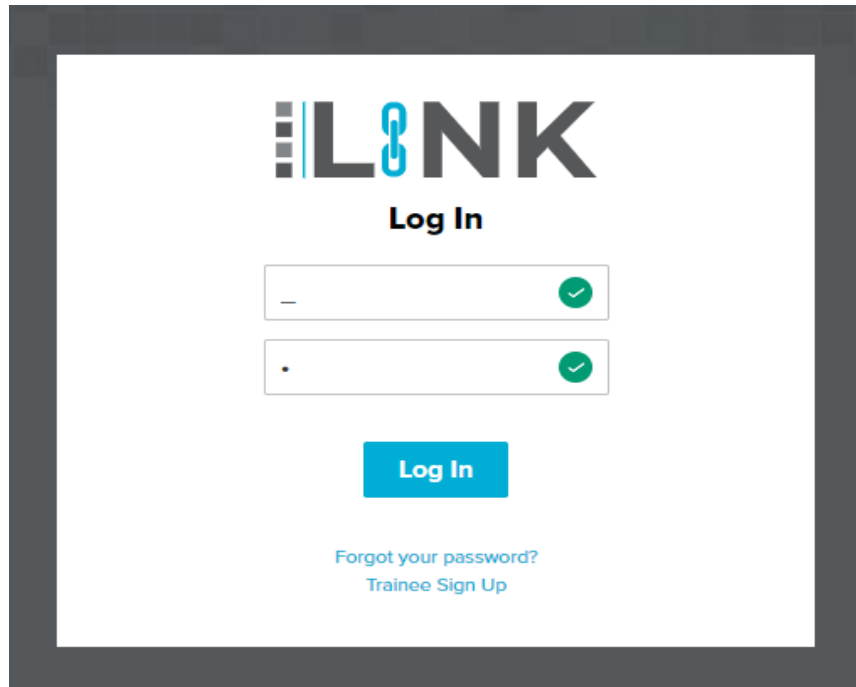


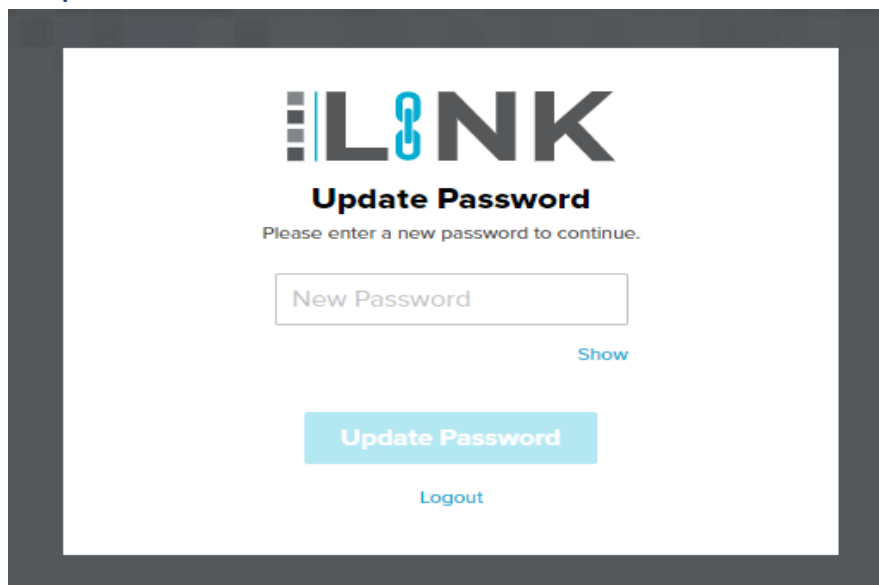
Logging into OMNI:

