LINK™

Contractor User Guide

HASC HEALTH & SAFETY COUNCIL

08.22.22 01

LINK™ Accounts

Administrator Functions

Rosters

Third-Party Certifications

Registration

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Resources

LINKmobile

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.

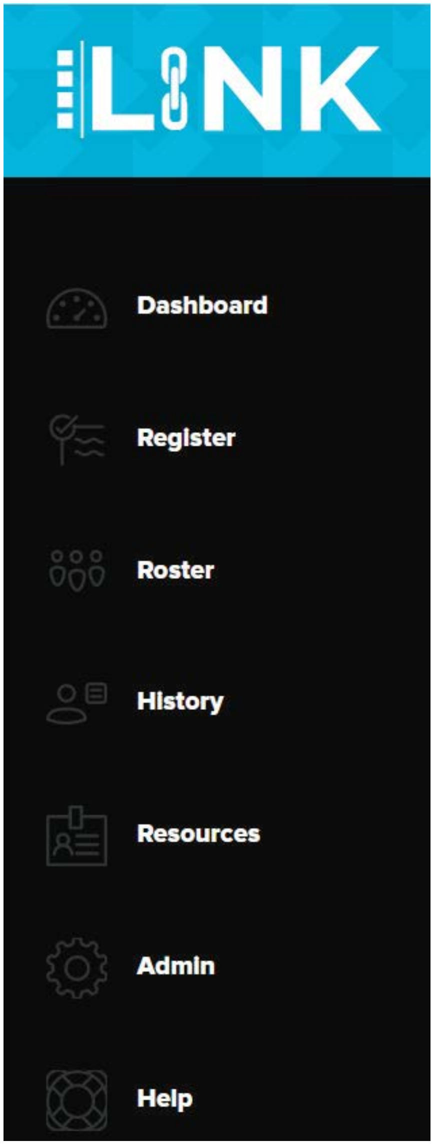
Member Account https://portal.hasc.com/App/Forms/Membership

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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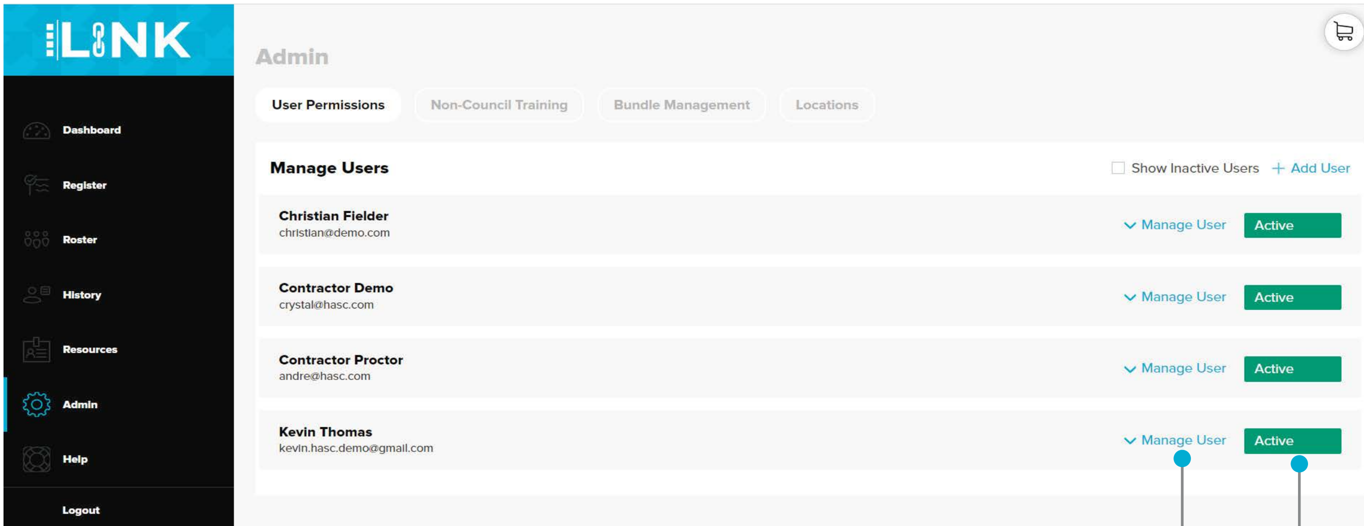
1 Accessing Administrator Functions

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.



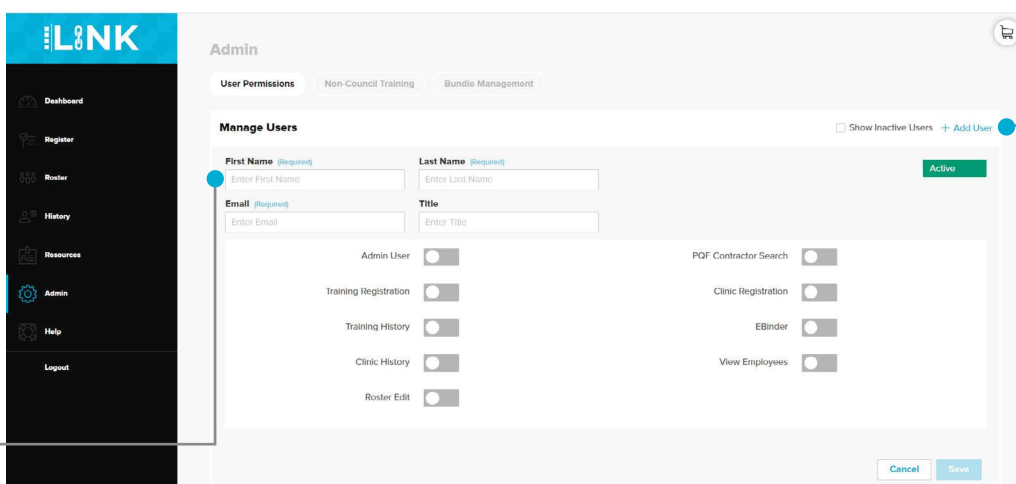
1. Click on the Admin tab to edit users.

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

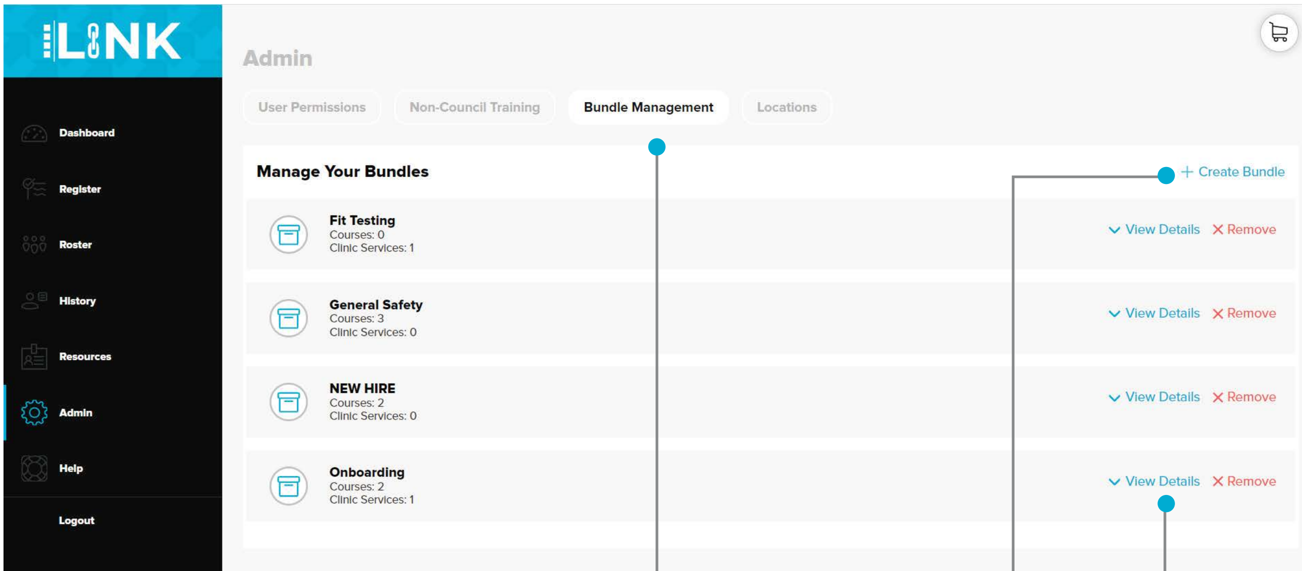
3. Edit the information and/or permissions

