



# Quick Reference Guide For Distance Learning

2020

## SCSWLA: Who We Are

The Safety Council of Southwest Louisiana is a non-profit 501(c)3 organization dedicated to cost-effective services for our local community and business sector. We have served the Southwest Louisiana area since 1955.

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The following is a “Process Overview” on to how setup a new account, schedule training, and take safety training courses.

### Process Overview:

- Step #1:** How to: Set-up a New Account to Schedule
  - Step #1:** How to: Schedule Safety Training Courses
  - Step #2:** How to: Use the Remote Launcher
  - Step #3:** How to: Request a Badge for Completed Training
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### **Step #1:**

#### **How to: Set-up a New Account to Schedule**

Go to: <https://www.istc.net/IstcGeneralEnrollmentCommon/default.aspx?CouncilName=ScSwLa>

- Fill out all the required fields and Click on “Create ISTC Account”
- Review the “Online Scheduling Agreement”, enter the contact name and click “I Agree”

After clicking ‘I Agree’ you will receive an email with your **Client Id number, Username, and Password.**

## **Step #2:**

### **How to: Schedule Safety Training Courses**

- Go to [www.istc.net](http://www.istc.net); click on “Atlas Login”
- Login into Atlas with your Username and Password
- Select the “Participants” tab
- Search the participants social (search field – top left)
- Select Location, “**SCSWLA Distance Learning**”
- Click on the ‘Order Training’ Button (bottom of screen)
- Select the desired code(s) from the Code Box
- Click on ‘**Schedule**’ next to the Code
- Change the date in the calendar box, if needed
- Click in the bubble, next to the desired time
- Click on ‘Book’
- When your selected code(s) has **Pending Submit** under the status, please click on “Submit Order”

The system will provide you with an order Summary page where you can enter a “Purchase Order” if desired. If not, click ‘Submit’ and a confirmation page with a Case number will be provided.

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## **Step #3**

### **How to: Use the Remote Launcher**

Go to: [http://www.istc.net/Icohere/Landing/IstcLmsLanding\\_Scswla.php](http://www.istc.net/Icohere/Landing/IstcLmsLanding_Scswla.php)

- Click on ‘English’
- Enter in the Username... **ScSwLa** and Password... **ScSwLa**
- The Trainee will type in his/her Social Security Number
- Click on ‘Continue to LMS’
- Click on the SCSWLA tile for the scheduled training course(s)
- You may now ‘Start’ your course
- Once the trainee passes/fails their course, their score will be uploaded into the trainee’s history

***\*\*\*If the Trainee gets out of the Remote Launcher for any reason and tries to get back in, they will need to enter the ‘Retake Password’, 85246.***

***\*\*\*The Trainee must finish the course within the same day they started the course.***

***\*\*\*If Trainee fails the course, the client (employer) will need to reschedule the student (Step #1 above).***

**\*\*\* Minimum Requirement that your computer needs to run the Remote Learning Portal.**

- **Browsers: The latest version of Firefox and/or Chrome, At least Internet Explorer 9 or Higher (Current Newest Version of IE is 12)**
- **At least a Minimal Broadband (Cable or DSL) Connection of 3Mbps Download Speed and 1Mbps Upload speed**

**Step #4**

**How to: Request Badges for Completed Training (Requested by the Company Scheduler)**

Go to: [https://www.istc.net/TraineePictureUploader/TraineePhotoUpload\\_Scswla.php](https://www.istc.net/TraineePictureUploader/TraineePhotoUpload_Scswla.php)

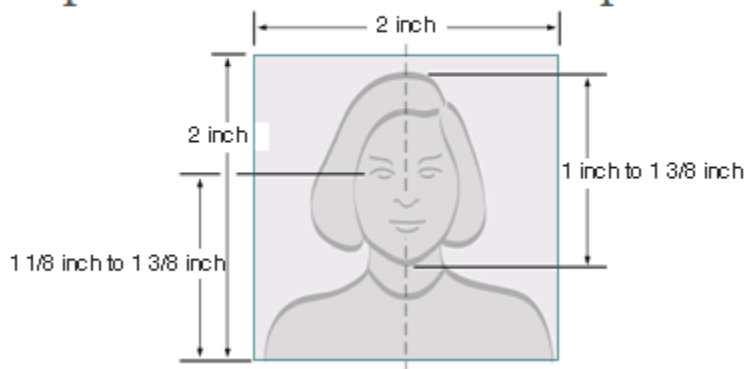
- Click on the Badging Template and Login
- Fill out the Badging Template and attach required photo (photo requirements listed below) and a valid form of ID (acceptable form of ID listed below)
- Submit Badging Template
- Badges will be shipped via USPS (2-5 business days) to the listed address for the Company requesting the badges.

\*\*\*If 2 to 5 business days is not sufficient to receive your badges, you can request a faster delivery service, but the company will accrue the cost.

**Photo Requirements**

- In Color
- 2 X 2 inches in size; 600 X 600 pixels
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open

**Paper Photo Head Size Template**



**Acceptable Forms of ID (must be in color)**

- Valid Driver License w/Photo (US State issued)
- Valid Identification Card w/Photo (US State Issued)
- Valid Passport w/Photo (US Government issued only)
- Valid Renewal document w/expired photo Driver License
  - Expired license beyond 60 days will not be accepted
- Valid Renewal document w/expired photo Identification Card
  - Expired identification card beyond 60 days will not be accepted
- Permanent Residence Card (US Government issued only)
- Valid TWIC Card
- Valid TWIC Renewal document w/expired TWIC Card
  - Expired TWIC Card beyond 60 days will not be accepted
- Valid Military Identification Card

***\*\*\*For any assistance, please feel free to contact...***

- ***Safety Council of Southwest Louisiana: Mon.-Fri., 6:30 a.m. – 3:00 p.m. at (337)436-3354***
- ***After-Hours Call Service: (409)724-2565***