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## Contractor User Guide

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# LINK™ ACCOUNTS

## 1 Creating an Account

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>

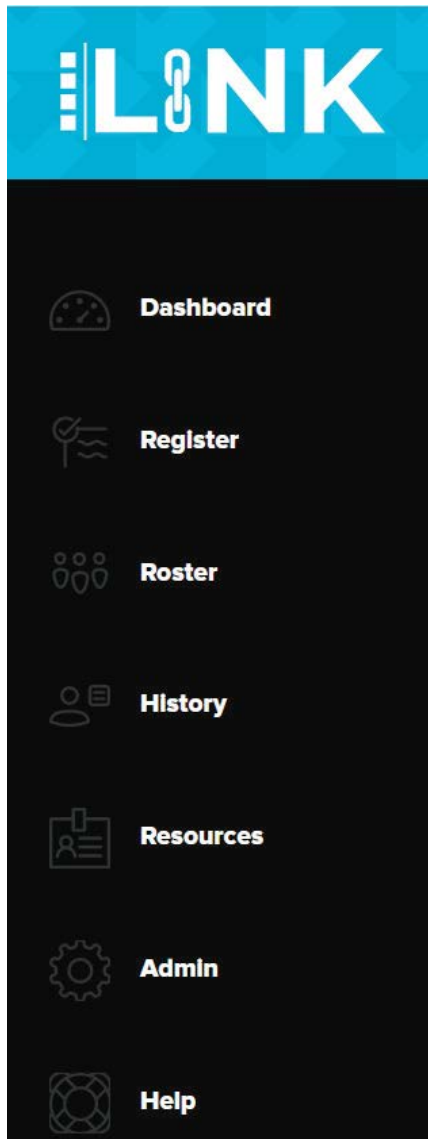
Non-Member Account

<https://portal.hasc.com/app/forms/signup>

## 2 Membership 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

### 3 Menu Features



**Dashboard:** View at a glance of personnel receiving training, clinic services, expirations and upcoming HASC news

**Register:** Register personnel for training and clinic services

**Roster:** View the company's current roster, edit personnel, track COVID Compliance, and run site-compliant reports

**History:** Run training and clinic history reports as well and company specific training reports

**Resources:** View and submit a standardized pre-qualification form that allows contractors to clearly communicate their qualifications to potential hiring companies. Access eBinder, a digital document repository for hiring companies to share important company information with their contractors.

**Admin:** Manage the company's LINK™ users, create training and clinic bundles for commonly used courses and services, add new training locations, and add new training proctors

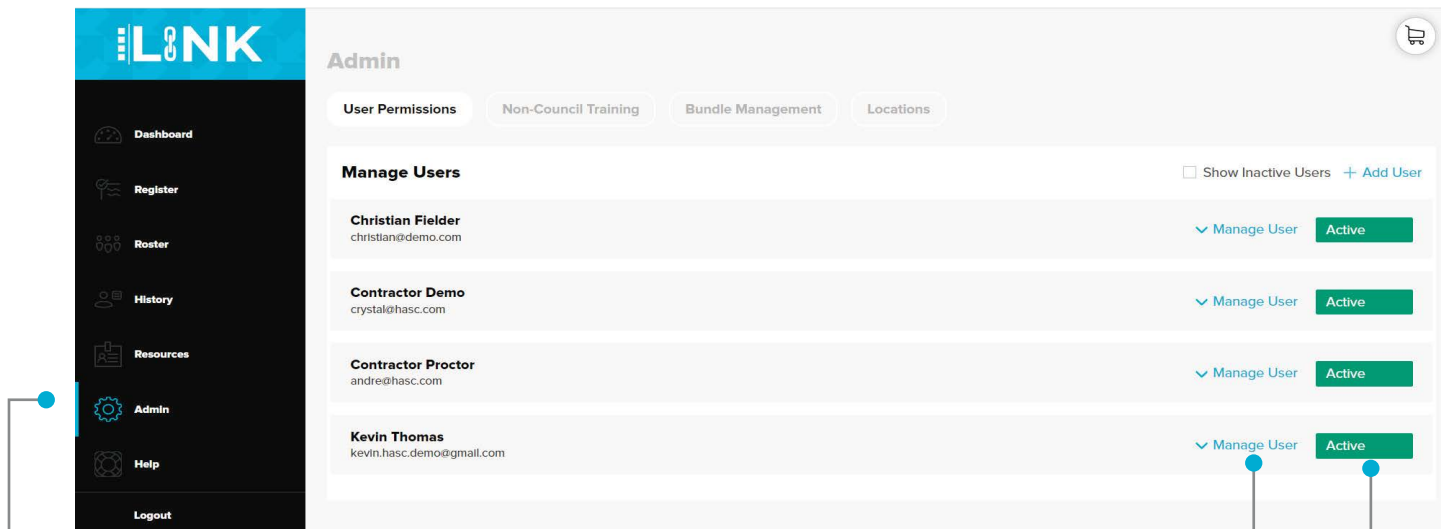
**Help:** View LINK™ quick start guides and videos, as well as FAQs

# ADMIN FUNCTIONS

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## 1 Accessing Administrator Functions