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

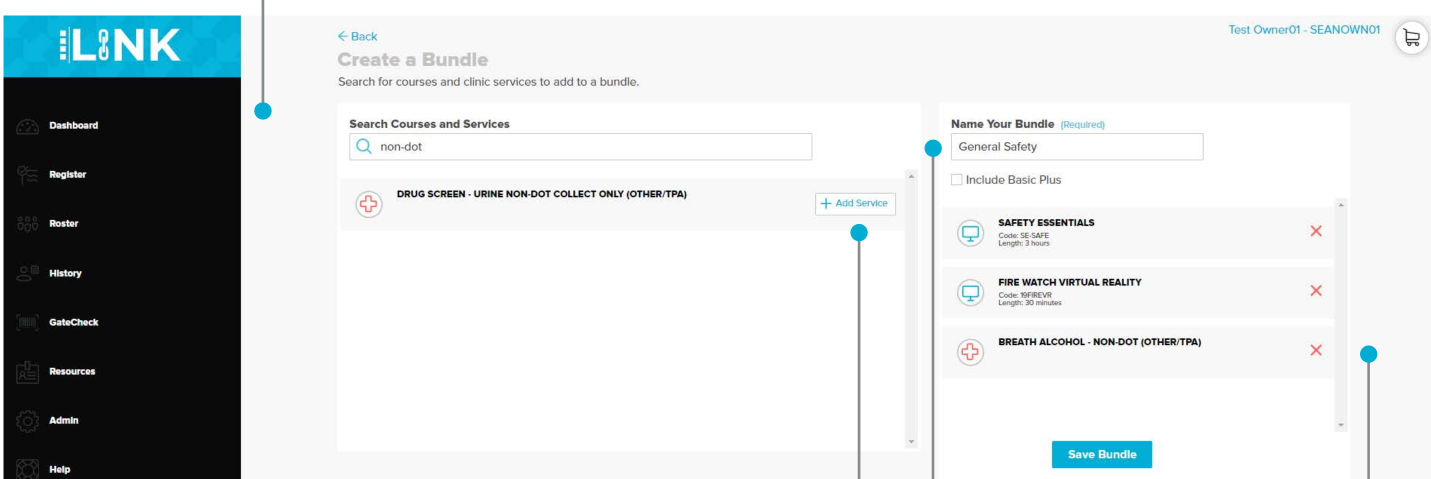


2. Click on **Bundle Management**

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

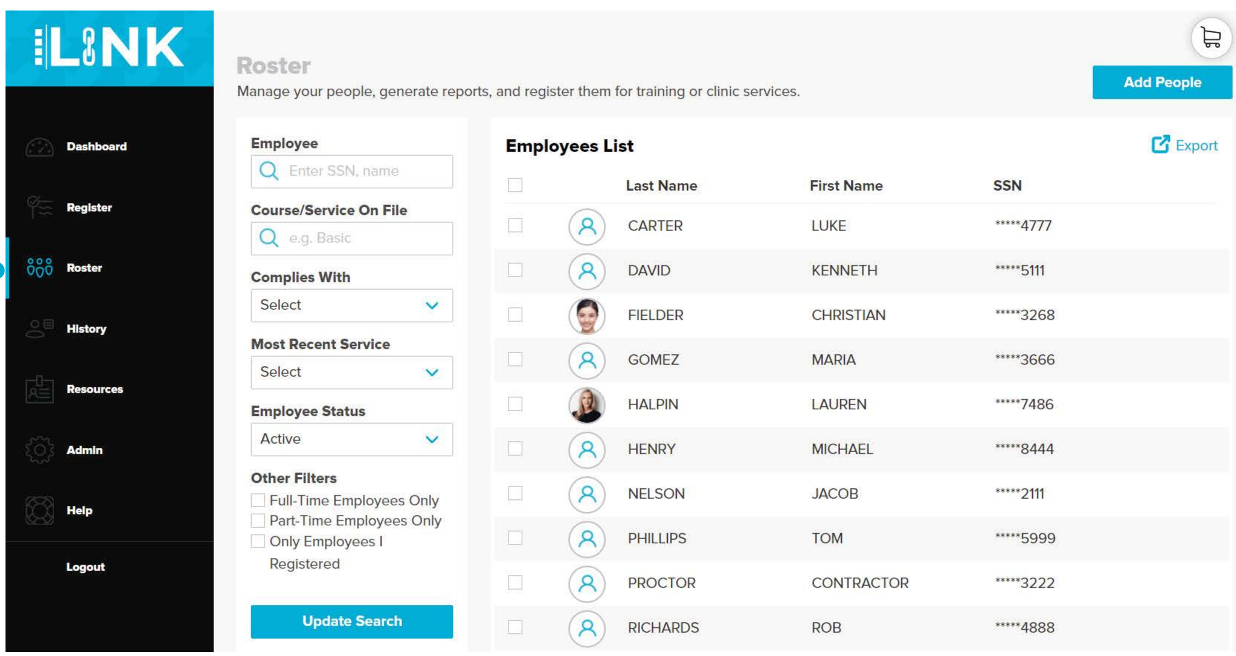
The Roster has multiple functions:

- 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

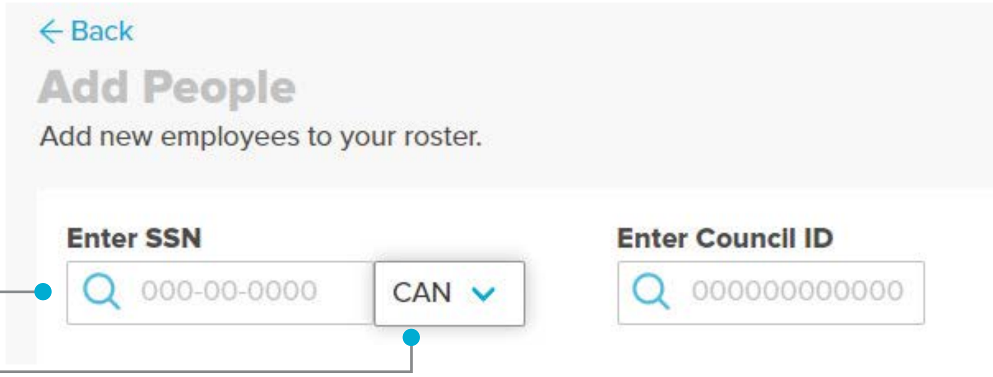
Personnel can be added to the Roster in two different ways, individually and by bulk upload

