SAFETY COUNCIL
OF SOUTHWEST LOUISIANA
SAFETY FIRST. ALWAYS.

Logging into OMNI:

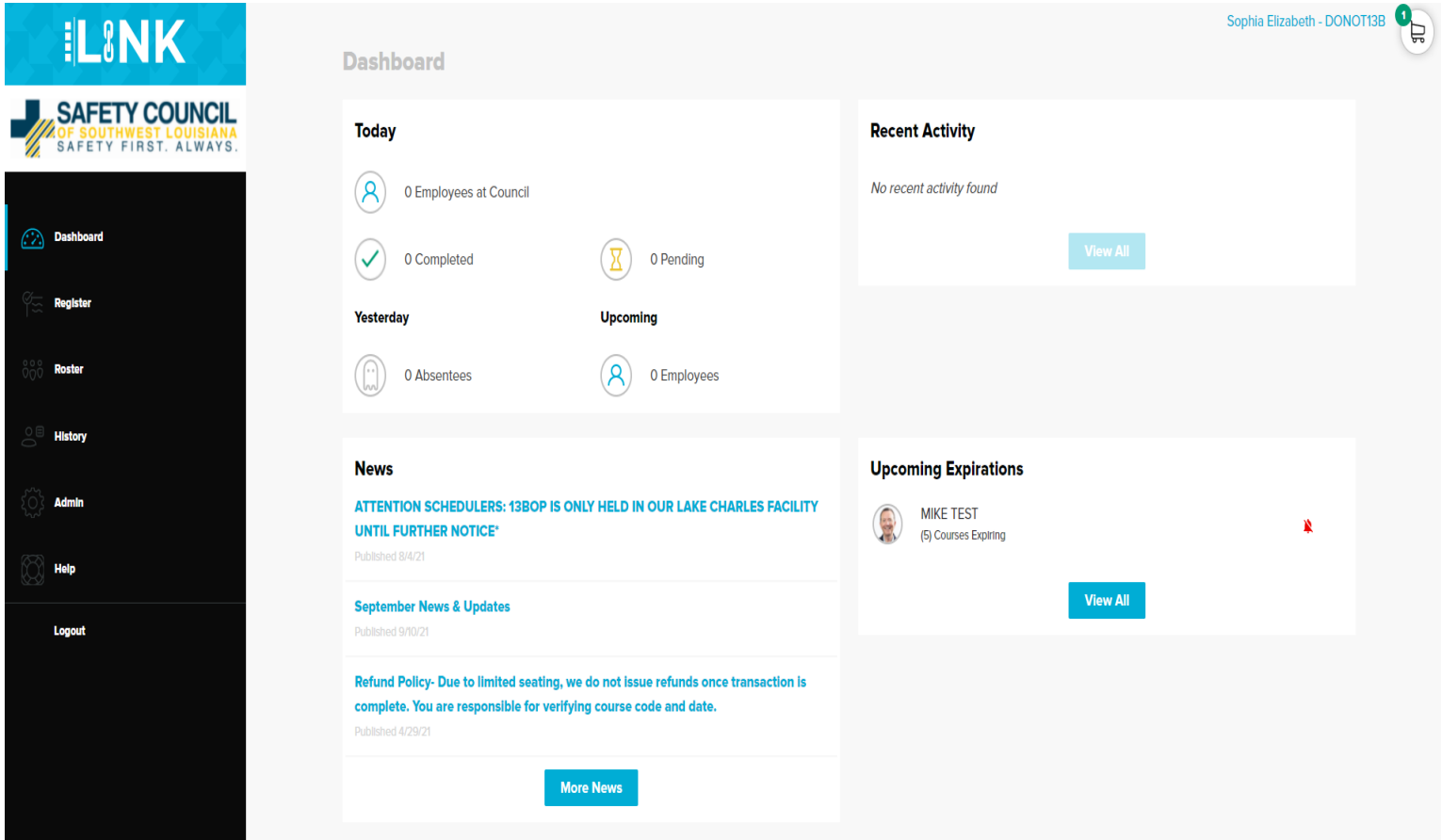1. Using your given Username and Password, log into the LINK system: https://portal.hasc.com/App/login?redirect=%2F

