THIRD COAST SAFETY

A Website How to Guide

iLevel

Updated 5/6/2024

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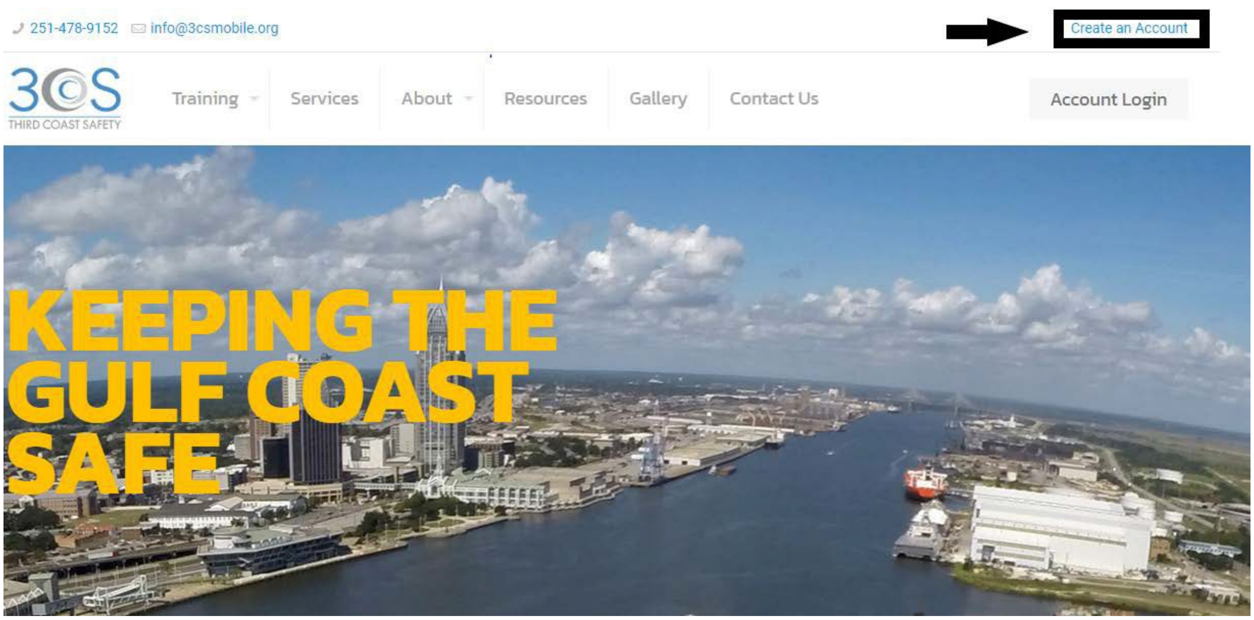
3CS Account/Company Set up

Welcome!

Start by navigating to www.3csmobile.org

If you have never logged in to the 3CS website, you will need to select *Create an Account* in the top right corner of the homepage. There, you will be prompted to create a user account. (This is also used to create logins for your company. You may have as many logins for your company as you would like). If you have an existing username and password, you will need to select Account Login on the homepage and log in as usual.

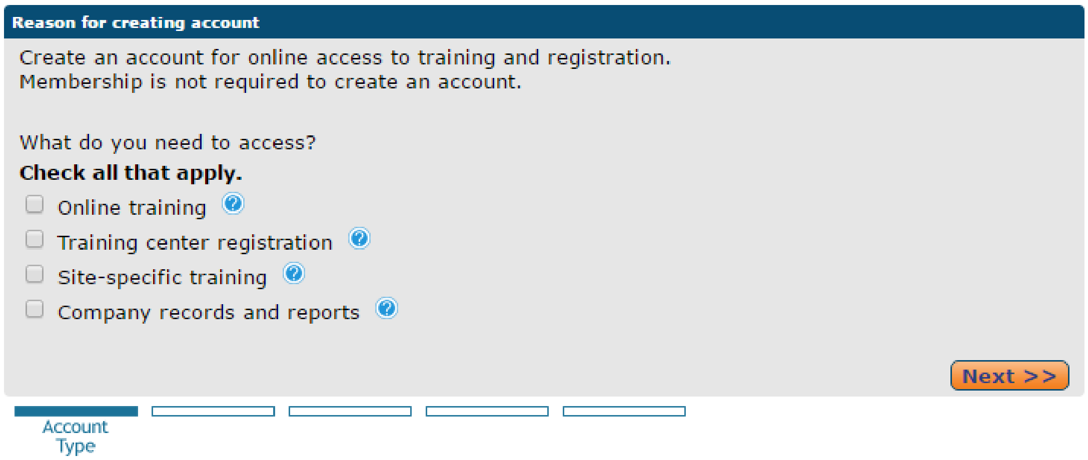
If your company name, address, admin etc., changes you will need to call us to update your account at 251-478-9152.



