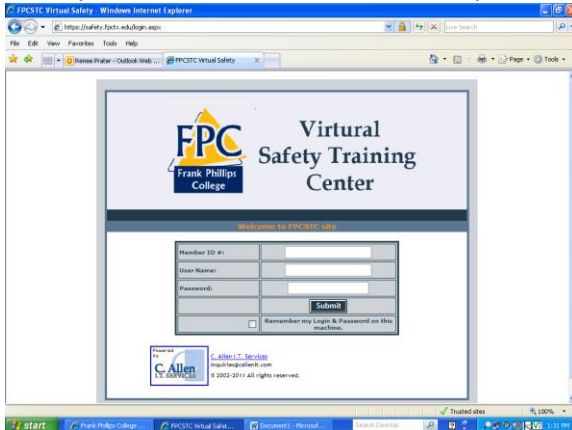


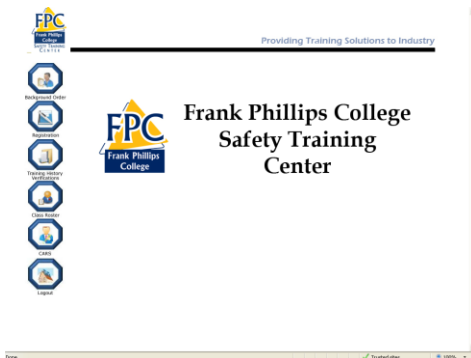


FRANK PHILLIPS COLLEGE SAFETY TRAINING CENTER REGISTRATION AND DATADASE INFORMATION

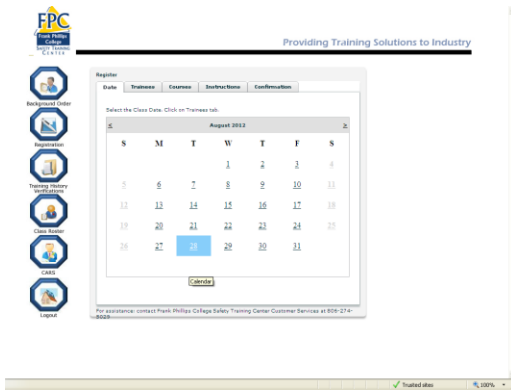
1. A client application must be submitted. This is available on our website at <http://www.fpctx.edu/pstc.asp> .
2. After you submit the application you will receive your Member ID, your user name and password.
3. Go to the website above and then click on Online Registration & First Advantage Background Check.
4. Enter your Member ID, User name and password.



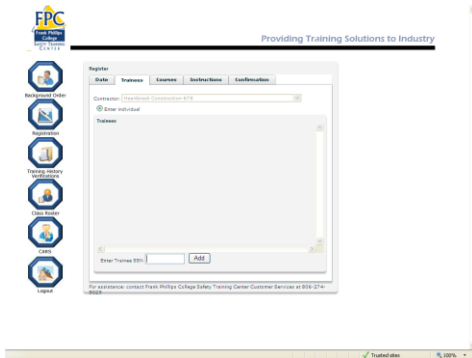
5. Then submit.



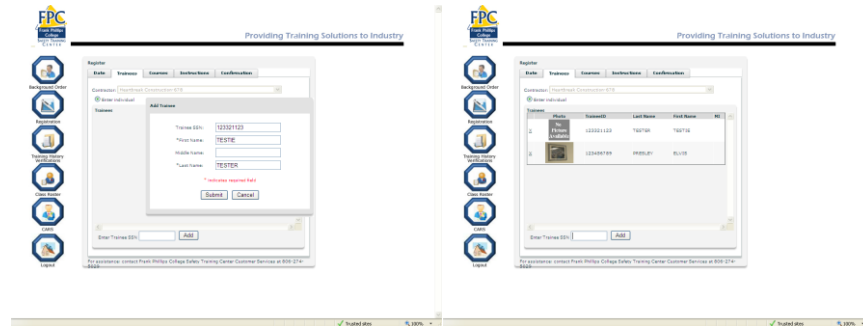
6. To register employees for training go to the registration button, please read and accept the information.
7. If you don't allow Spanish training then just hit submit on the second screen, you will not be able to register for Spanish training if you don't click accept on the second page.