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



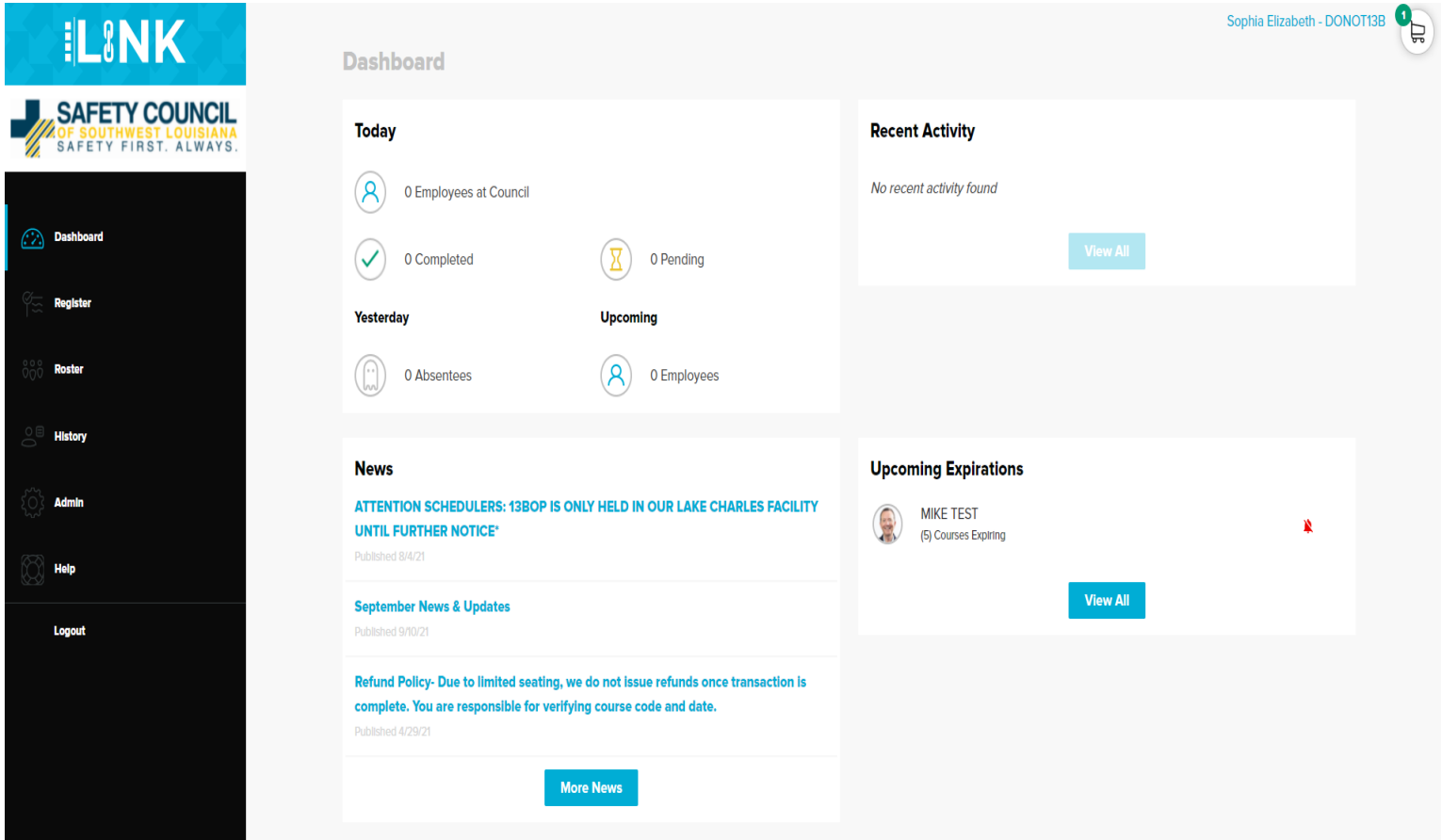
The screenshot shows the LINK Log In page. At the top is the LINK logo. Below it is the text "Log In". There are two input fields: the first contains a hyphen and the second contains a dot, both with green checkmarks to their right. Below the fields is a blue "Log In" button. At the bottom, there are links for "Forgot your password?" and "Trainee Sign Up".

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



The screenshot shows the LINK Update Password page. At the top is the LINK logo. Below it is the text "Update Password" and "Please enter a new password to continue.". There is a "New Password" input field with a "Show" link to its right. Below the field is a light blue "Update Password" button. At the bottom, there is a "Logout" link.

