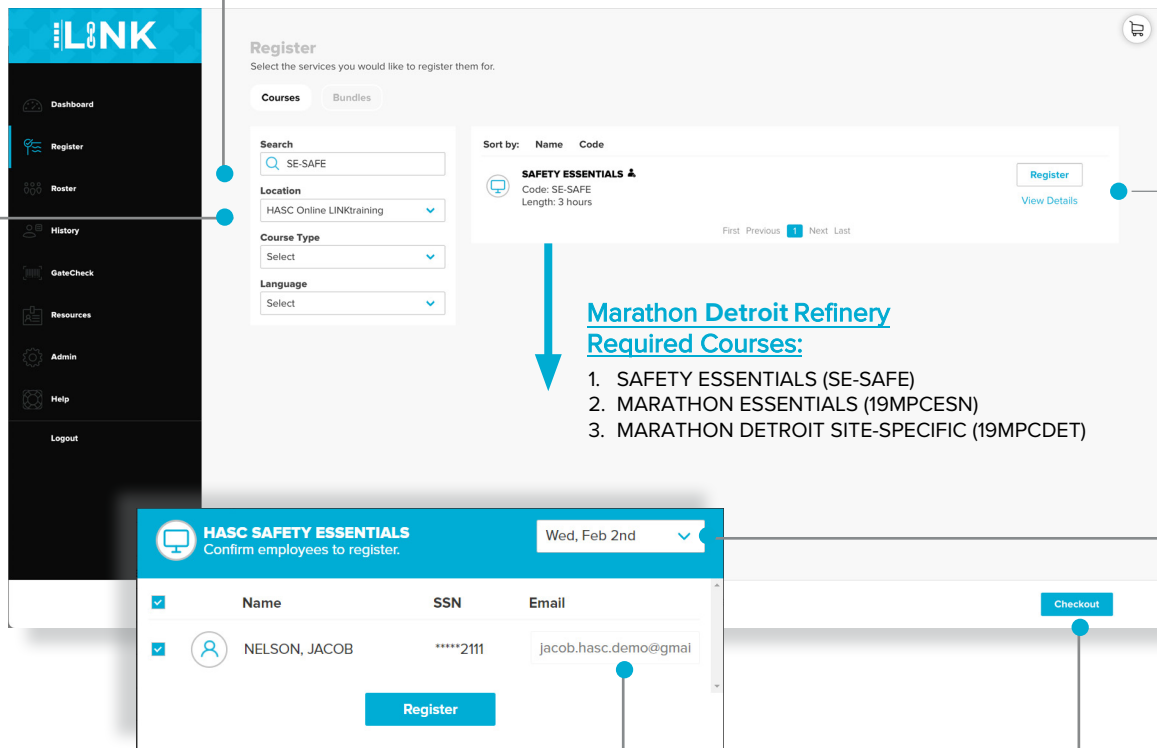
1. Select "HASC Online LINKtraining" training location in the location drop-down menu

 **Note:** Only available courses at the selected location will display

2. Individually search for the course(s) by name or course code and select course(s)

3. Click **Register**

4. Select the training date from the drop-down menu




Marathon Detroit Refinery Required Courses:

1. SAFETY ESSENTIALS (SE-SAFE)
2. MARATHON ESSENTIALS (19MPCESN)
3. MARATHON DETROIT SITE-SPECIFIC (19MPCDET)

<input checked="" type="checkbox"/>	Name	SSN	Email
<input checked="" type="checkbox"/>	NELSON, JACOB	*****2111	jacob.hasc.demo@gmail

5. Check that each personnel has a valid email next to their name

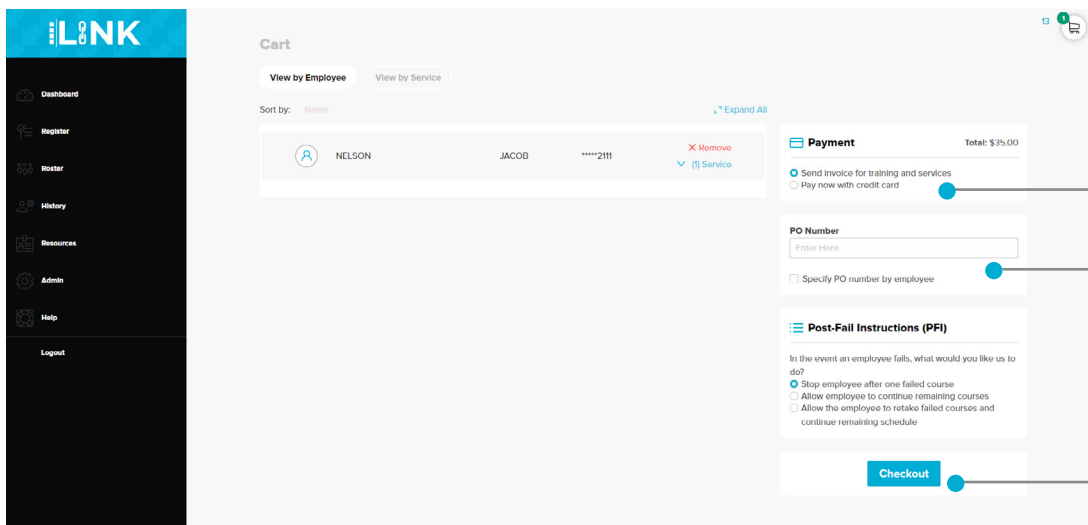
6. Once all courses are selected, click **Checkout**