2 Adding Personnel Individually

1. Click the Roster on the left side menu



2. Click on Add People



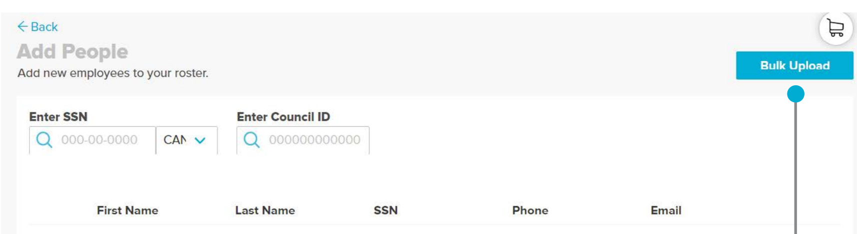
3. Select the appropriate country from the drop-down menu

4. Enter the personnel's SSN

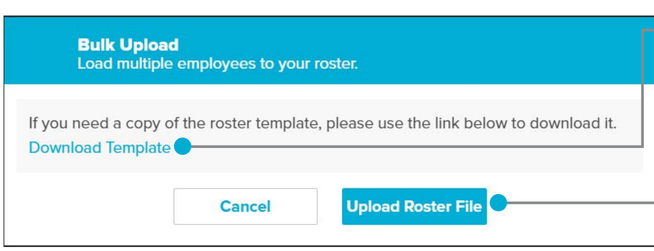
5. If the personnel is not in the **LINK**™ system, add their first and last name, and email

6. Then select Add

3 Adding Personnel via Bulk Upload



1. Click Bulk Upload



2. Download the template to personnel

3. Add their first and last name, and email

4. Then select Upload Roster File

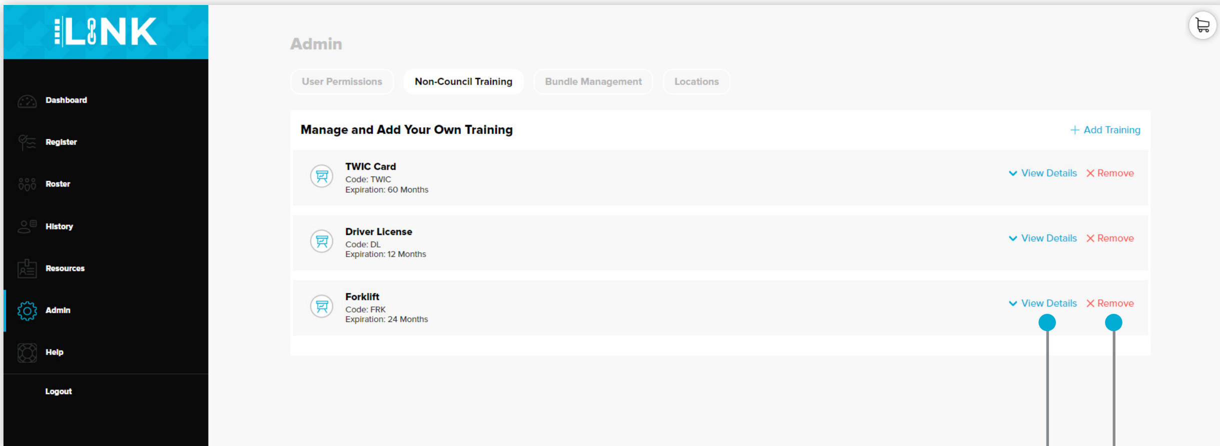
Note: Issuing Authority 1 is for U.S. SSN, 2 is for Canadian SSN