2. Once you have logged in for the first time you will be required to reset your password.

3. Once logged in Your dashboard will appear and available to be used.

Registering a student:

1. When logged into OMNI select the menu item "Register"
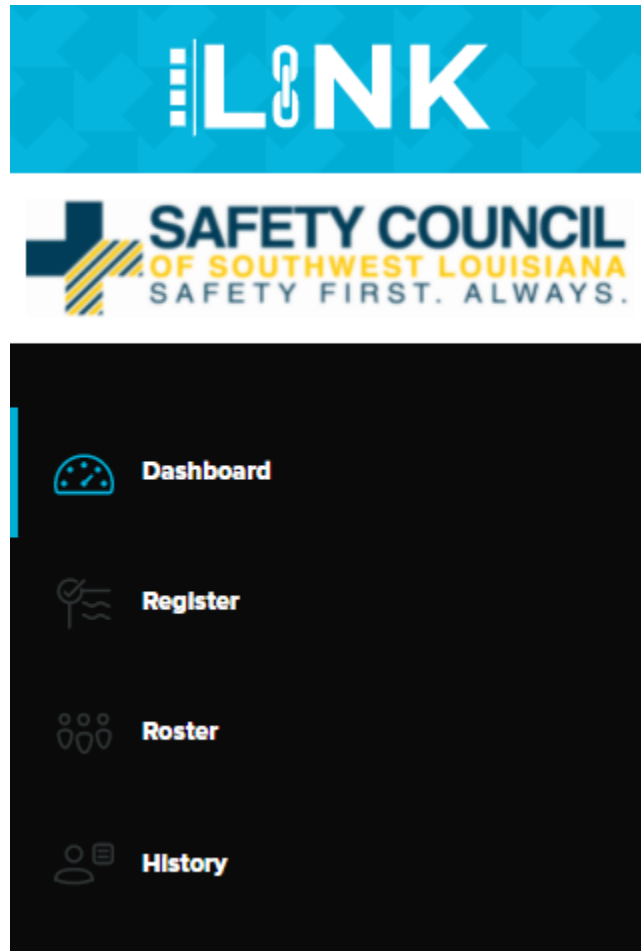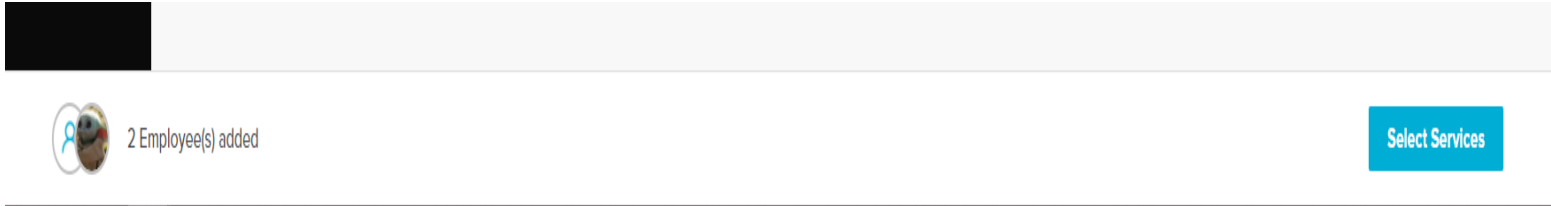

2. After selecting "Register" input the student's social into the box titled "Enter SSN" or their Council ID in the box "Enter Council ID"

