

## 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.

<b>Member Account</b>	<a href="https://portal.hasc.com/App/Forms/Membership">https://portal.hasc.com/App/Forms/Membership</a>
<b>Non-Member Account</b>	<a href="https://portal.hasc.com/app/forms/signup">https://portal.hasc.com/app/forms/signup</a>
<b>LINK™</b>	<a href="https://portal.hasc.com/App/login">https://portal.hasc.com/App/login</a>

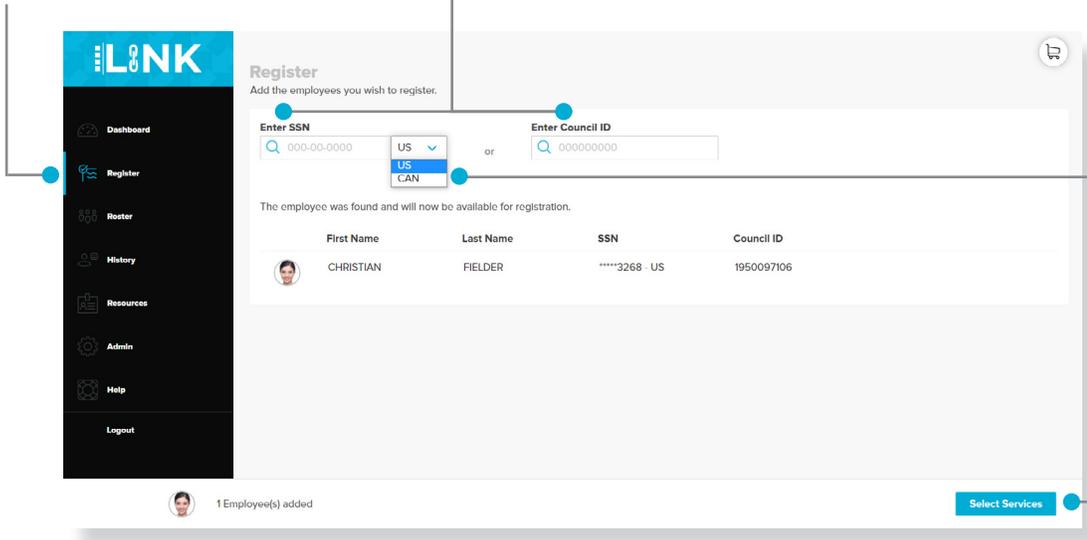
### Member Benefits

- 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



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

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

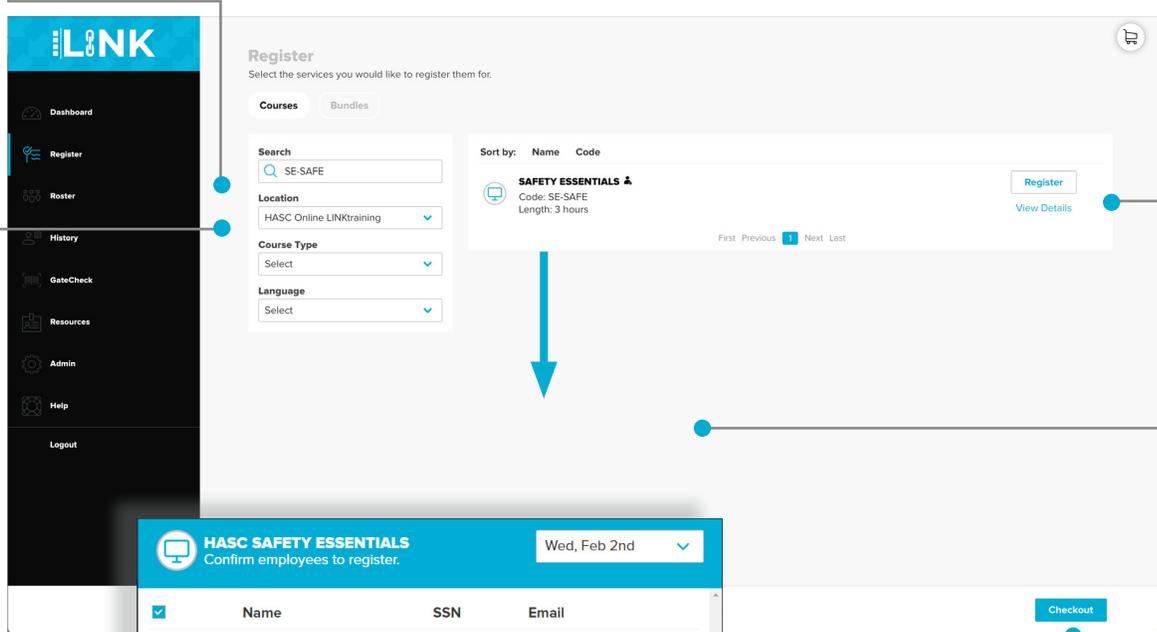
**Note:** Multiple personnel can be registered in the same session

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

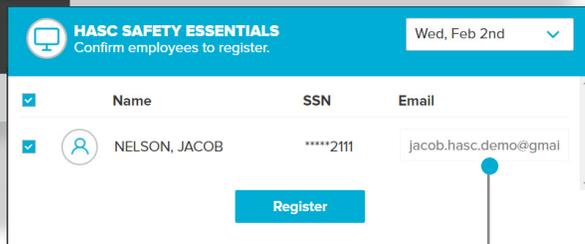
 **Note:** Only available courses at the selected location will display