THIRD PARTY CERTIFICATIONS

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

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

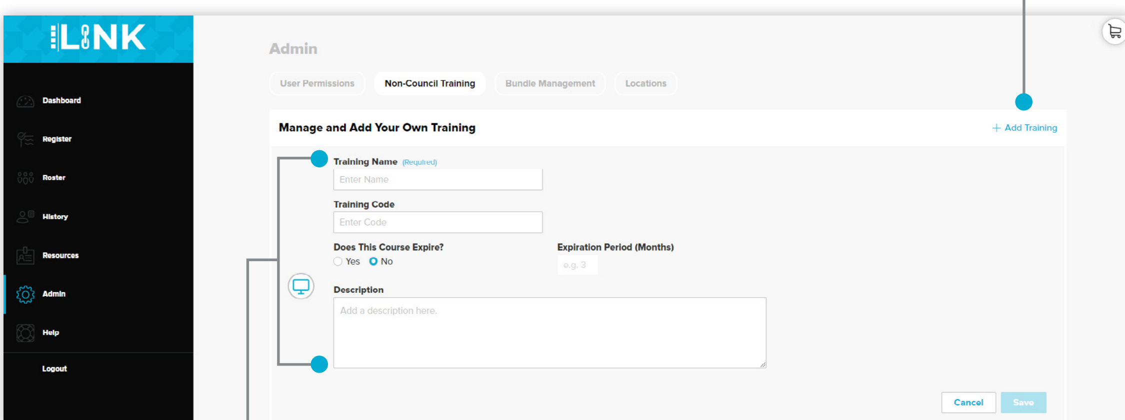
Admin



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**

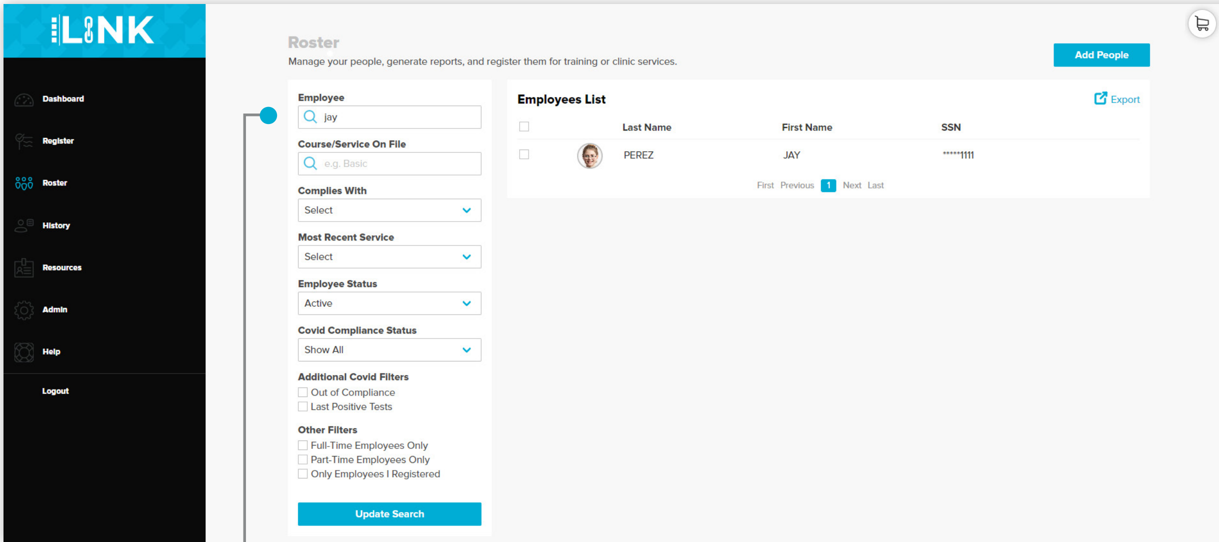


5. Enter the name of the training, the training code, course expiration, and description in this section.

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

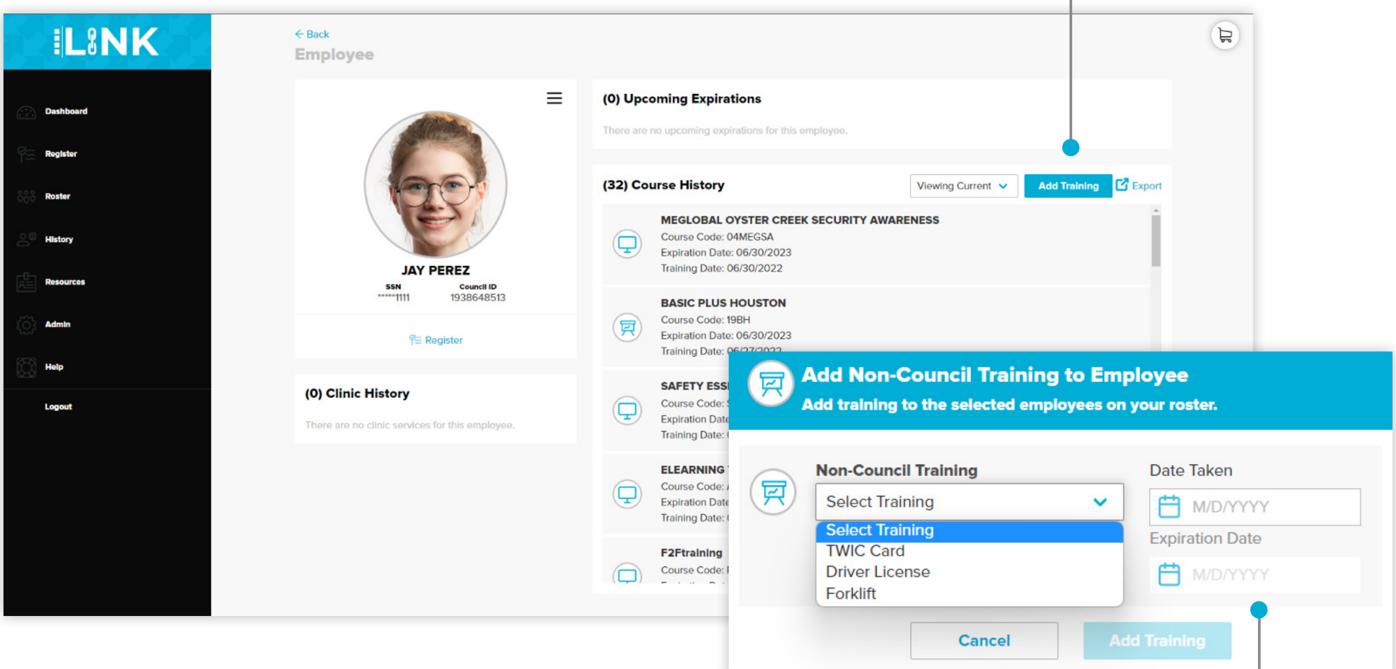
1. Select Roster from the LINK menu.

Roster



2. Use search bar to find the trainee

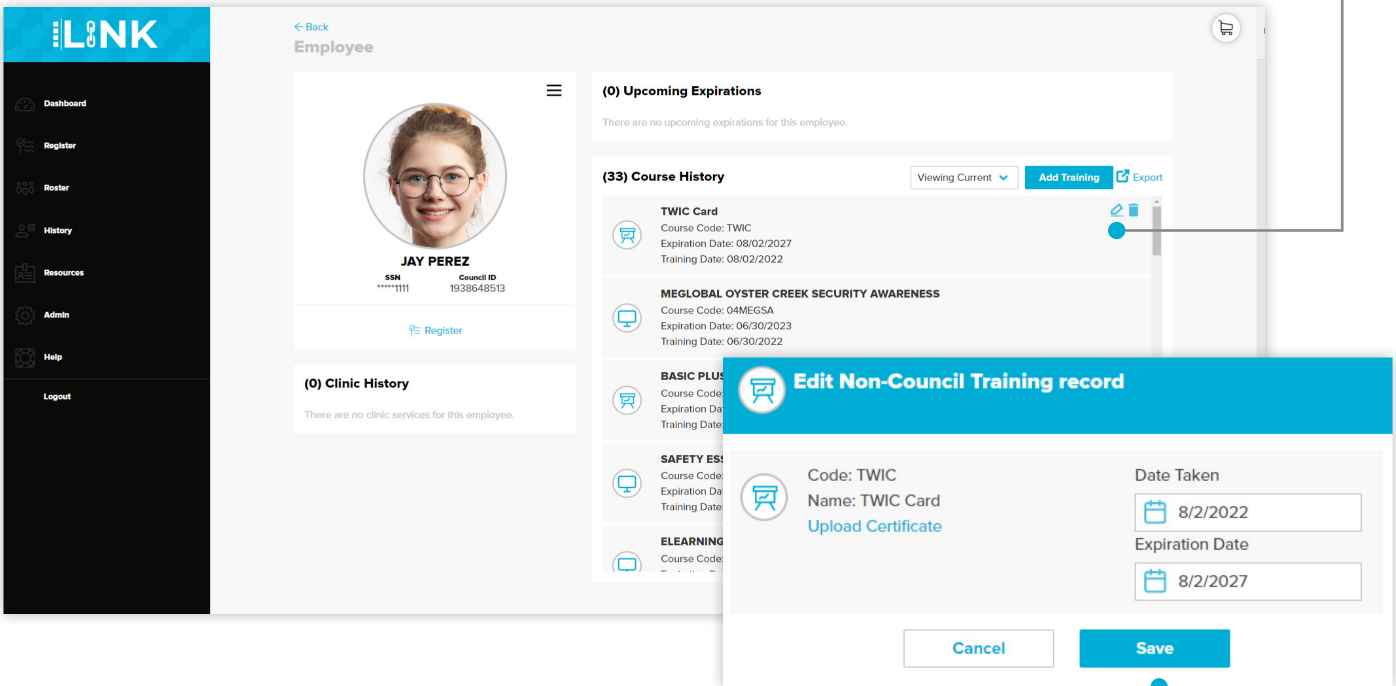
3. Select the trainee and click on the Add Training button



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.



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..