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

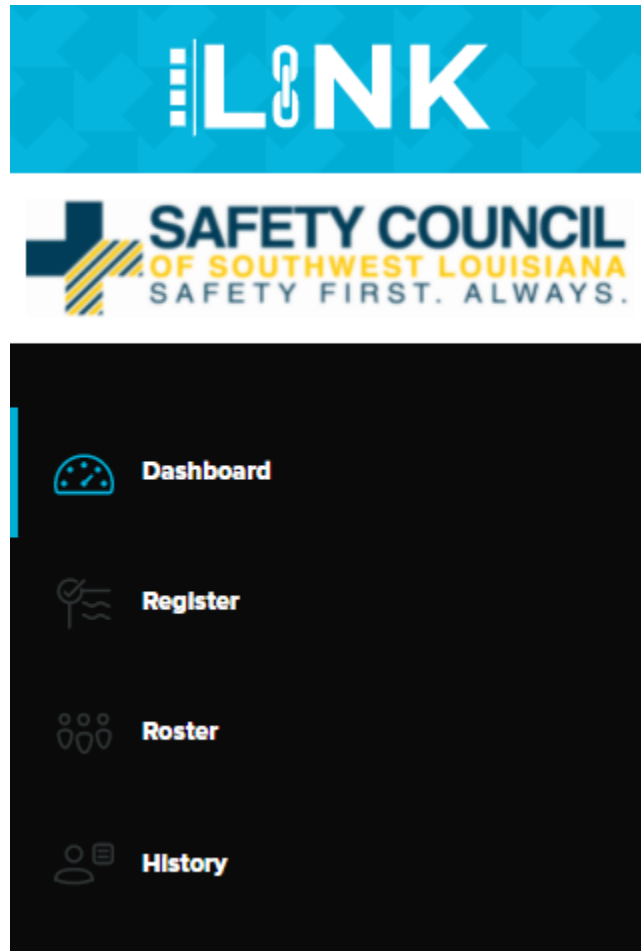


The screenshot shows the LNK dashboard for a user named Sophia Elizabeth - DONOT13B. The interface includes a sidebar with navigation options: Dashboard, Register, Roster, History, Admin, Help, and Logout. The main dashboard area is titled 'Dashboard' and contains several widgets:

- Today:** 0 Employees at Council, 0 Completed, 0 Pending.
- Yesterday:** 0 Absentees.
- Upcoming:** 0 Employees.
- Recent Activity:** No recent activity found. Includes a 'View All' button.
- News:**
  - ATTENTION SCHEDULERS: 13BOP IS ONLY HELD IN OUR LAKE CHARLES FACILITY UNTIL FURTHER NOTICE'** (Published 8/4/21)
  - September News & Updates** (Published 9/10/21)
  - Refund Policy- Due to limited seating, we do not issue refunds once transaction is complete. You are responsible for verifying course code and date.** (Published 4/29/21)
- Upcoming Expirations:** MIKE TEST (5) Courses Expiring. Includes a 'View All' button.

Registering a student:

1. When logged into OMNI select the menu item “Register”

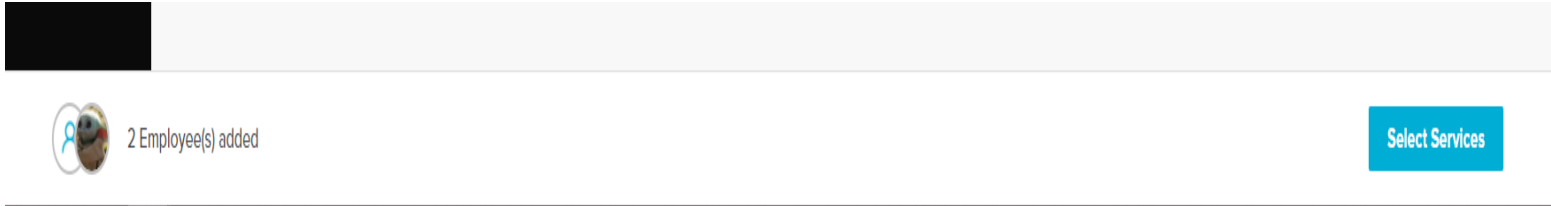


2. After selecting “Register” input the student’s social into the box titled “Enter SSN” or their Council ID in the box “Enter Council ID”

**Register**  
Add the employees you wish to register.

<b>Enter SSN</b> <input type="text" value="000-00-0000"/>	or	<b>Enter Council ID</b> <input type="text" value="000000000"/>
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3. Once the student is at the bottom of the screen select “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”