Next, follow the prompts to create your **company account** & or **new login** for your company. Two emails will be sent. One confirming that we have received your request and another with your username and account information

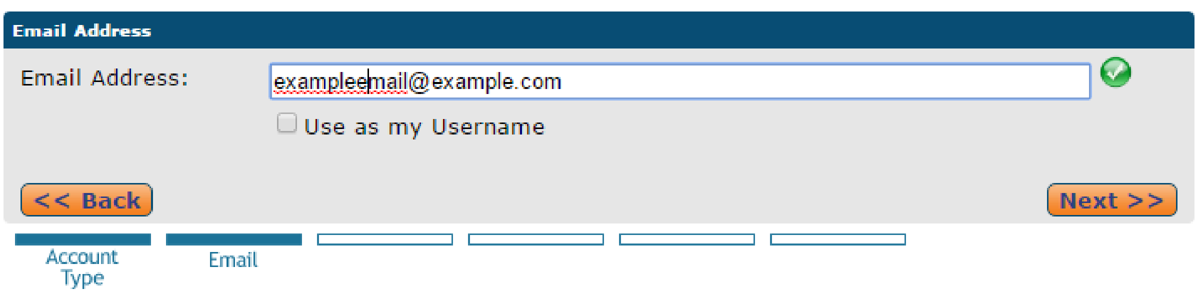
1. Check all that apply. *Note: For accounts not registering with a company (general training only, no site specifics) only select the box next to Training Center Registration.

Select Next.



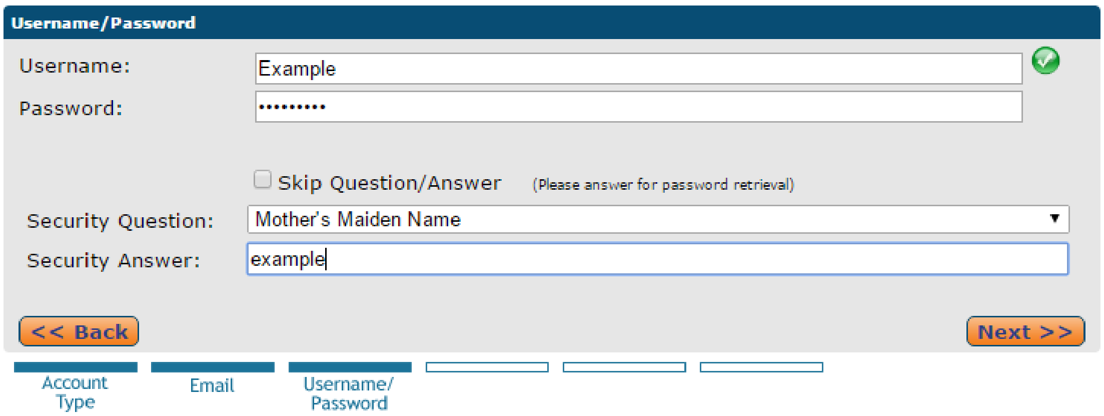
2. Enter your email address.

Select Next.



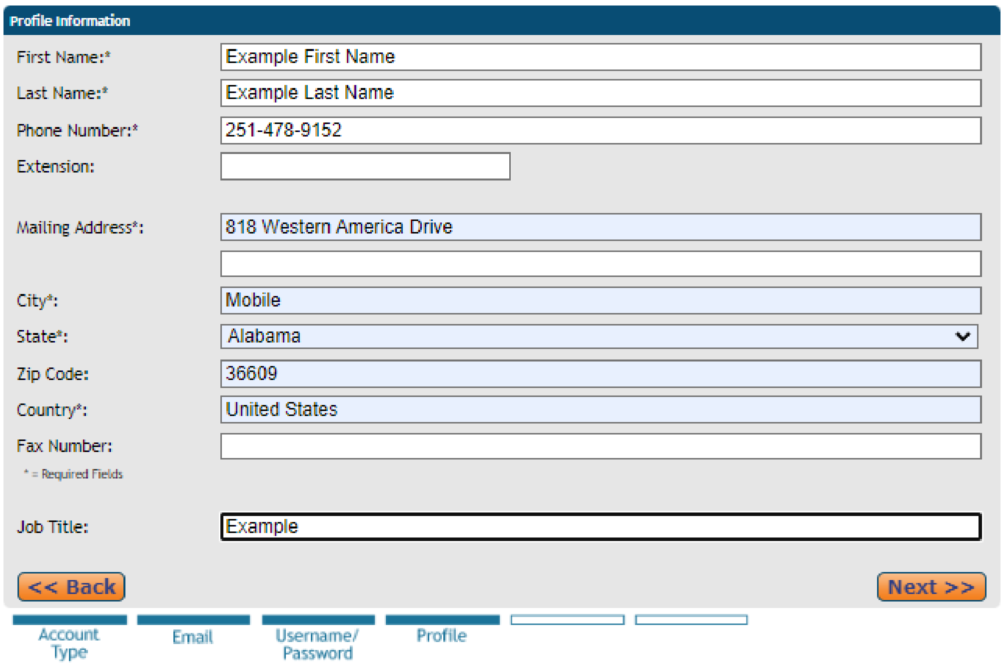
3. Enter a user name and password if email was not selected to be used as the username. Select a security question. (This is not required, but highly recommended, in case you forget your username and password information)