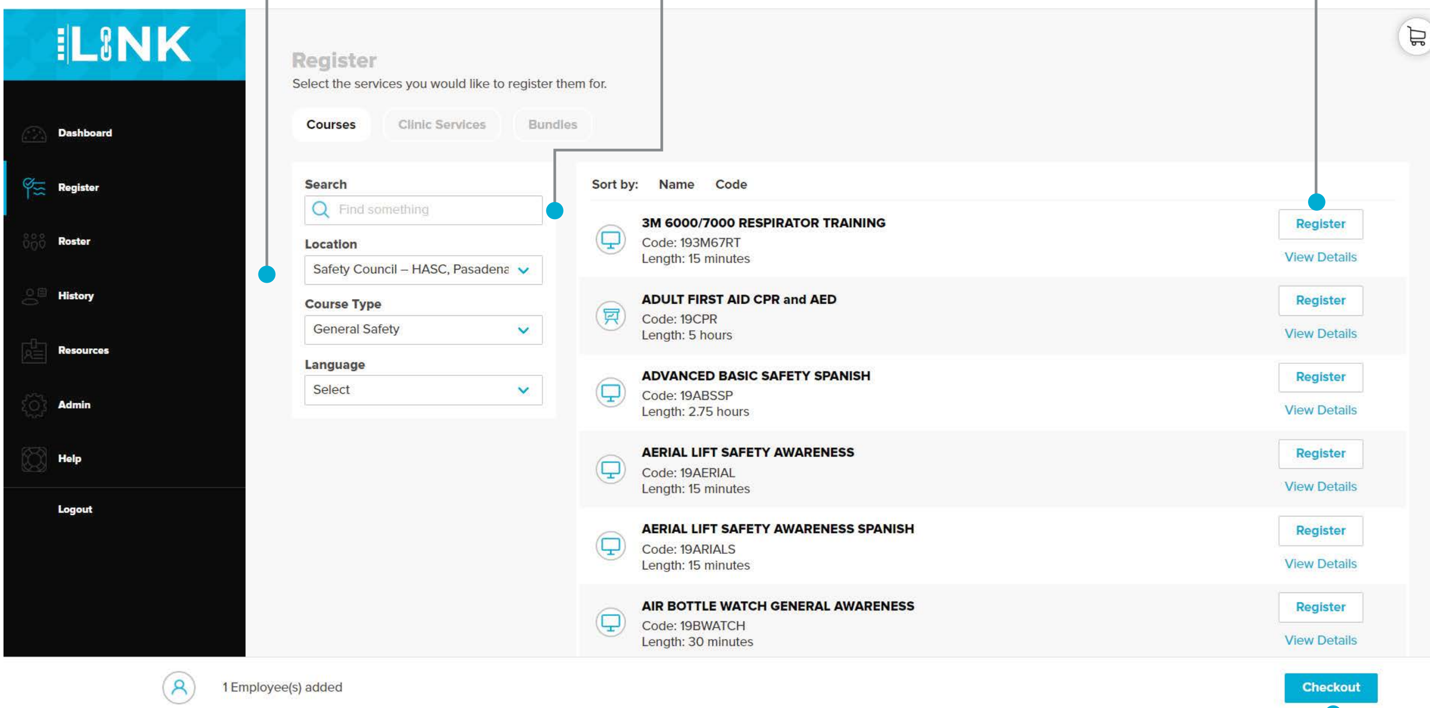
REGISTRATION

1 Registering for Courses at a Physical Location

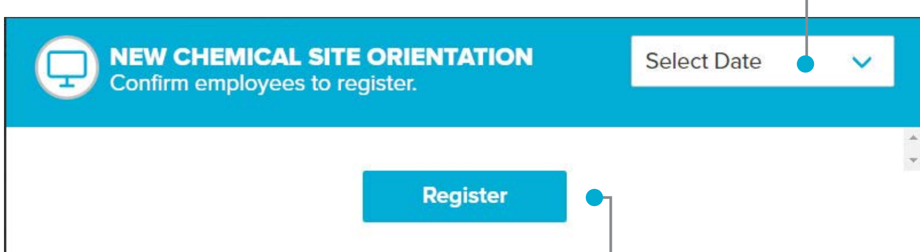
1. Select the appropriate location from the location drop-down menu

2. Search for the courses by name or course code

3. Click Register



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



5. Click Register to register personnel for the course

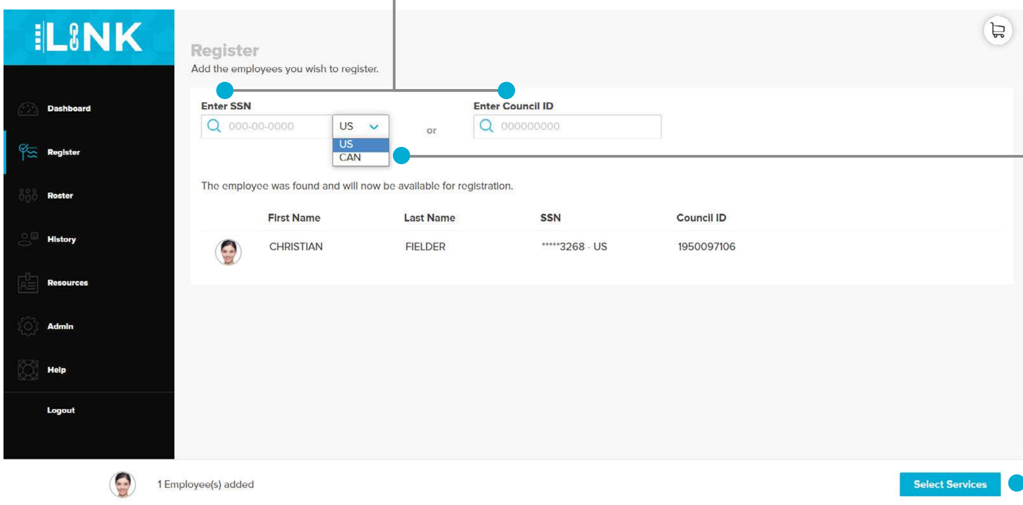
6. Once all courses are selected, click Checkout

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



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

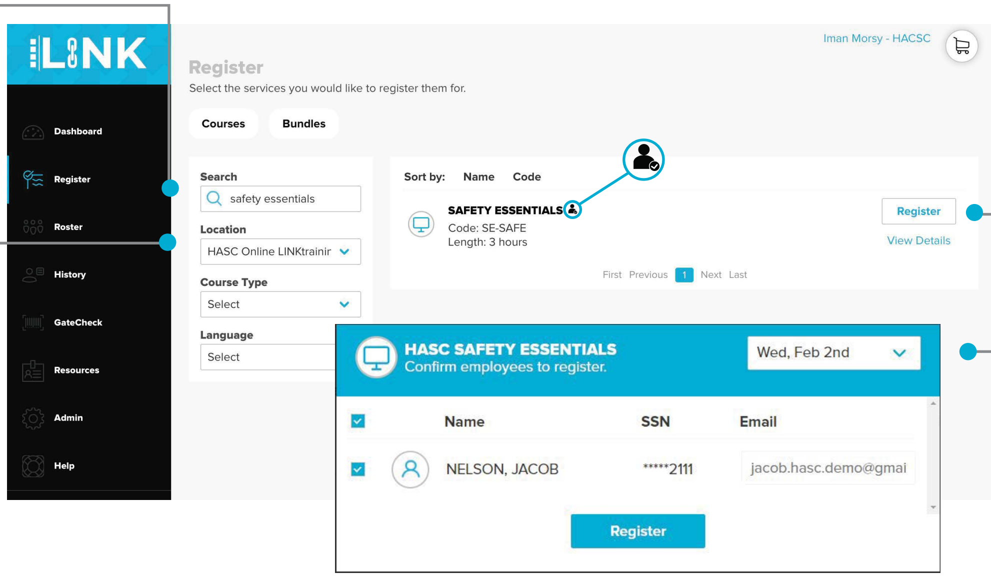
4. Click **Select Services** after all personnel have been added

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)



7. Click **Register**

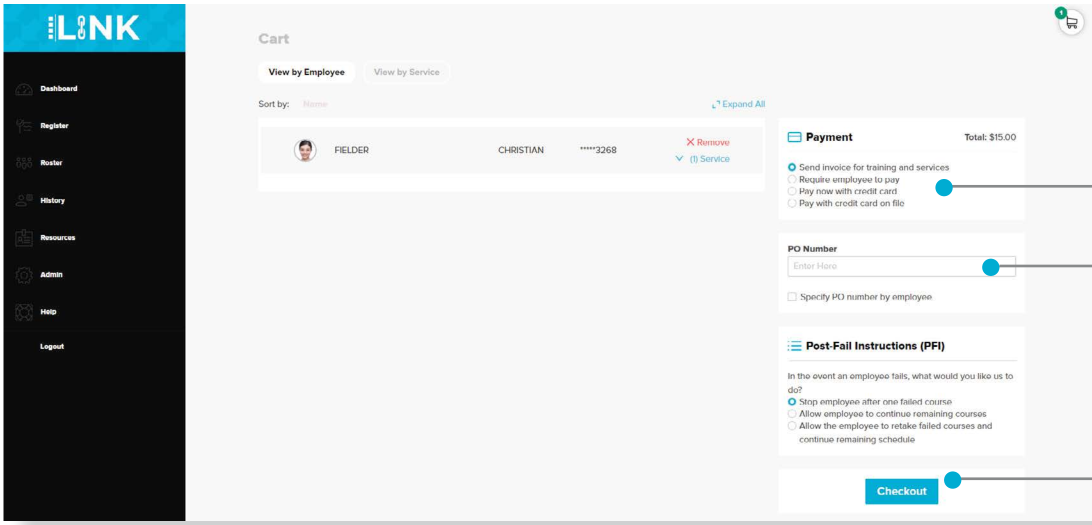
8. Select the training date from the drop-down menu