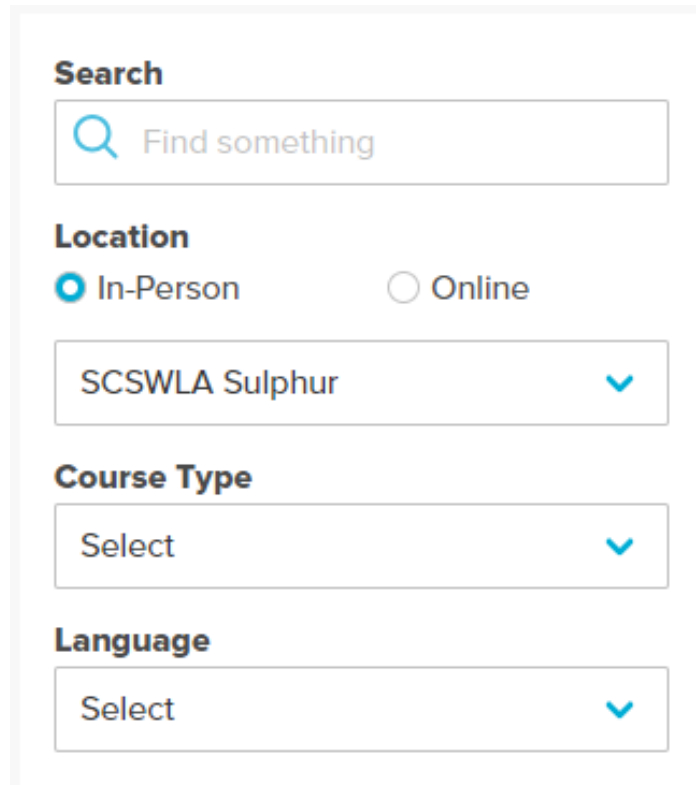
Enter SSN  or Enter Council ID

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 <small>(Required)</small>	Last Name <small>(Required)</small>	SSN	
<input type="text"/>	<input type="text"/>	<input type="text" value="452-36-5875"/>	<input type="button" value="Add"/>

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

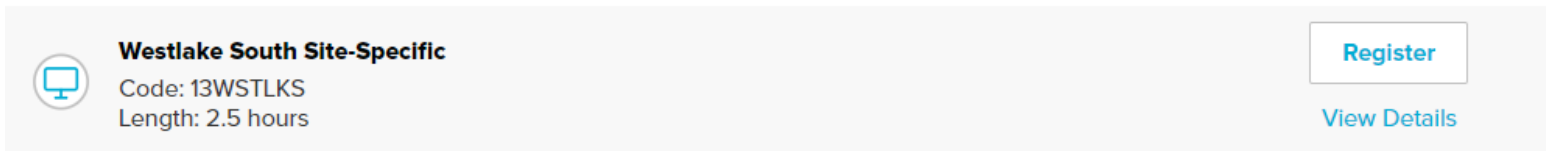


The screenshot shows a search filter interface with the following sections:

- Search:** A text input field with a magnifying glass icon and the placeholder text "Find something".
- Location:** Two radio buttons labeled "In-Person" (selected) and "Online". Below them is a dropdown menu showing "SCSWLA Sulphur".
- Course Type:** A dropdown menu showing "Select".
- Language:** A dropdown menu showing "Select".

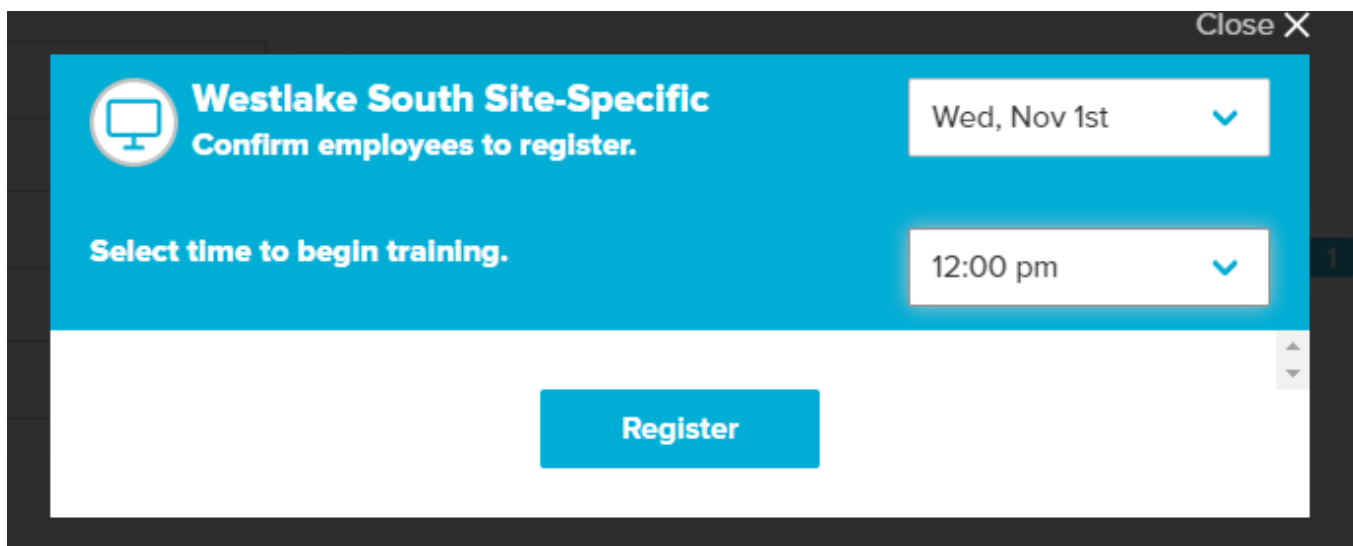
- "Search" the user can type in either the course name or code.
- "Location" select which facility the student will be attending.
  - If a student is going to take a distance learning course, the location must be set to ONLINE then to SCSWLA LINK Training.
- "Course Type" the user can select from the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