3. Once the student is at the bottom of the screen select "Select Services"

2 Employee(s) added

Select Services

a. If the student does not exist:
    i. Enter the social
    ii. Then enter the Students First and Last name in the boxes
    iii. Once that is complete select "Add"
    iv. Then continue onto "Select Services"
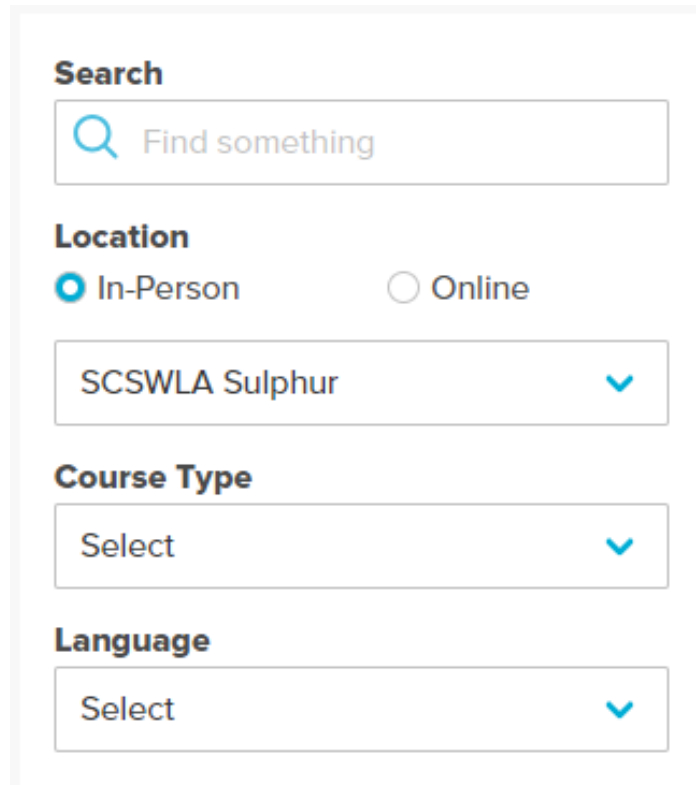
Enter SSN

🔍 000-00-0000

or

Enter Council ID

🔍 000000000

Looks like this is a new employee. Please add them below.

No matching employee found. Please use the fields below if you wish to add them to this registration.