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

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

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

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



11. Select the payment method (if required)

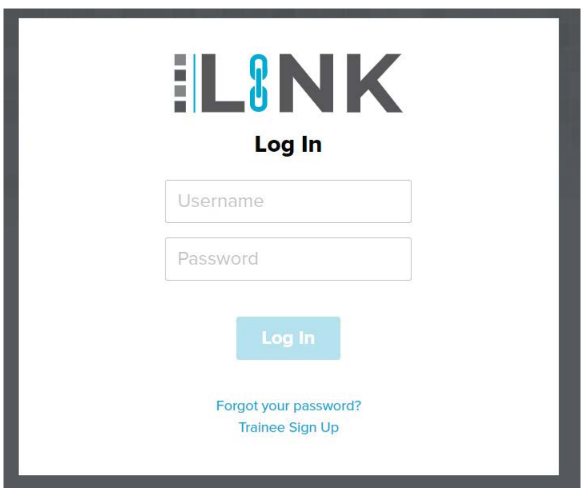
12. Add an optional PO number

13. Select **Checkout**

Note: Registrations stay active for five business days.

3 Course Registration Without Personnel Email

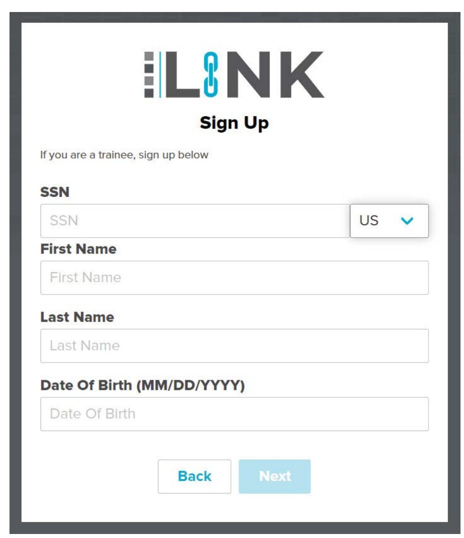
If the administrator does not know the personnel's email address when registering for training, **direct the personnel to the LINK™ page to make an account.**



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

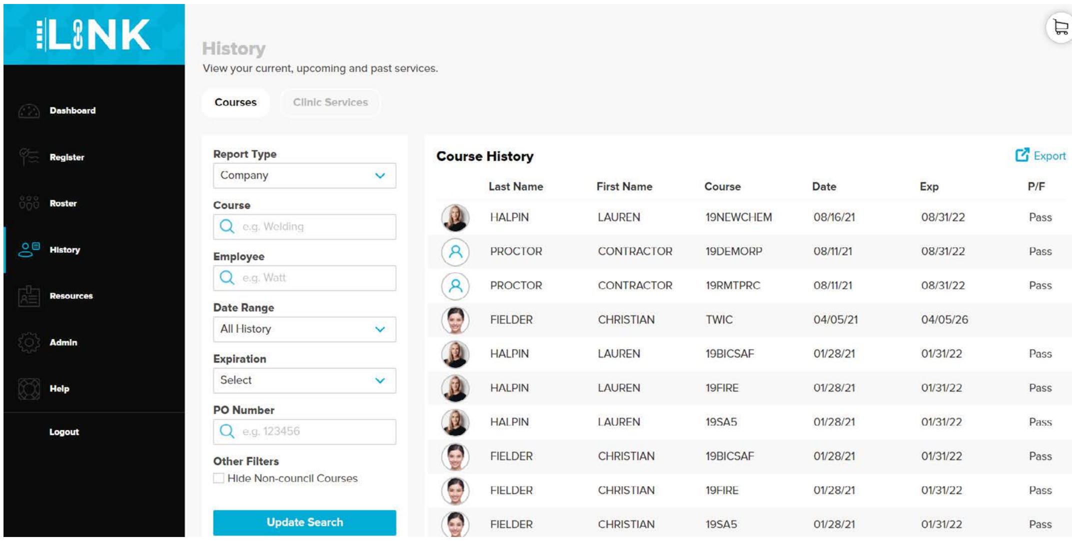


Note: Once the personnel has created a LINK™ account, their training will be visible on their dashboard to complete

REPORTS

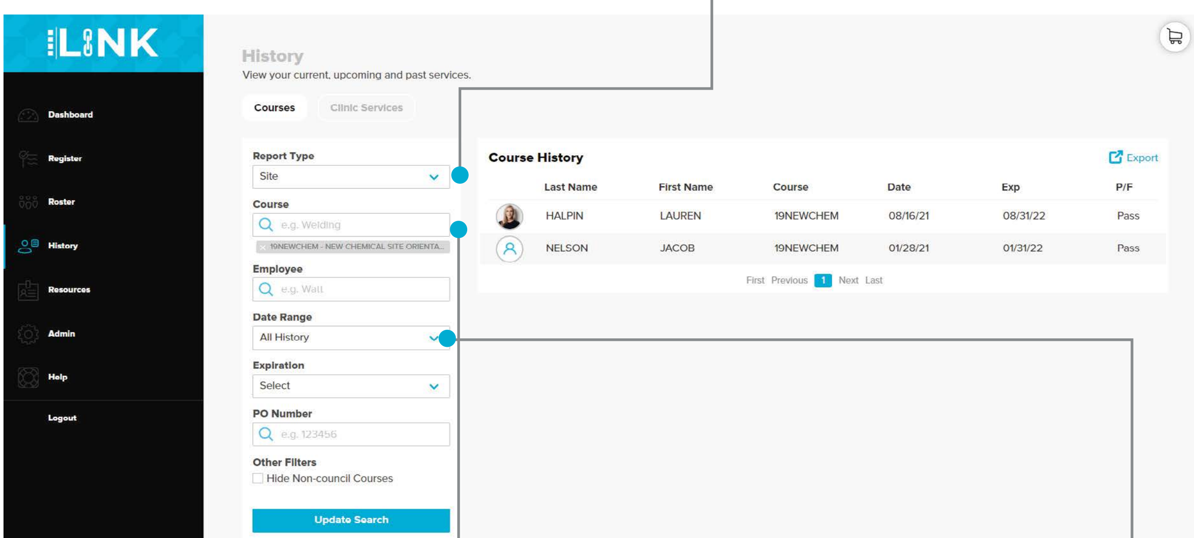
1 Accessing Reports

Click on the History tab in the menu.