Select Next.



4. Enter your profile information. (This will be your name and actual office address, not corporate address. Add your job title.

Select Next.



Profile Information

First Name:* Example First Name

Last Name:* Example Last Name

Phone Number:* 251-478-9152

Extension:

Mailing Address*: 818 Western America Drive

City*: Mobile

State*: Alabama

Zip Code: 36609

Country*: United States

Fax Number:

* = Required Fields

Job Title: Example

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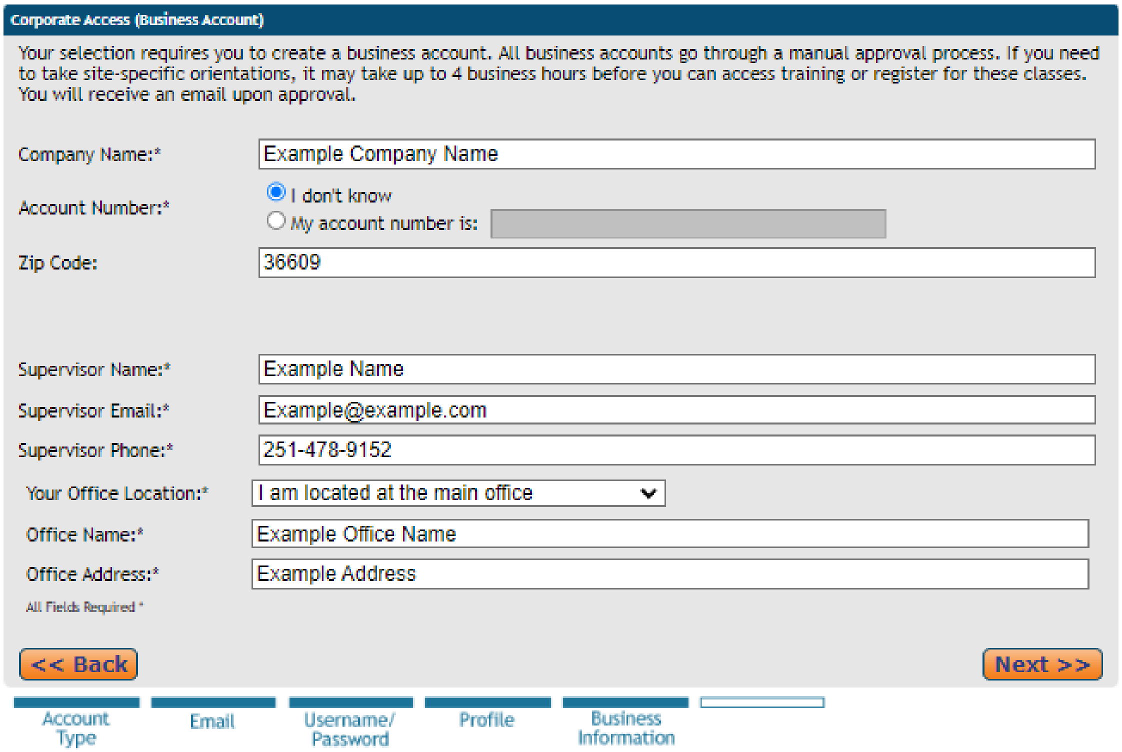
Next >>