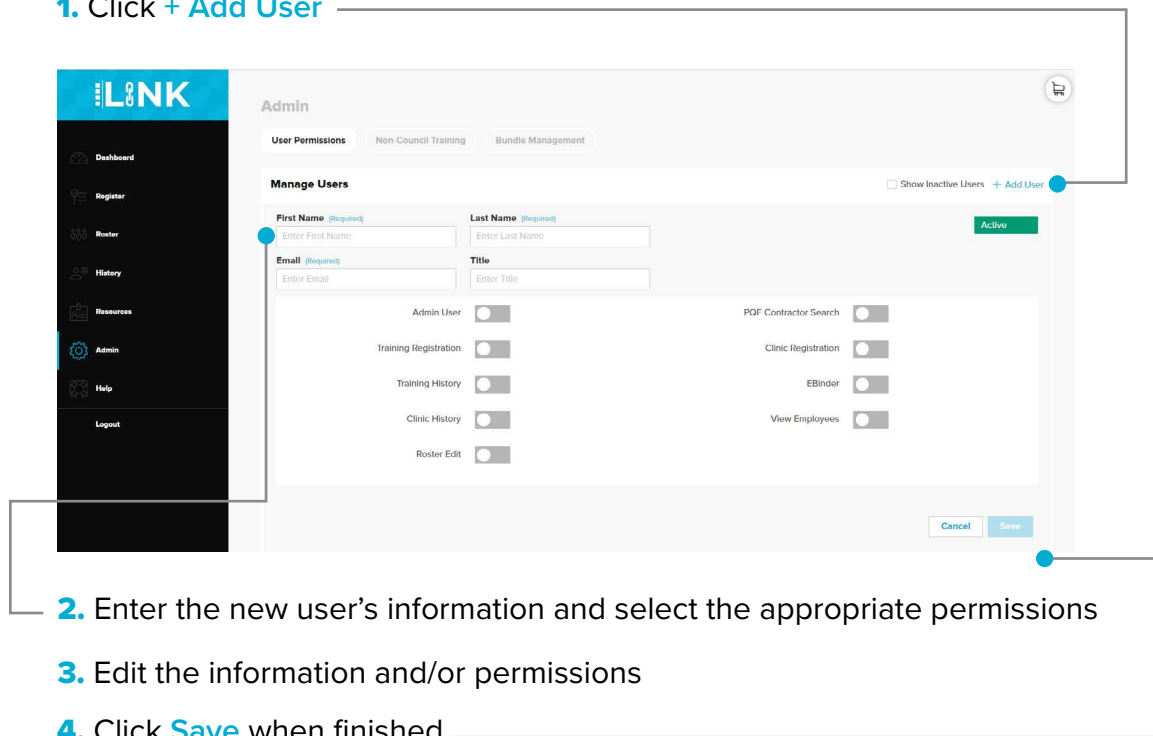
Company approved Administrators will have access to edit LINK™ user's permissions within the Admin tab in LINK™. Every employee who has a LINK™ account will be shown in this tab.



1. Click on the **Admin** tab to edit users.
2. Click on **Manage User**
3. Users can be made inactive by clicking on the **Active** button

## 2 Adding and Editing LINK™ Users

1. Click **+ Add User**



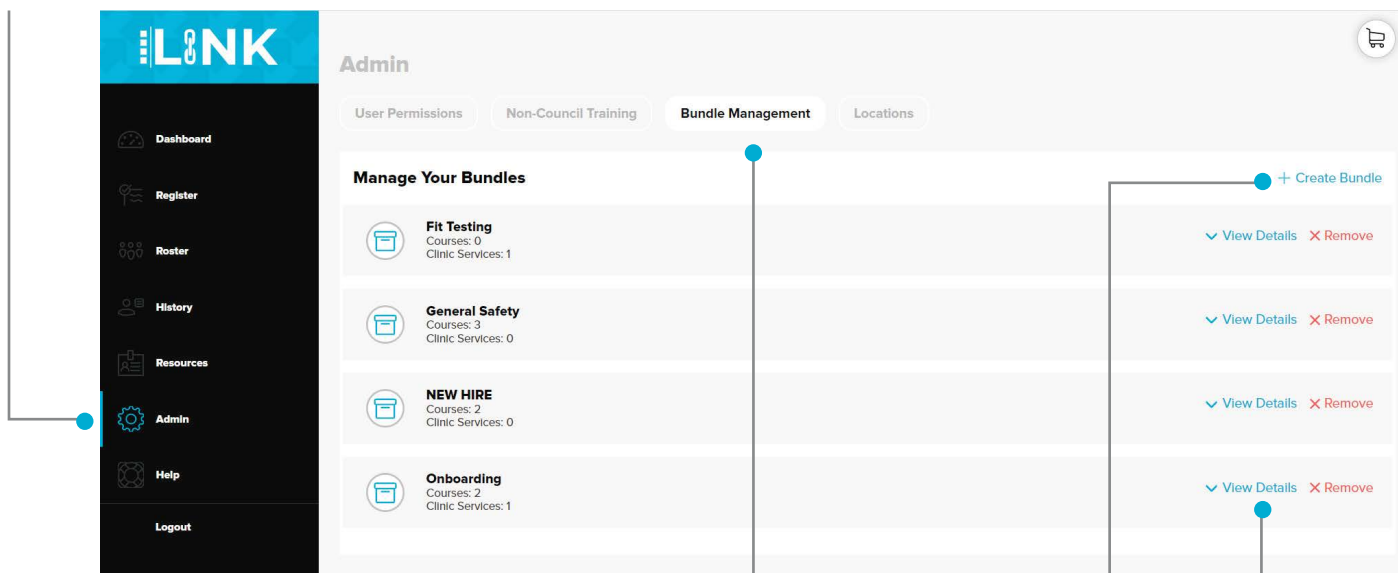
2. Enter the new user's information and select the appropriate permissions
3. Edit the information and/or permissions
4. Click **Save** when finished