2 Running a Report

1. Select Company in the Report Type field



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

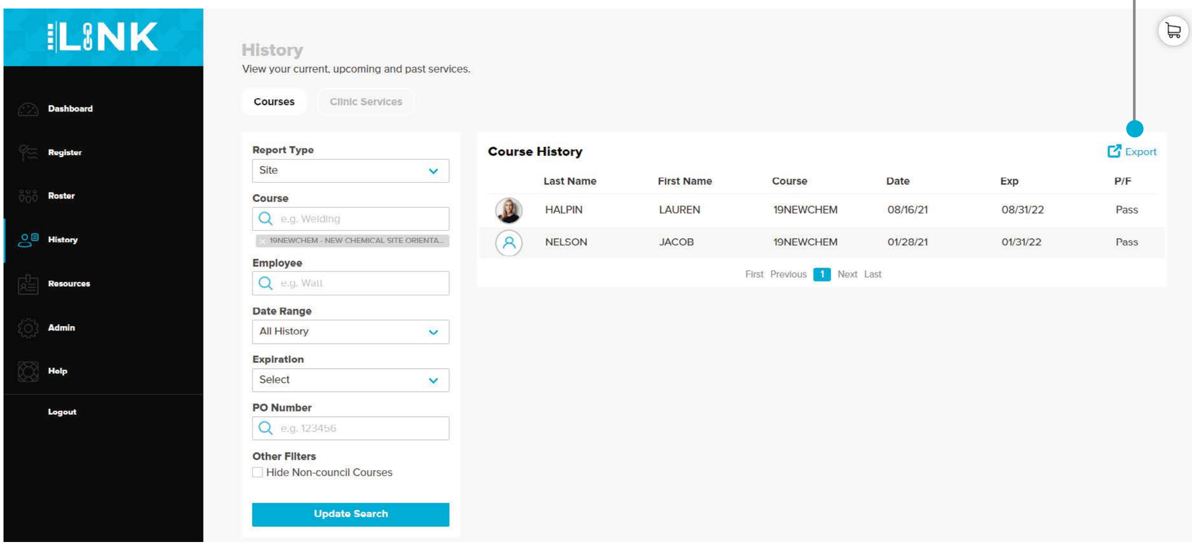
3. Adjust the Date Range to your desired time frame, then click Update Search

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

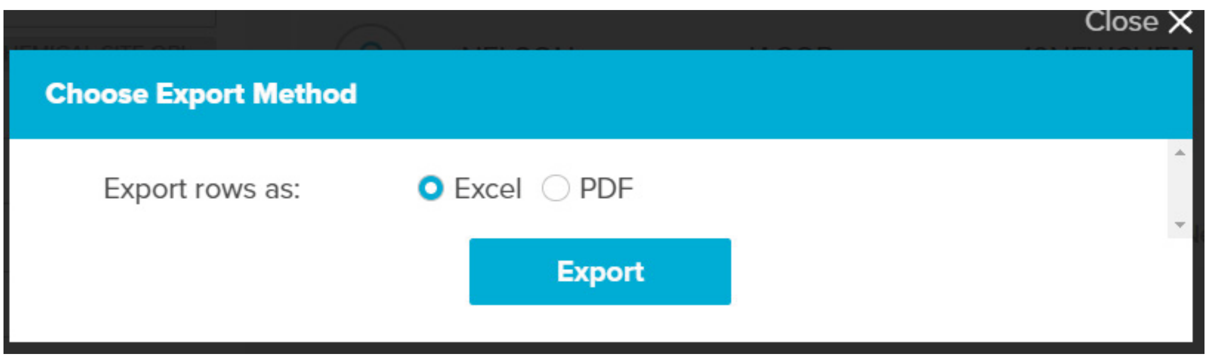
3 Exporting a Report

Once information has been filled in:

1. Select Export in the Report Type field



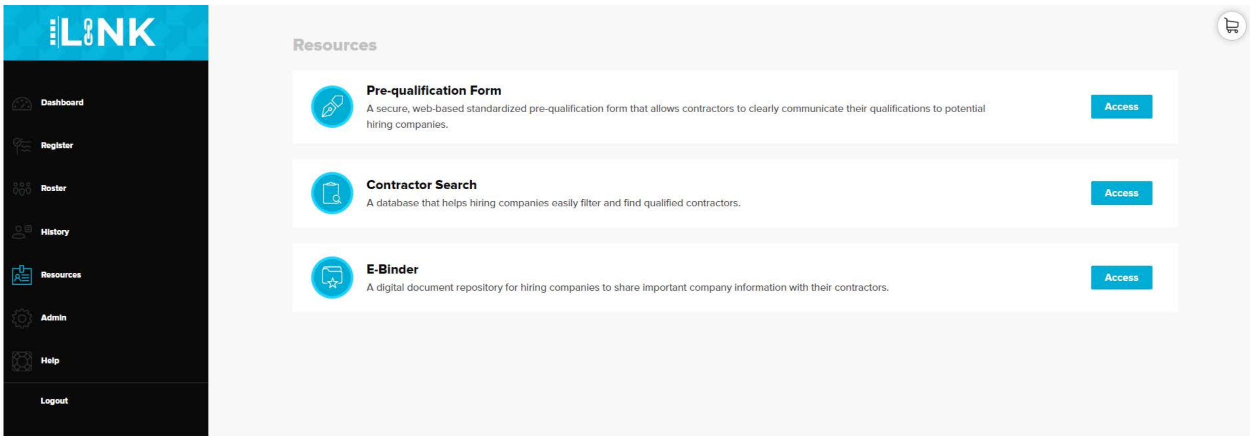
2. Select either PDF or Excel to receive the report