5. Once the user has found the correct course select “Register”



A screenshot of a course selection interface. On the left, there is a computer icon, the course title "Westlake South Site-Specific", the code "Code: 13WSTLKS", and the length "Length: 2.5 hours". On the right, there is a blue "Register" button and a link "View Details".

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



A screenshot of a registration confirmation screen. The header is blue and contains a computer icon, the course title "Westlake South Site-Specific", and the instruction "Confirm employees to register." Below this, there is a dropdown menu showing "Wed, Nov 1st" and another dropdown menu showing "12:00 pm". At the bottom, there is a large blue "Register" button. A "Close X" button is in the top right corner.

7. Then Select “Register” again.

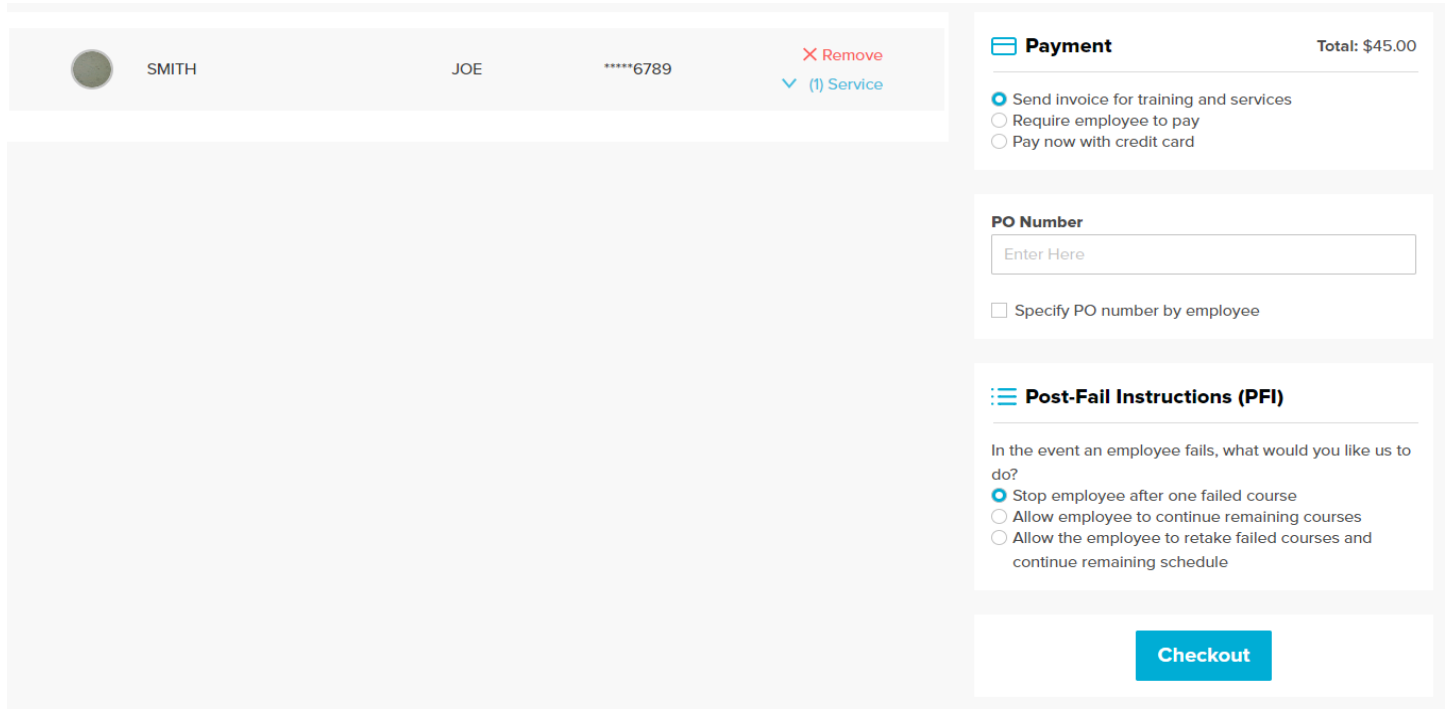
8. You can repeat steps 1-7 with as many students as necessary.