**Note:** Hover over a permission to view a brief summary of that permission in LINK™

### 3 Creating a Bundle

1. To create a bundle of commonly used courses and/or clinic services, click on the **Admin** tab in the menu

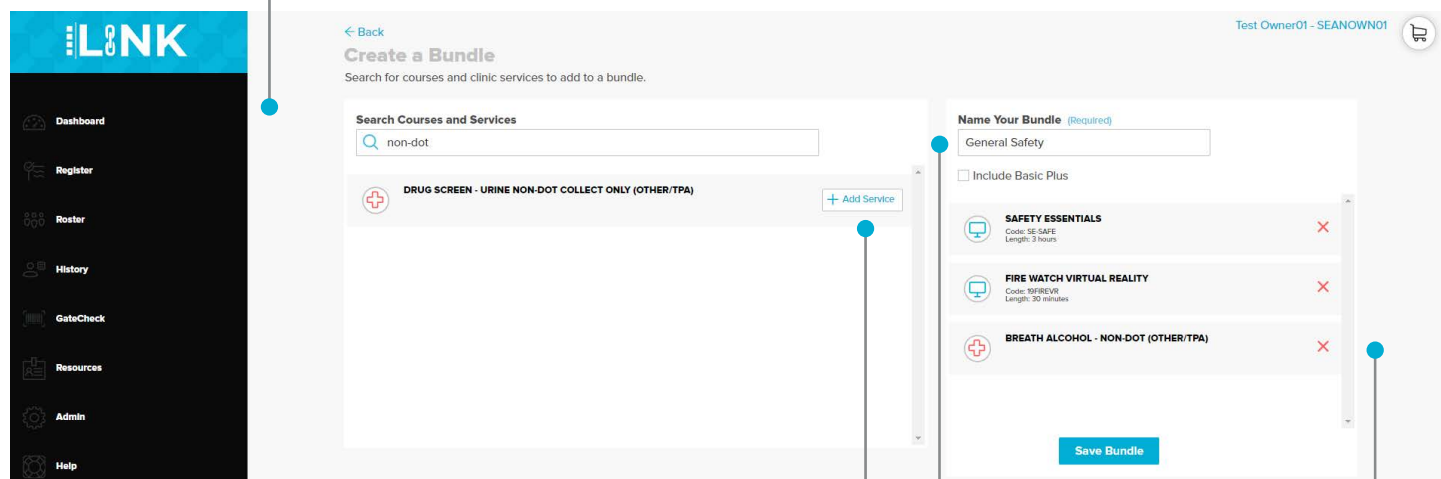


2. Click on **Bundle Management**

3. To create a new bundle, click on **+ Create bundle**

4. To view what courses or services are currently in a bundle, click on **View Details**

5. Search for training courses or clinic services by the course code or name



6. Click **+ Add Service** to add the course or service to the bundle

7. Name the bundle

8. To delete a course or service, click the red X

9. Click **Save Bundle** once finished adding courses and services



**Note:** Once a bundle has been created, it cannot be edited.

# ROSTERS

## 1 Roster Functions

The **Roster** has multiple functions:

- Add individual personnel
- Bulk upload personnel
- Edit personnel information
- Import company-verified employee photos
- Export training records
- Add Non-Council training and documents
- Register multiple employees for services

Personnel can be added to the **Roster** in two different ways, individually and by bulk upload

## 2 Adding Personnel Individually

1. Click the **Roster** on the left side menu

**iLINK**

**Roster**  
Manage your people, generate reports, and register them for training or clinic services.

**Add People**

**Employee**  
Enter SSN, name

**Course/Service On File**  
e.g. Basic

**Complies With**  
Select

**Most Recent Service**  
Select

**Employee Status**  
Active

**Other Filters**  
☐ Full-Time Employees Only  
☐ Part-Time Employees Only  
☐ Only Employees I Registered

**Update Search**

**Employees List**

	Last Name	First Name	SSN
<input type="checkbox"/>	CARTER	LUKE	*****4777
<input type="checkbox"/>	DAVID	KENNETH	*****5111
<input type="checkbox"/>	FIELDER	CHRISTIAN	*****3268
<input type="checkbox"/>	GOMEZ	MARIA	*****3666
<input type="checkbox"/>	HALPIN	LAUREN	*****7486
<input type="checkbox"/>	HENRY	MICHAEL	*****8444
<input type="checkbox"/>	NELSON	JACOB	*****2111
<input type="checkbox"/>	PHILLIPS	TOM	*****5999
<input type="checkbox"/>	PROCTOR	CONTRACTOR	*****3222
<input type="checkbox"/>	RICHARDS	ROB	*****4888

**Export**

2. Click on **Add People**

[← Back](#)

## Add People

Add new employees to your roster.

Enter SSN



000-00-0000

CAN



Enter Council ID



000000000000

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

4. Enter the personnel's SSN

5. If the personnel is not in the **LINK™** system, add their first and last name, and email

Enter SSN



000-00-0000

CAN



Enter Council ID



000000000000

Employee not found. Please check SSN and try again. Or manually enter employee information below.

First Name

Last Name

SSN

Phone

Email

First

Last

123-12-3123 - CAN

555-555-5555

Optional

me@company.com

Optional

Add

6. Then select **Add**

### 3 Adding Personnel via Bulk Upload

[← Back](#)

## Add People

Add new employees to your roster.

Bulk Upload

Enter SSN



000-00-0000

CAN



Enter Council ID



000000000000

First Name

Last Name

SSN

Phone

Email

1. Click **Bulk Upload**

### Bulk Upload

Load multiple employees to your roster.

If you need a copy of the roster template, please use the link below to download it.