8. You should then see a calendar. Click on the date you want the training.
9. Click the Trainees tab.

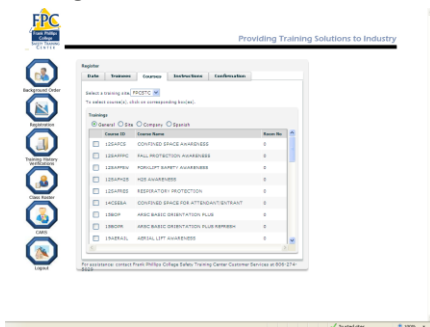


10. Then enter the trainees Social Security number. If they aren't in the database a box will come up Enter the employees first and last name.



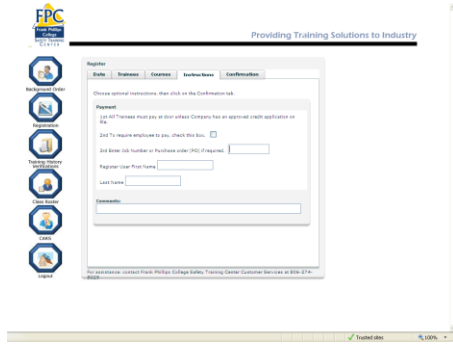
You can enter keep entering employees if they are all taking the same training.

11. Then go to courses tab.

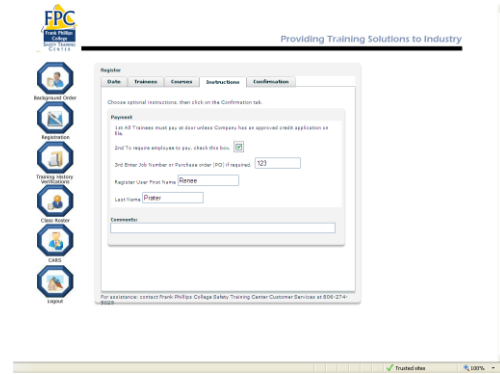


Check the boxes of the courses the employees need to take. They are separated with buttons at the top, General (BOP, Lockout Tagout, ect..) Site/ Conoco, Chevron, Conoco HF Acid, ect..), Company (if your company has company specific training), Spanish (you will only be able to choose this if you agreed to the Spanish training rules.)

12. After you have selected the courses then click on the instructions tab.



This is where you will enter PO numbers, if they need to pay or any special instruction. You must also enter your first and last name so that we know who to contact with any questions.



13.

14. Then click the confirmation tab.



Confirm that all classes are correct if there is a mistake you can click the x next to the employees name.

15. If everything is correct click submit.

16. You will then receive a confirmation.



If you do not receive a confirmation, please contact the safety center to ensure your employees are registered.

To Cancel Student training

1. Click Class roster
2. enter date of class
3. find student
4. click red delete button
5. Make sure you delete all training they will not be attending.

You can also use this to see who you have scheduled for a specific date or date range.

Training Verification

1. Click on training verification
2. Enter employee Social Security Number or Badge Id
3. click submit

This will show all current training records.

For all records

1. Click training verification
2. Enter employee Social Security Number or Badge Id
3. Click all records
4. click submit

This will show expired training also.

First Advantage Background Checks

1. Login to registration database

2. click on Background Order
3. Enter PO or Jobsite # if you have one
4. Enter the employee Social Security Number click search
5. If trainee is not found enter employees name exactly as it appears on the Social Security Card.
6. Click Save
7. Then click search
8. check the box for Grd Package 2.0, multiple boxes will automatically be marked **do not uncheck any other boxes.**
9. Fill in all boxes that have an asterisk
10. Make sure to enter the Drivers License number and state or the Motor Vehicle report will not run. (if it is added later it is an additional charge)
11. Click submit.
12. **A duplicate charge will occur by clicking submit more than once!**

This is a new graded background package. The cost has increased to \$100 per screen.