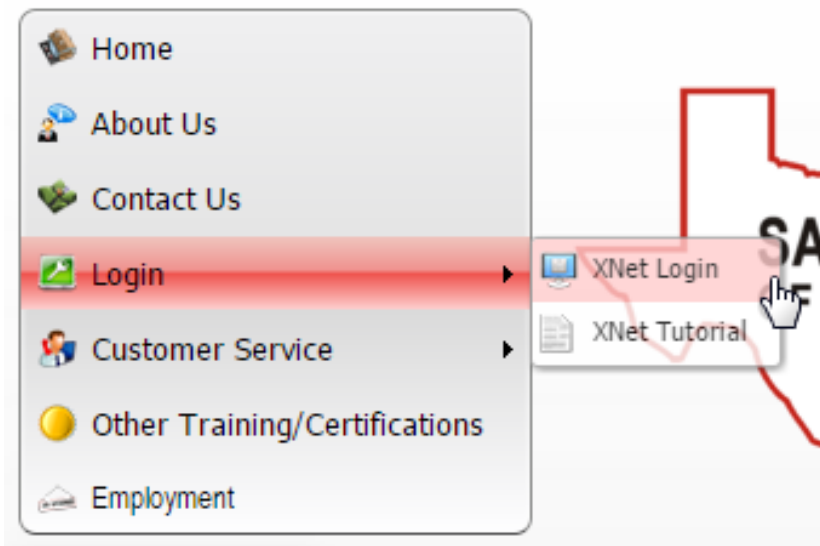


How to Verify Employee Training

1. Open new window in Google Chrome, and go to cscportlavaca.org



2. Click on Login
3. Click on XNet Login



4. You will need your Client Id, Username, and Password to login.

SAFETY COUNCIL OF THE TEXAS MID-COAST, INC.

XNET Login

IMPORTANT:

Please contact Contract Administration at your worksite to find out what classes your trainees are required to take. **SCTMC will not advise any client or trainee about job site training requirements.** If classes scheduled by the employer conflict with the credentials held by the trainee, the employer will be notified; however, *the final decision about which classes to take is the employer's decision.*

Client Id:
Username:
Password:

Welcome to the Port Lavaca XtraNET Login!
If this is your first time to login please contact at 361-552-7823, to receive your login information

All SCTMC classes held at the Port Lavaca location are scheduled to be completed by 4:00 p.m., allowing staff to complete all business transactions by closing at 5:00 p.m.

5. Hover your mouse over Trainee, then click on Trainee Search

Home XNET Admin Trainee Session Reports DUM001 DUMMY COMPANY FOR TESTING

Trainee Search
Trainees Today
Remove This User's Scheduled Training

SCTMC XNET Admin

Icons you'll encounter

- Up One Level
- Add User
- Edit User
- Delete User
- View User
- View Group

Add User: Simply enter the persons details along with a unique u for this individual. Please remember to provide an email address for tl receive email notifications when packages are completed. Each user i group before their login credentials will be activated.

View All Users: View all users who have been entered. Click edit each users details.

View All Groups: View all administrative groups available to y to view all users currently in this group. To add a already entered use

- You will need to type the employee's full social security number in, and then click Search.

Home XNET Admin Trainee Session Reports DUM001 DUMMY COMPANY FOR TESTING

Search Trainee

Search Type: SSNO ▼

Search (no dashes or spaces): 123456789 Search

- Click on Training History.

Home XNET Admin Trainee Session Reports DUM001 DUMMY COMPANY FOR TESTING

View Trainee Print

Edit Trainee
Schedule Training
Training History
Order BC Search

Background Results.

SS Number:
xxx456123

Last Name:
Trainee

First Name:
Billy

Suffix:
(none)

Address:
411 W. Main

City:
Port Lavaca

State:
TX

DOB:
9/16/1960

Gender:
M

Zip:
77979

Status:
A

Has Tac Card

Employer Name:
DUM001 DUMMY COMPANY FOR TESTING

Scheduled Training

8. Click on All to see everything that the employee has taken or click on Valid to see only the Valid/Non expired training.

ET Admin | Trainee | Session | Reports | DUM001 DUMMY COMPANY FOR TESTING

[Return to View Trainee](#)

Trainee Scheduled Details

In Progress BCG	Current BCG	Valid Training	Expired	Error BCG
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SSNO: xxx456123 **Name:** Billy Trainee

Background History

Code	Date Ordered	Expiration Date	Company	Background Company
06SSV	6/23/2011	4/14/2018	DUMMY COMPANY FOR TESTING	LexisNexis

Training History

→ All
 ← Valid

Description	CourseID	Date Taken	Exp. Date	Scheduled via Internet
Basic Orientation Plus Refresher Non Reciprocal	06BOPNR	2/26/2016	2/28/2017	N
Seadift Coke Site Specific-Spanish	06SCSS-SP	10/16/2015	10/31/2016	N
Basic Orientation Plus Houston	19BOP	12/31/2014	12/31/2015	N
Formosa Plastics Corporation Cryogenic Safety Awareness	06FPCCRYO	9/25/2014	9/30/2015	N
ARSC Benzene	A20BNZ	2/23/2014	2/28/2015	N
ARSC LINE OF FIRE	A06LOF	9/23/2013	9/30/2014	N
EQUISTAR VICTORIA C/S	06EQUVCS	8/29/2013	8/31/2014	N
FPC HYDROCARBONS UNIT TRAINING	FPCHYDCR	6/11/2013	6/10/2016	N
FORMOSA MTSA SECURITY AWARENESS	06FPCMTSA	4/17/2013	4/30/2014	N
DOW SAFE WORK PERMIT ACCEPTOR	06DOWSWP	11/28/2012	11/30/2013	N
Basic Orientation Plus Non Reciprocal	06BLNR	11/8/2012	11/30/2013	N
ARSC RESPIRATORY PROTECTION	A06RPT	10/23/2012	10/31/2013	N

****Once you are done viewing your employee's training history you can close out of the window****

Call or email customer service for any questions or concerns you may have regarding training at 361-552-7823 ext. 3 or customerservice@cscportlavaca.org