[Download Template](#)

Cancel

Upload Roster File

2. Download the template to personnel

3. Add their first and last name, and email

4. Then select **Upload Roster File**



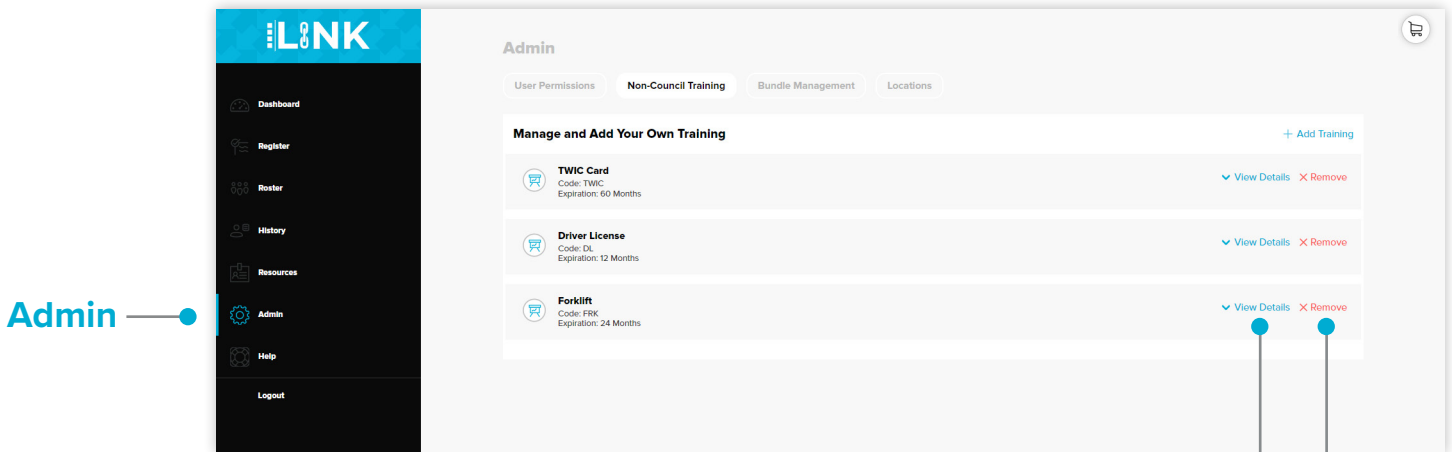
**Note:** Issuing Authority 1 is for U.S. SSN, 2 is for Canadian SSN



# THIRD PARTY CERTIFICATIONS

## 1 Adding Non-Council Training & Third-Party Certifications to LINK™

1. Access Non-Council Training through the **Admin** section



2. Training details can be viewed by clicking the **View Details** button

3. Trainings can be removed by clicking the **Remove** button

4. Click on **Add Training**

The screenshot shows the LINK Admin interface with the 'Add Training' form open. The sidebar is the same as in the previous screenshot. The main content area shows the 'Admin' section with the 'Non-Council Training' tab selected. The 'Manage and Add Your Own Training' section now displays a form to add new training. The form has the following fields: 'Training Name (Required)' with a text input field; 'Training Code' with a text input field; 'Does This Course Expire?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected); 'Expiration Period (Months)' with a text input field containing 'e.g. 3'; and 'Description' with a large text area containing the placeholder 'Add a description here.'. At the bottom right of the form are 'Cancel' and 'Save' buttons. Blue dots and lines indicate the 'Add Training' button from the previous screenshot, the 'Training Name' field, the 'Does This Course Expire?' radio buttons, and the 'Description' field.

5. Enter the name of the training, the training code, course expiration, and description in this section.

# 1 Adding Non-Council Training & Third-Party Certifications to Trainees

1. Select **Roster** from the LINK menu.

**Roster**

LINK

Dashboard  
Register  
Roster  
History  
Resources  
Admin  
Help  
Logout

**Roster**

Manage your people, generate reports, and register them for training or clinic services.

**Employee**

Search: jay

**Course/Service On File**

Search: e.g. Basic

**Complies With**

Select

**Most Recent Service**

Select

**Employee Status**

Active

**Covid Compliance Status**

Show All

**Additional Covid Filters**

☐ Out of Compliance  
☐ Last Positive Tests

**Other Filters**

☐ Full-Time Employees Only  
☐ Part-Time Employees Only  
☐ Only Employees I Registered

**Update Search**

**Employees List**

Export

	Last Name	First Name	SSN
<input type="checkbox"/>	PEREZ	JAY	*****

First Previous 1 Next Last

2. Use search bar to find the trainee

3. Select the trainee and click on the Add Training button

LINK

Dashboard  
Register  
Roster  
History  
Resources  
Admin  
Help  
Logout

Employee

JAY PEREZ

SSN \*\*\*\*\* Council ID 1938648513

Register

**(0) Upcoming Expirations**

There are no upcoming expirations for this employee.

**(32) Course History**

Viewing Current Add Training Export

**MEGLOBAL OYSTER CREEK SECURITY AWARENESS**

Course Code: 04MEGSA  
Expiration Date: 06/30/2023  
Training Date: 06/30/2022

**BASIC PLUS HOUSTON**

Course Code: 19BH  
Expiration Date: 06/30/2023  
Training Date: 06/30/2022

**SAFETY ESS**

Course Code: 19BH  
Expiration Date: 06/30/2023  
Training Date: 06/30/2022

**ELEARNING**

Course Code: 19BH  
Expiration Date: 06/30/2023  
Training Date: 06/30/2022

**F2P Training**

Course Code: 19BH  
Expiration Date: 06/30/2023  
Training Date: 06/30/2022

**(0) Clinic History**

There are no clinic services for this employee.

**Add Non-Council Training to Employee**

Add training to the selected employees on your roster.

**Non-Council Training**

Select Training

Select Training  
TWIC Card  
Driver License  
Forklift

**Date Taken**

M/D/YYYY

**Expiration Date**

M/D/YYYY

Cancel Add Training


4. Select Non-Council Training from the list. Include the date the trainee took the course and the expiration date

**Note:** To add a new non-council training or certification option to this menu, this must be done in the Admin Section.

5. To edit non-council training, click on the pen icon next to the non-council training.

The screenshot shows the iLINK Employee profile page for JAY PEREZ. The page has a sidebar with navigation links: Dashboard, Register, Roster, History, Resources, Admin, Help, and Logout. The main content area displays the employee's profile, including a photo, name, SIN, and Council ID. Below the profile, there are sections for 'Upcoming Expirations' (0), 'Course History' (33), and 'Clinic History' (0). The 'Course History' section lists several training records, including TWIC Card, MEGLOBAL OYSTER CREEK SECURITY AWARENESS, BASIC PLUS, SAFETY ES, and ELEARNING. An 'Edit Non-Council Training record' modal is open, showing the details for the TWIC Card training. The modal includes fields for 'Code: TWIC', 'Name: TWIC Card', 'Date Taken' (8/2/2022), 'Expiration Date' (8/2/2027), and an 'Upload Certificate' link. The modal also has 'Cancel' and 'Save' buttons.