Account Type | Email | Username/ Password | Profile

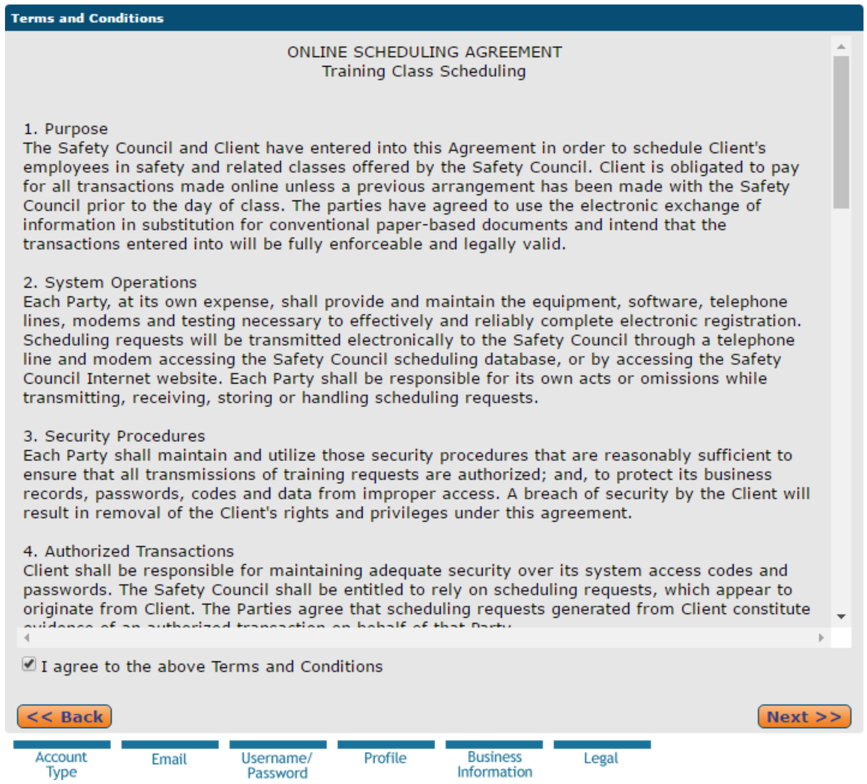
5. This step is where you will enter the **company** information.

Select Next.

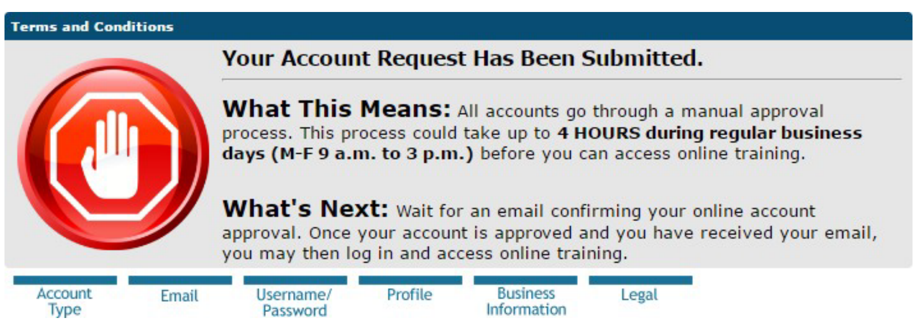


6. Check the agree box.

Select Next



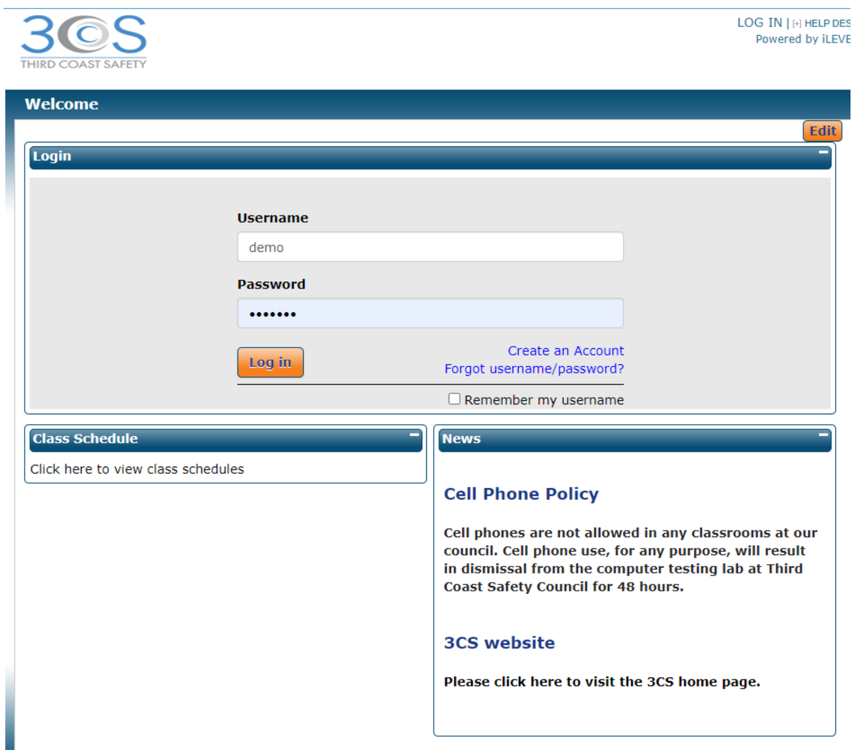
7. Your account will be approved in up to 4 hours.