First Name (Required)	Last Name (Required)	SSN	
		452-36-5875	Add

4. On the left hand side there are a few options to specify the search.
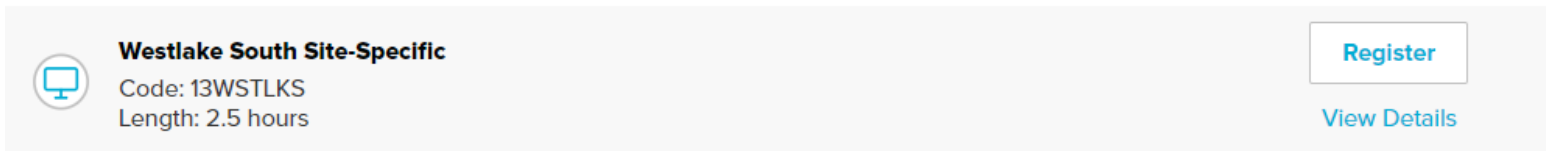
Search

Q Find something

Location

● In-Person   ○ Online

SCSWLA Sulphur   ⌄

Course Type

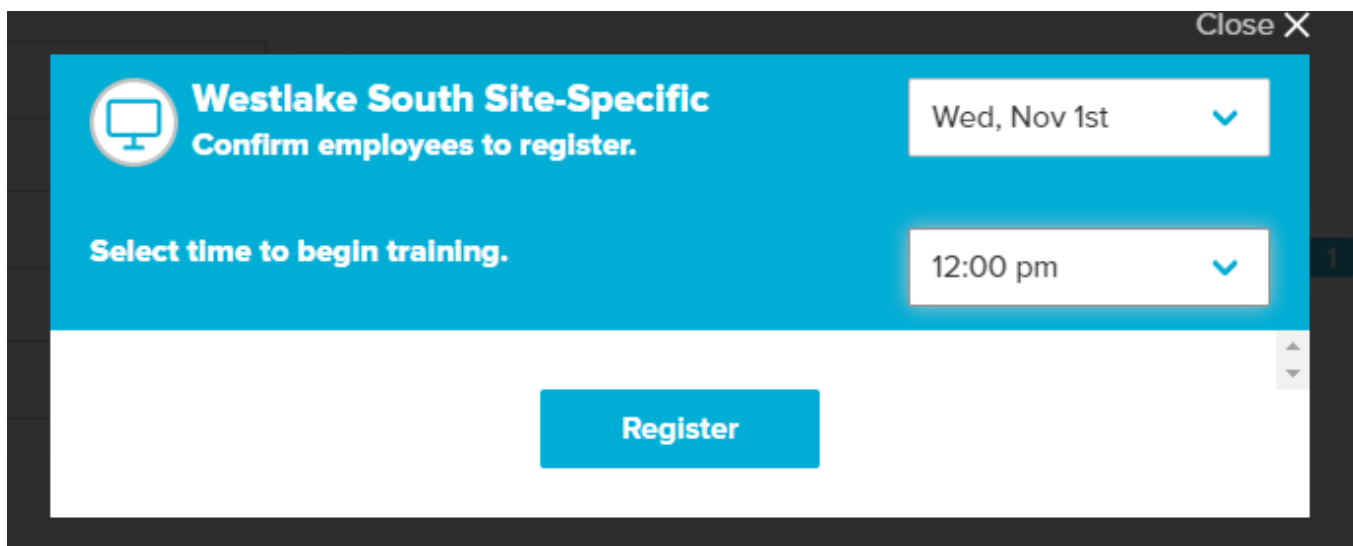Select   ⌄

Language

Select   ⌄

a. "Search" the user can type in either the course name or code.
b. "Location" select which facility the student will be attending.
    i. If a student is going to take a distance learning course, the location must be set to <u>ONLINE</u> then to <u>SCSWLA LINK Training.</u>
c. "Course Type" the user can select from the different types of training (Ex. Company Specific, General Safety)
d. "Language" the user can select from English, Spanish, or Other

5. Once the user has found the correct course select "Register"

Westlake South Site-Specific
Code: 13WSTLKS
Length: 2.5 hours

Register

View Details

6. A second screen will pop up and the user will select "select Date" and pick the date that is most convenient.

Close X

Westlake South Site-Specific
Confirm employees to register.

Wed, Nov 1st

Select time to begin training.