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

RESOURCES

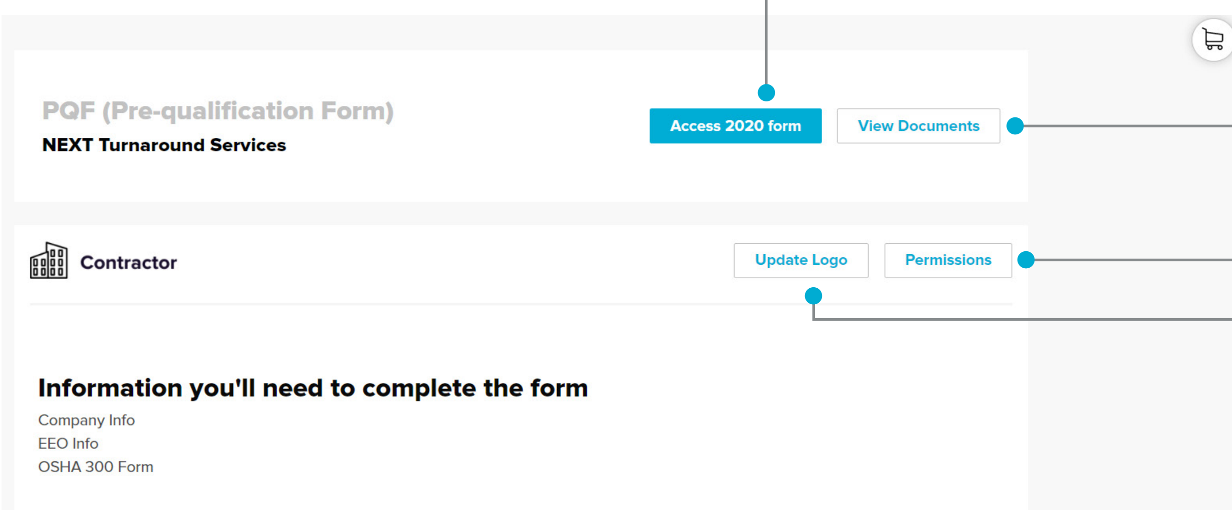
1 Overview



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

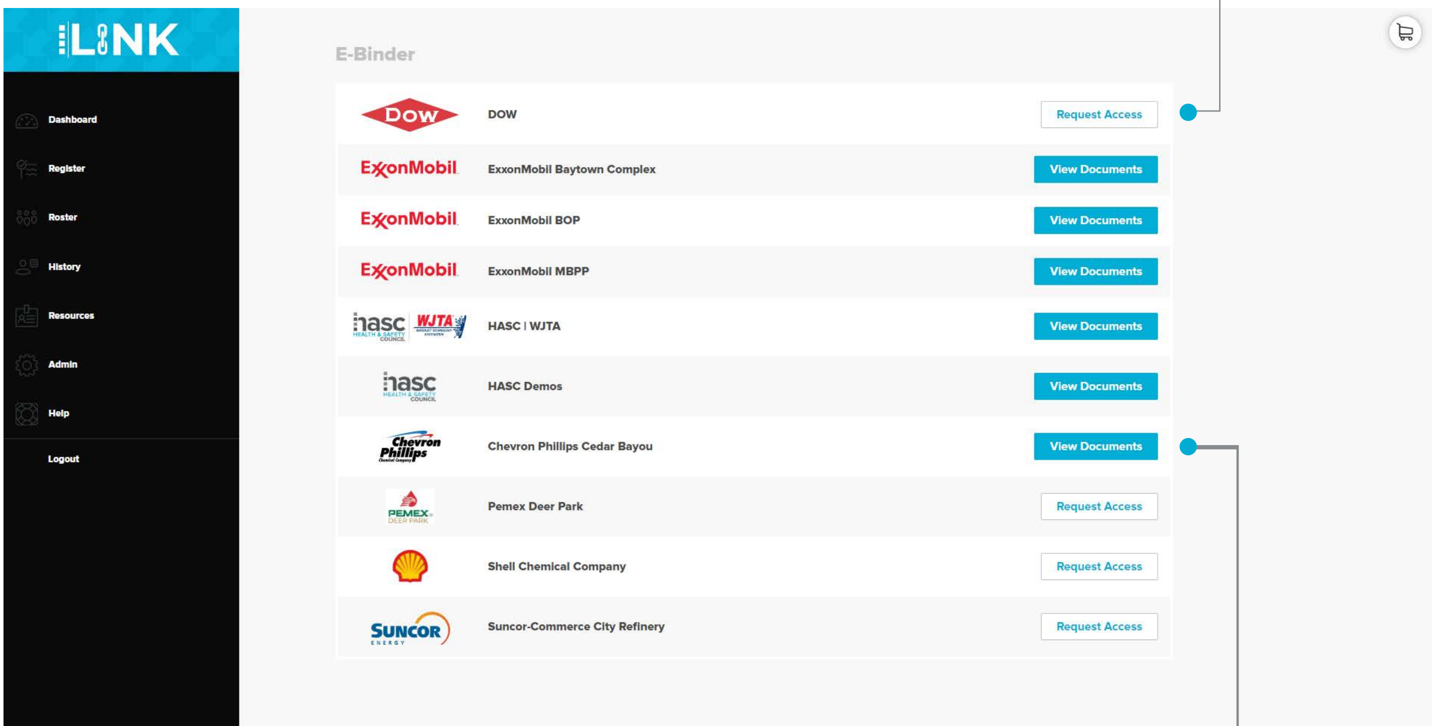
4. Approve which companies have access to view your company's PQF

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

3 eBinder

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

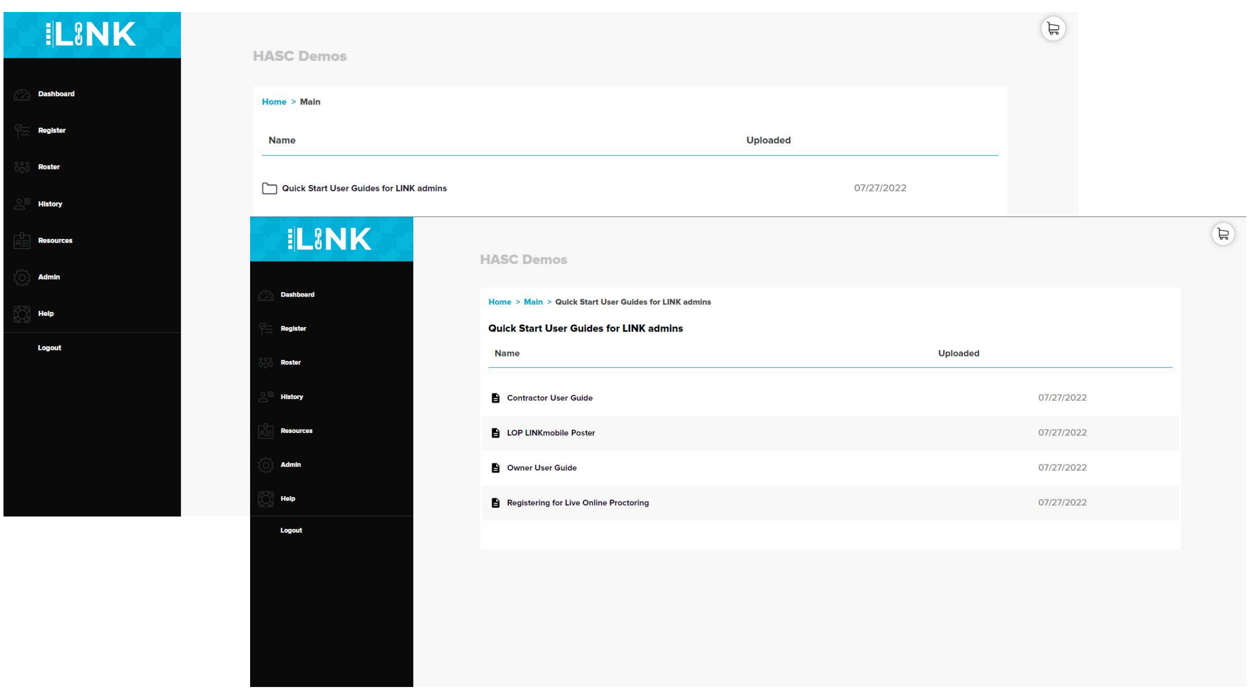
1. By clicking Request Access, the company will be notified that someone is requesting to view their eBinder documents. The company will then be able to approve or deny the request.



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



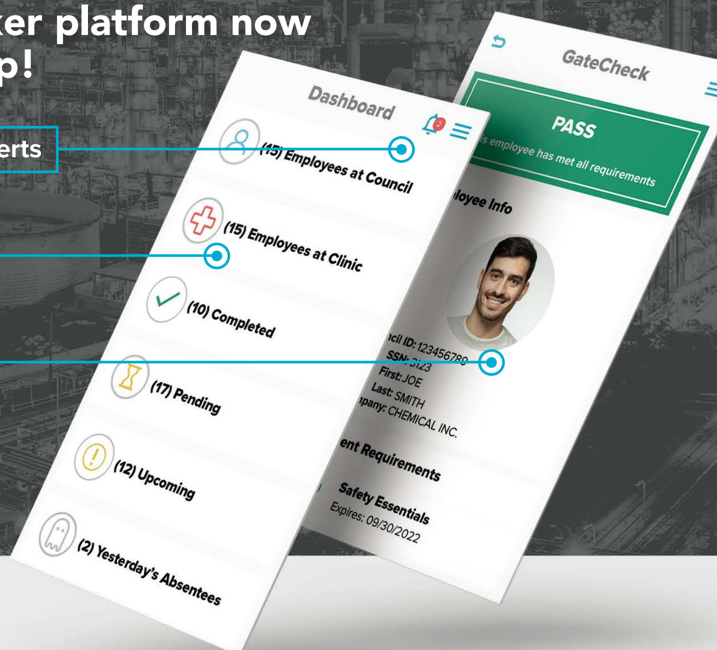
HASC HEALTH & SAFETY COUNCIL

building **safe** workplaces

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!

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SCAN TO DOWNLOAD!

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