9. Once all the students you have registered are in the cart select “Checkout”

1 Employee(s) added

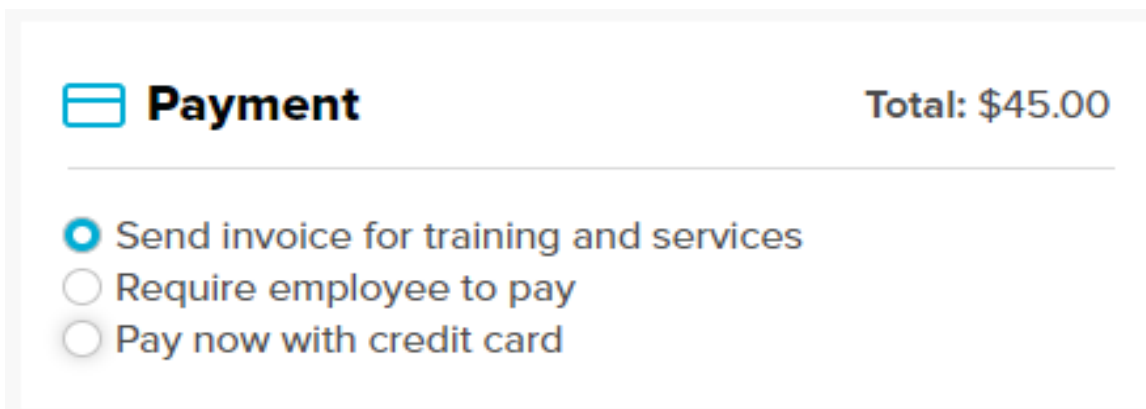
Checkout

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



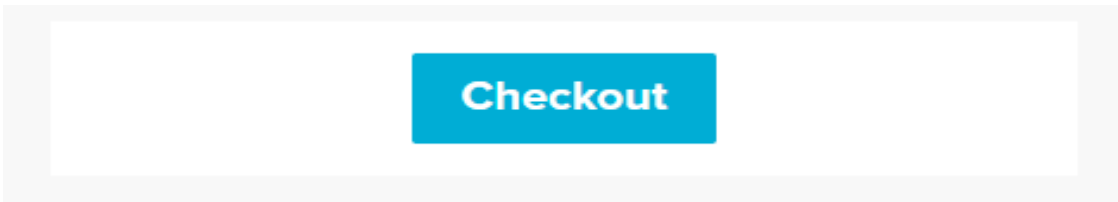
The screenshot shows a checkout interface. At the top, there is a student profile card for SMITH, JOE, with a masked ID \*\*\*\*\*6789. To the right of the name is a red 'X Remove' link and a blue 'Service' link with a dropdown arrow. Below the profile is a large greyed-out area. On the right side, there is a 'Payment' section with a total of \$45.00. It contains three radio button options: 'Send invoice for training and services' (selected), 'Require employee to pay', and 'Pay now with credit card'. Below this is a 'PO Number' section with an input field labeled 'Enter Here' and a checkbox for 'Specify PO number by employee'. Further down is a 'Post-Fail Instructions (PFI)' section with a question and three radio button options: 'Stop employee after one failed course' (selected), 'Allow employee to continue remaining courses', and 'Allow the employee to retake failed courses and continue remaining schedule'. At the bottom right is a blue 'Checkout' button.

- 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




This is a close-up of the 'Payment' section from the checkout page. It features a blue menu icon to the left of the word 'Payment' in bold. To the right, it says 'Total: \$45.00'. Below a horizontal line, there are three radio button options: 'Send invoice for training and services' (which is selected), 'Require employee to pay', and 'Pay now with credit card'.

- 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”

Employee E-Routing Cards				Print
<input checked="" type="checkbox"/>	Last Name	First Name	SSN	
<input checked="" type="checkbox"/>	 SMITH	JOE	*****6789	