12:00 pm

Register
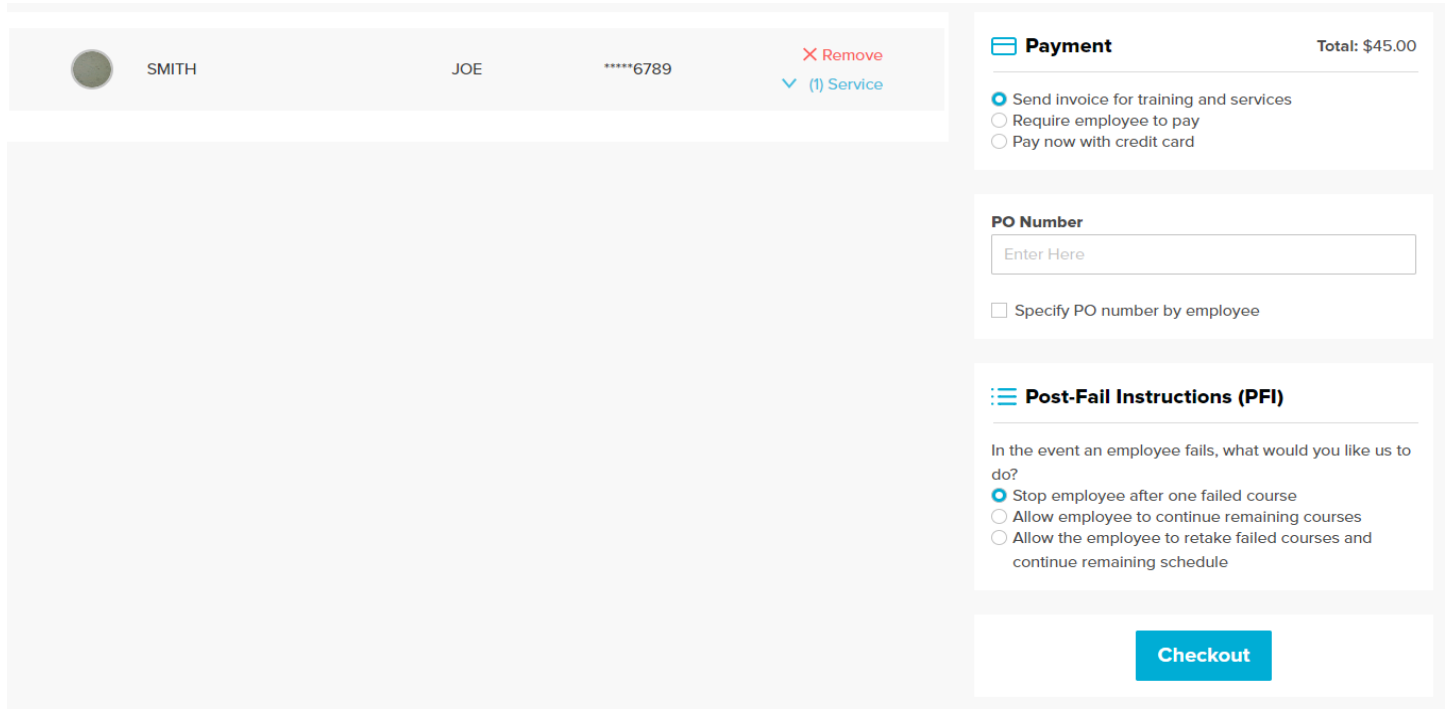
7. Then Select "Register" again.
8. You can repeat steps 1-7 with as many students as necessary.
9. Once all the students you have registered are in the cart select "Checkout"
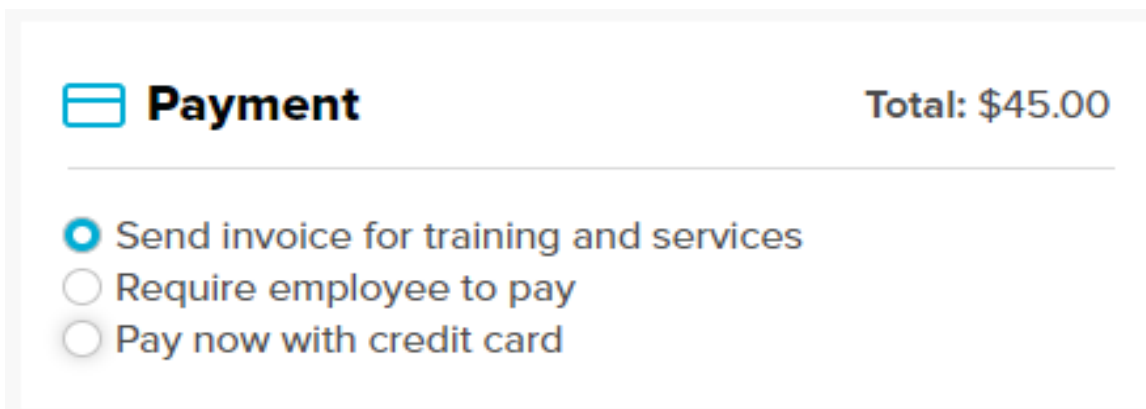
1 Employee(s) added

Checkout

10.	Review courses on the checkout page before checking out by clicking the down arrow to the right of the student's name.
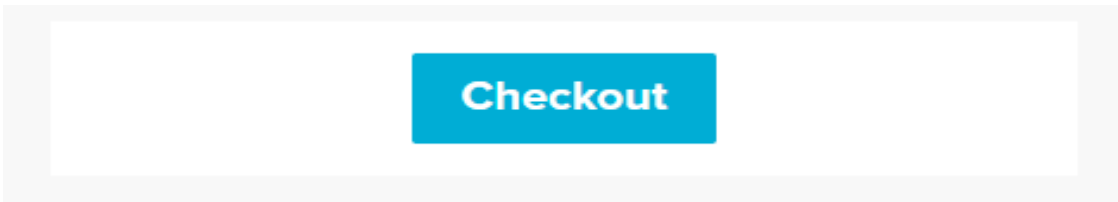

a. To delete select "Remove"
b. To see services that the user has selected and scheduled select "Service"
c. To make any changes to the course select "Edit"

11.	On the right of the screen it will give you three options to pay

a. Send invoice for training and services (Insert PO if needed)

b. Require employee to pay

c. Pay now with credit card

12. Then select "Checkout"

13. The last screen is the confirmation page

a. If a E-Routing slip is needed, check the blue box next to the correct student and select "Print"