5. The non-council training record can update the dates taken and expiring. A certificate may also be uploaded. Once these edits are made, click Save

 **Note:** Any other edits to the non-council training record will require the training to be deleted and a new non-council training record to be created..

# REGISTRATION

## 1 Registering for Courses at a Physical Location

1. Select the appropriate location from the location drop-down menu

2. Search for the courses by name or course code

3. Click **Register**


The screenshot shows the iLINK 'Register' page. On the left is a dark sidebar with navigation links: Dashboard, Register, Roster, History, Resources, Admin, Help, and Logout. The main content area is titled 'Register' and includes tabs for 'Courses', 'Clinic Services', and 'Bundles'. Below the tabs are filters for 'Search' (with a search bar), 'Location' (set to 'Safety Council – HASC, Pasadena'), 'Course Type' (set to 'General Safety'), and 'Language' (set to 'Select'). To the right, a list of courses is displayed with columns for 'Sort by', 'Name', and 'Code'. The courses listed are: 3M 6000/7000 RESPIRATOR TRAINING, ADULT FIRST AID CPR and AED, ADVANCED BASIC SAFETY SPANISH, AERIAL LIFT SAFETY AWARENESS, AERIAL LIFT SAFETY AWARENESS SPANISH, and AIR BOTTLE WATCH GENERAL AWARENESS. Each course entry includes a 'Register' button and a 'View Details' link. At the bottom left, a status bar shows '1 Employee(s) added'. At the bottom right, there is a 'Checkout' button.

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

The screenshot shows a registration form for 'NEW CHEMICAL SITE ORIENTATION'. The form has a blue header with the course title and a sub-header 'Confirm employees to register.' Below the header is a 'Select Date' dropdown menu. At the bottom of the form is a blue 'Register' button.

5. Click **Register** to register personnel for the course

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

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

## 2 Registering for Live Online Proctoring & Non-Proctored Courses

1. Click **Register**

2. Register personnel by either their SSN or Council ID

The screenshot shows the iLINK Register page. On the left is a sidebar with navigation links: Dashboard, Register, Roster, History, Resources, Admin, Help, and Logout. The main content area is titled 'Register' with the subtitle 'Add the employees you wish to register.' It features two input fields: 'Enter SSN' and 'Enter Council ID'. The SSN field has a dropdown menu for country selection with options 'US', 'CAN', and 'MEX'. Below these fields, a message states 'The employee was found and will now be available for registration.' A table displays the employee's details: First Name (CHRISTIAN), Last Name (FIELDER), SSN (\*\*\*\*3268 - US), and Council ID (1950097106). At the bottom right, there is a 'Select Services' button. A status bar at the bottom indicates '1 Employee(s) added'.

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

5. Select “HASC Online LINKtraining” training location in the location drop-down menu

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

6. Search for the course(s) by name or course code and select course(s)

The screenshot shows the iLINK Register page with the 'Courses' tab selected. The 'Search' field contains 'safety essentials'. The 'Location' dropdown is set to 'HASC Online LINKtraining'. The 'Course Type' and 'Language' dropdowns are set to 'Select'. A list of courses is displayed, with 'SAFETY ESSENTIALS' selected. The course details show 'Code: SE-SAFE' and 'Length: 3 hours'. A 'Register' button is visible. Below the course list, a confirmation window titled 'HASC SAFETY ESSENTIALS' is shown, asking to 'Confirm employees to register.' It includes a date selector set to 'Wed, Feb 2nd' and a table with columns 'Name', 'SSN', and 'Email'. The table contains one entry: Nelson, Jacob, with SSN \*\*\*\*2111 and email jacob.hasc.demo@gmail.com. A 'Register' button is at the bottom of the confirmation window. A legend on the right indicates that a proctor icon (a person with a checkmark) indicates 'Live Online Proctoring'.

7. Click **Register**

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

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

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

Proctor icon indicates **Live Online Proctoring**. If course does not have the proctor icon, it is non-proctored.

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

**Cart**

View by Employee View by Service

Sort by: Name Expand All

FIELDER CHRISTIAN \*\*\*\*\*3268 [Remove](#) [Add Service](#)

**Payment** Total: \$15.00

☒ Send invoice for training and services  
☐ Require employee to pay  
☐ Pay with credit card on file

**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

**Checkout**

**11.** Select the payment method (if required)

**12.** Add an optional PO number

**13.** Select **Checkout**

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

### 3 Course Registration Without 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 an account.**

**LINK**

**Log In**

Username

Password

**Log In**

[Forgot your password?](#)  
[Trainee Sign Up](#)

**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™ account and will only have to do it once.

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

**LINK**

**Sign Up**

If you are a trainee, sign up below

**SSN**  
 SSN US

**First Name**  
 First Name

**Last Name**  
 Last Name

**Date Of Birth (MM/DD/YYYY)**  
 Date Of Birth

**Back** **Next**

**Note:** Once the personnel has created a LINK™ account, their training will be visible on their dashboard to complete

# REPORTS

## 1 Accessing Reports

Click on the **History** tab in the menu.