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

3. Click **Register**



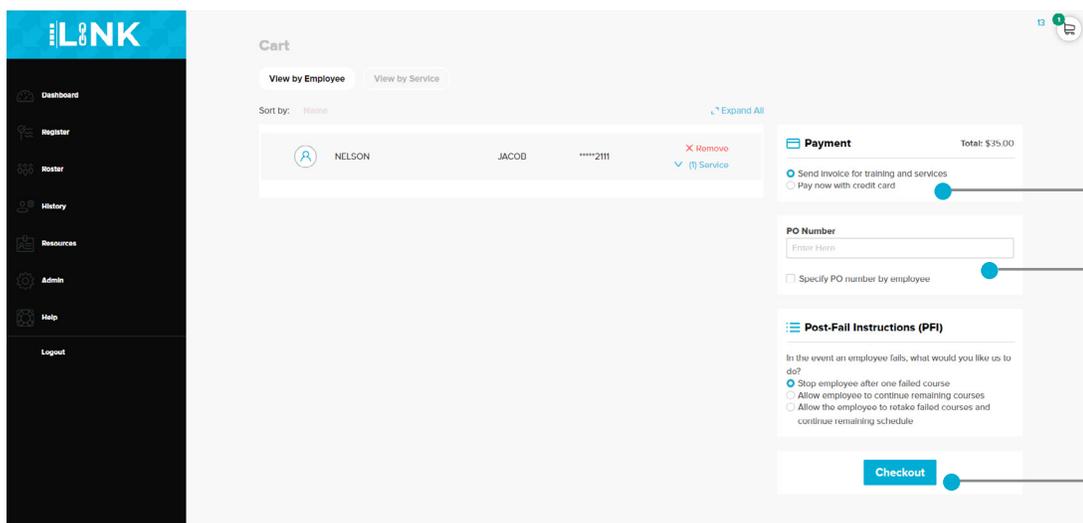
4. Select the training date from the drop-down menu



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)

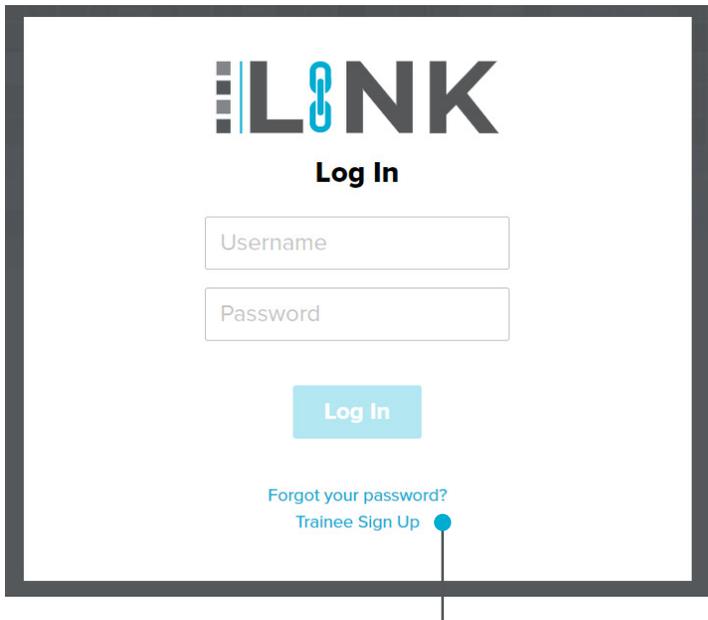
2. Add an optional PO number

3. Select **Checkout**

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

### 3 Course Registration - Missing Personnel Email

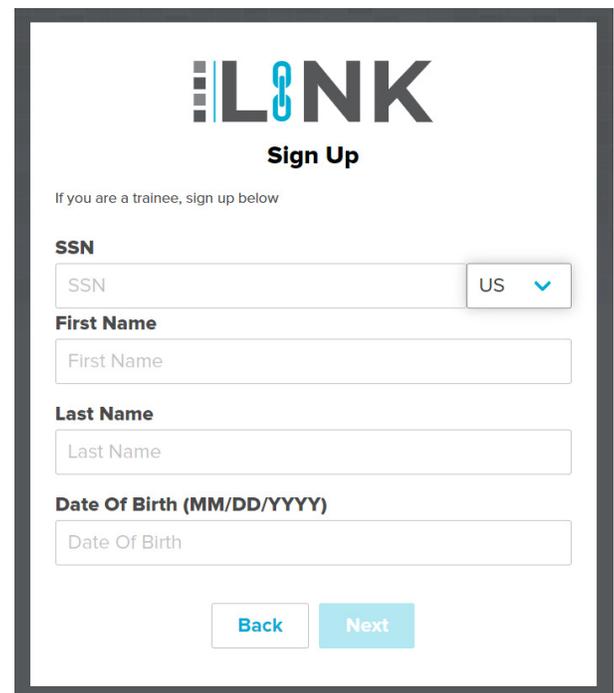
If the administrator does not know the personnel's email address when registering for training, direct the personnel to the [LINK™](#) page to make a Trainee account.



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.