 **Note:** If email is address is left blank, the trainee will not be notified of the registration

1. Select the payment method (if required)

2. Add an optional PO number

3. Select **Checkout**



Payment Total: \$25.00

Send invoice for training and services
 Pay now with credit card

PO Number
Enter Here

Specify PO number by employee

Post-Fail Instructions (PFI)

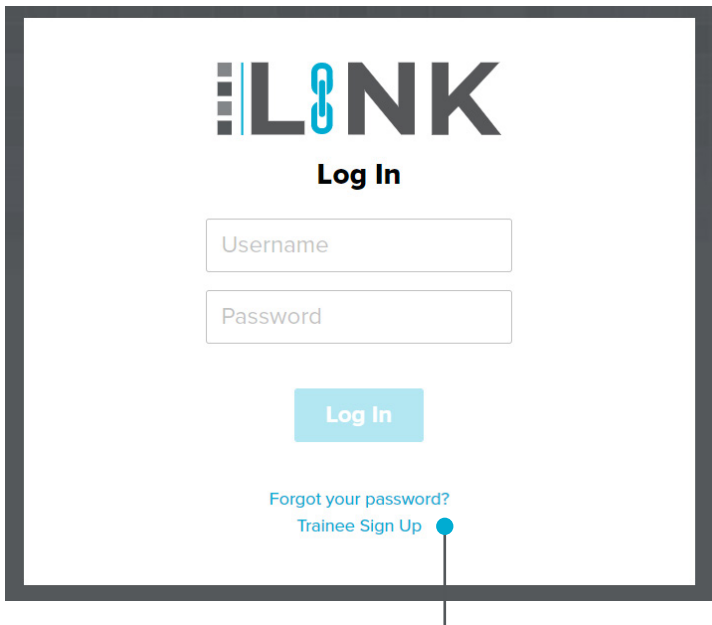
In the event an employee fails, what would you like us to do?

Stop employee after one failed course
 Allow employee to continue remaining courses
 Allow the employee to retake failed courses and continue remaining schedule

 **Note:** Registrations stay active for five business days.

3 Course Registration - Missing Personnel Email

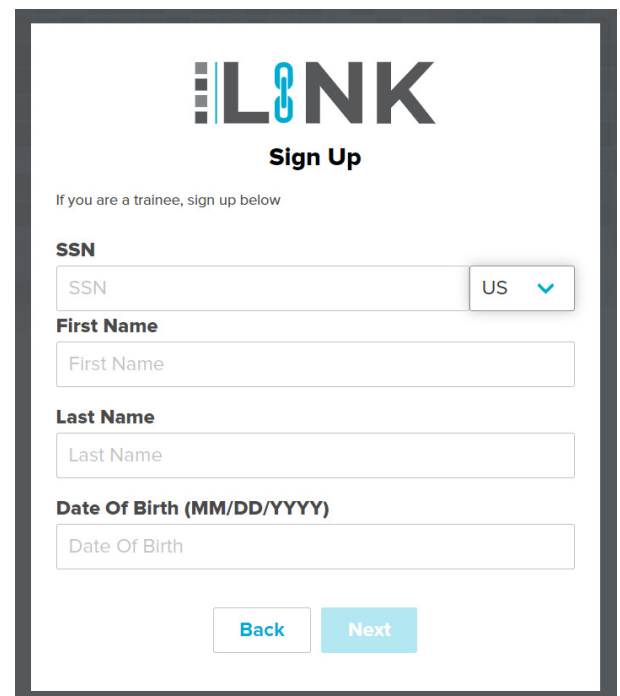
If the administrator does not know the personnel's email address when registering for training, direct the personnel to the [LINK™](#) page to make a Trainee account.



1. Once they are at the login page, they will need to select [Trainee Sign Up](#).

2. The personnel will be directed to set up their own [LINK™](#) Trainee account and will only have to do it once.

- SSN for their Country (U.S. or Canada)
- First and Last name
- Date of Birth



 **Note:** Once the personnel has created a [LINK™](#) Trainee account and login, their training will be visible on their dashboard to complete.

If you need any additional support, please reach out to our customer service team.