The screenshot shows the iLINK interface. On the left is a dark sidebar menu with options: Dashboard, Register, Roster, History (highlighted with a blue dot and arrow), Resources, Admin, Help, and Logout. The main content area is titled 'History' and 'View your current, upcoming and past services.' It has two tabs: 'Courses' (selected) and 'Clinic Services'. Below the tabs are search filters: Report Type (dropdown set to 'Company'), Course (text input with 'e.g. Welding'), Employee (text input with 'e.g. Watt'), Date Range (dropdown set to 'All History'), Expiration (dropdown set to 'Select'), PO Number (text input with 'e.g. 123456'), and Other Filters (checkbox for 'Hide Non-council Courses'). An 'Update Search' button is at the bottom. To the right is a 'Course History' table with columns: Last Name, First Name, Course, Date, Exp, and P/F. An 'Export' button is in the top right of the table area.

Last Name	First Name	Course	Date	Exp	P/F
HALPIN	LAUREN	19NEWCHEM	08/16/21	08/31/22	Pass
PROCTOR	CONTRACTOR	19DEMORP	08/11/21	08/31/22	Pass
PROCTOR	CONTRACTOR	19RMTPRC	08/11/21	08/31/22	Pass
FIELDER	CHRISTIAN	TWIC	04/05/21	04/05/26	
HALPIN	LAUREN	19BICSAF	01/28/21	01/31/22	Pass
HALPIN	LAUREN	19FIRE	01/28/21	01/31/22	Pass
HALPIN	LAUREN	19SA5	01/28/21	01/31/22	Pass
FIELDER	CHRISTIAN	19BICSAF	01/28/21	01/31/22	Pass
FIELDER	CHRISTIAN	19FIRE	01/28/21	01/31/22	Pass
FIELDER	CHRISTIAN	19SA5	01/28/21	01/31/22	Pass

## 2 Running a Report

1. Select **Company** in the **Report Type** field

This screenshot is similar to the previous one but with annotations. A blue dot and arrow point to the 'Report Type' dropdown menu, which is set to 'Site'. Another blue dot and arrow point to the 'Course' text input field, which contains '19NEWCHEM - NEW CHEMICAL SITE ORIENTA'. A third blue dot and arrow point to the 'Date Range' dropdown menu, which is set to 'All History'. The 'Course History' table shows two results: HALPIN, LAUREN (19NEWCHEM) and NELSON, JACOB (19NEWCHEM). Navigation links 'First', 'Previous', '1', 'Next', and 'Last' are at the bottom of the table.

2. Enter the course code or course name into the **Course** field

3. Adjust the **Date Range** to your desired time frame, then click **Update Search**



**Note:** The course must be selected from the drop-down menu.

### 3 Exporting a Report

Once information has been filled in:

1. Select **Export** in the **Report Type** field

The screenshot shows the iLINK 'History' page. On the left is a dark sidebar with navigation links: Dashboard, Register, Roster, History (highlighted), Resources, Admin, Help, and Logout. The main content area has a 'History' header with the subtitle 'View your current, upcoming and past services.' Below this are two tabs: 'Courses' (selected) and 'Clinic Services'. A list of filters is on the left, including 'Report Type' (set to 'Site'), 'Course' (with a search bar), 'Employee' (with a search bar), 'Date Range' (set to 'All History'), 'Expiration' (set to 'Select'), and 'PO Number' (with a search bar). There is also an 'Other Filters' section with a checkbox for 'Hide Non-council Courses' and an 'Update Search' button. On the right, the 'Course History' table is displayed with columns: Last Name, First Name, Course, Date, Exp, and P/F. It contains two rows of data. An 'Export' button with a download icon is located at the top right of the table. A blue dot and a line point from the 'Export' button in the table to the 'Export' button in the 'Report Type' filter.

Last Name	First Name	Course	Date	Exp	P/F
HALPIN	LAUREN	19NEWCHEM	08/16/21	08/31/22	Pass
NELSON	JACOB	19NEWCHEM	01/28/21	01/31/22	Pass

2. Select either PDF or Excel to receive the report

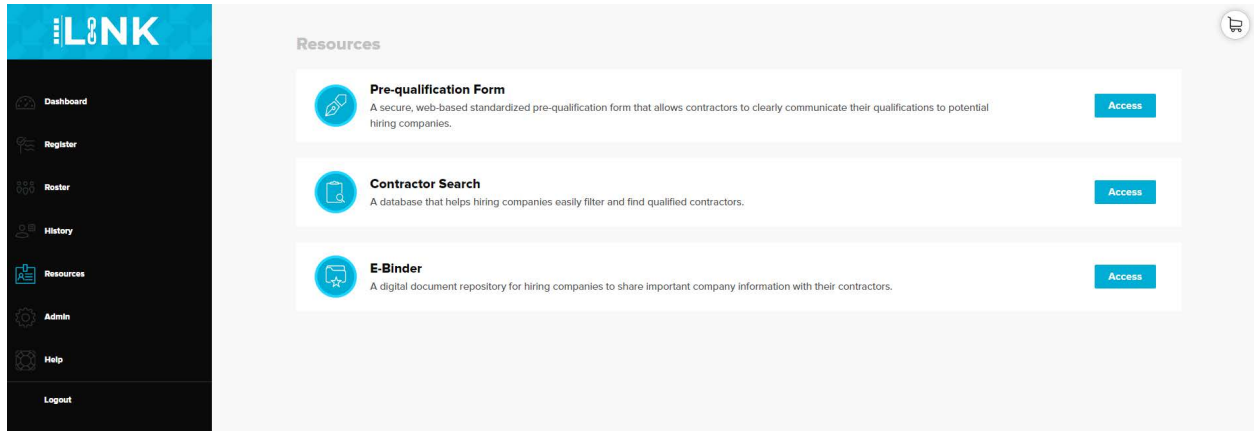
The screenshot shows a 'Choose Export Method' dialog box with a blue header and a 'Close X' button in the top right corner. Inside the dialog, the text 'Export rows as:' is followed by two radio buttons: 'Excel' (which is selected) and 'PDF'. Below these options is a large blue 'Export' button.

3. The report will then be downloaded and the data will be able to be sorted



# RESOURCES

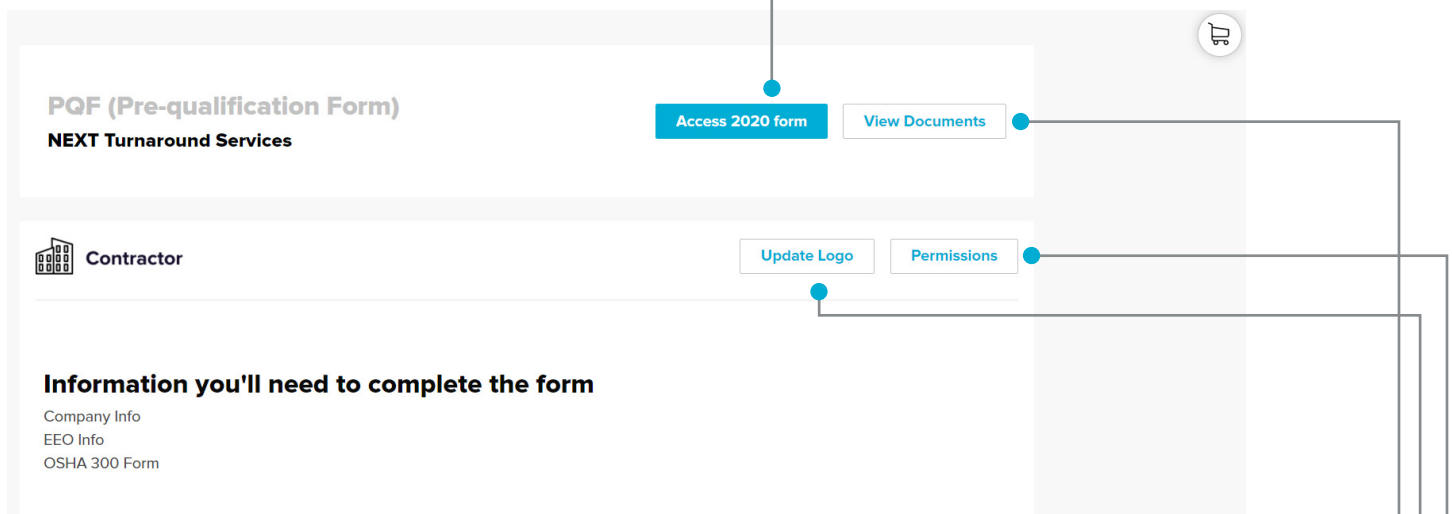
## 1 Overview



Click on the **Resources** tab in the menu to access HASC's PQF (Pre-qualification form), database and eBinder.

## 2 PQF (Pre-qualification Form)

1. Click **Access 2020 form** to complete the PQF form



2. Once the form has been completed, it can be viewed and edited by clicking **View Documents**

3. Update with your company logo

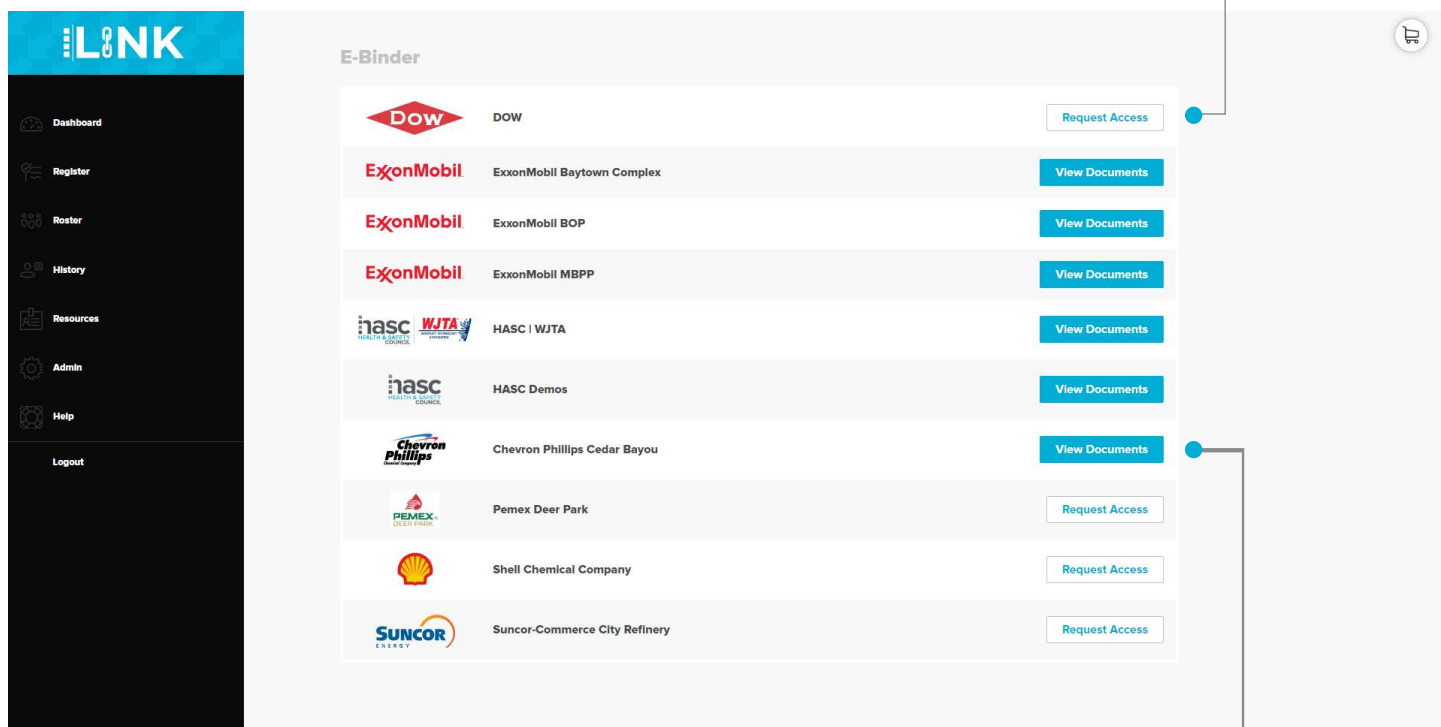
4. Approve which companies have access to view your company's PQF



**Note:** Once the personnel has created a LINK™ account and login, their training will be visible on their dashboard to complete

All companies who store their documents in eBinder will be listed in this section

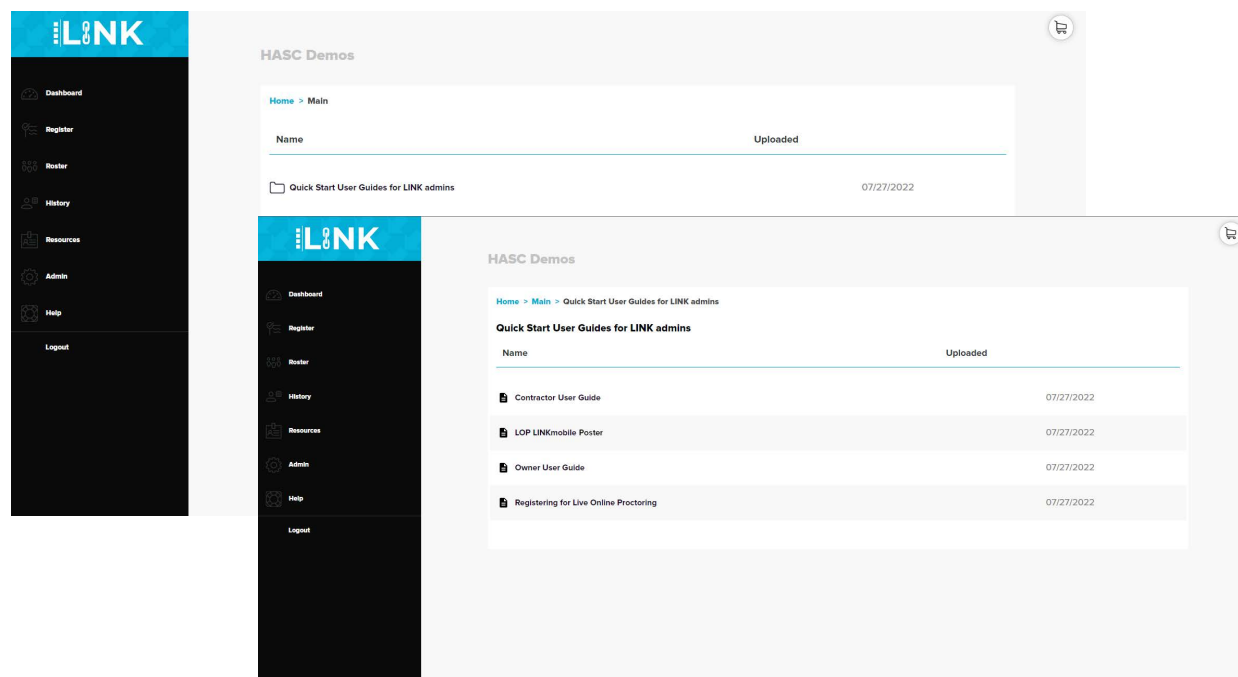
1. By clicking Request Access, the company will be notified that someone is requesting to view their eBinder documents. The company will then be able to approve or deny the request.



2. Once you are granted access, the button will be able to view all documents

3. Click on the "View Documents" button to access folders in the eBinder

4. Click on the folder to access the documents in the eBinder





# LINKmobile™

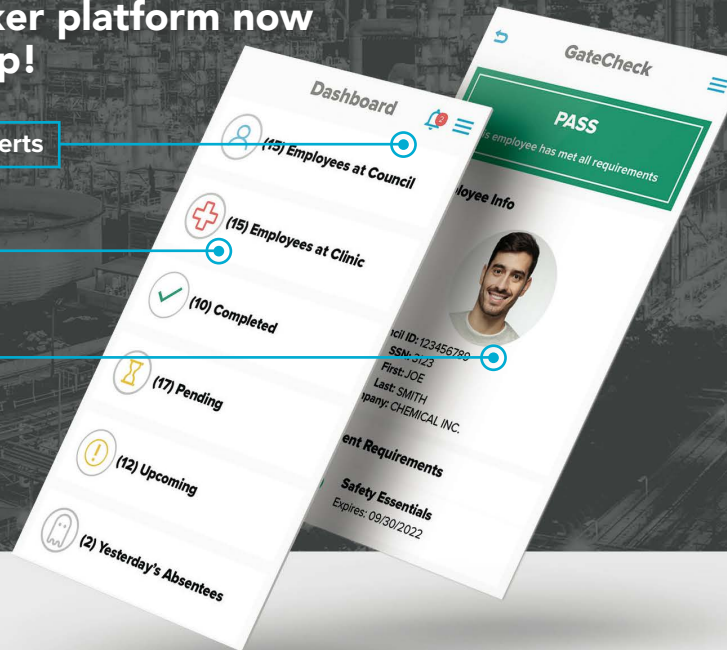
HASC's innovative and intuitive connected worker platform now has a mobile app!

Real-time alerts

One-click registration

Easy field verification

Digital badging



## Owners

Quickly access GateCheck™ to scan digital or physical badges and verify contractors meet site entry requirements



## Contractors

Register and track personnel training and occupational health services on the go



## Individuals

Access your digital badge, scheduled training and occupational health services, and campus quick facts from your phone

Download **LINKmobile** today!



SCAN TO DOWNLOAD!

For more information, visit [hasc.com/LINKmobile](https://hasc.com/LINKmobile)

### CONTACT

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@HealthandSafetyCouncil

### LISTEN

hasc.us/podcast