Once you have received your account information email, you can then login to your account.

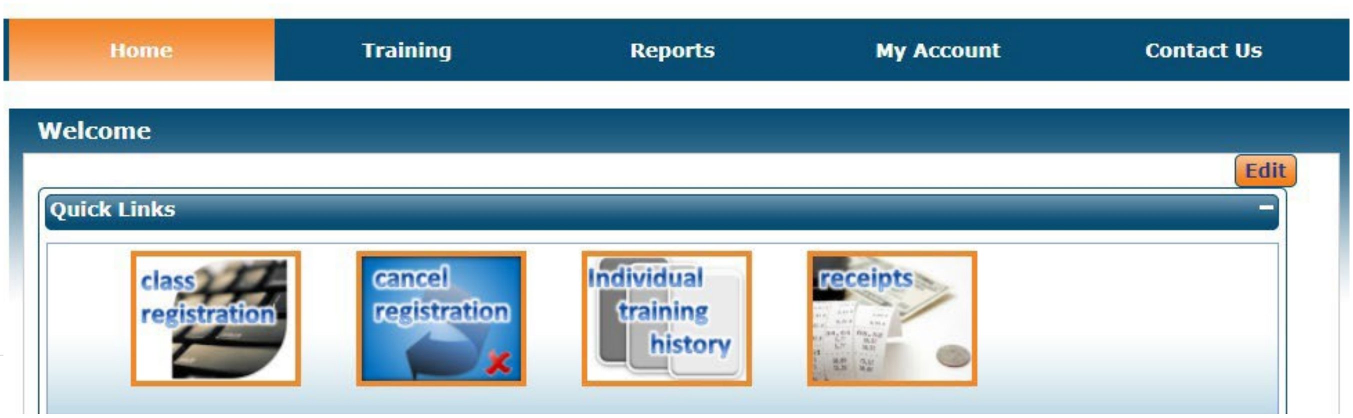
Login

Go to www.3csmobile.org and select the Account Login button on our homepage. You will be directed to the account login page. Enter your username and password



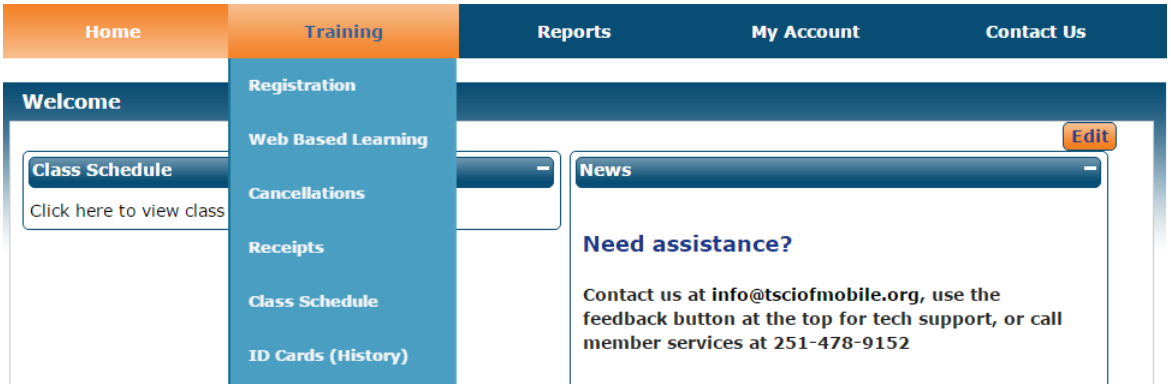
Once you have logged in, you will see the below menu. From here, you can register for courses/orientation, schedule an appointment, cancel or reschedule any appointments, check training history, print receipts and run reports.

(**Non-Members can only access receipts back to 45 days**)



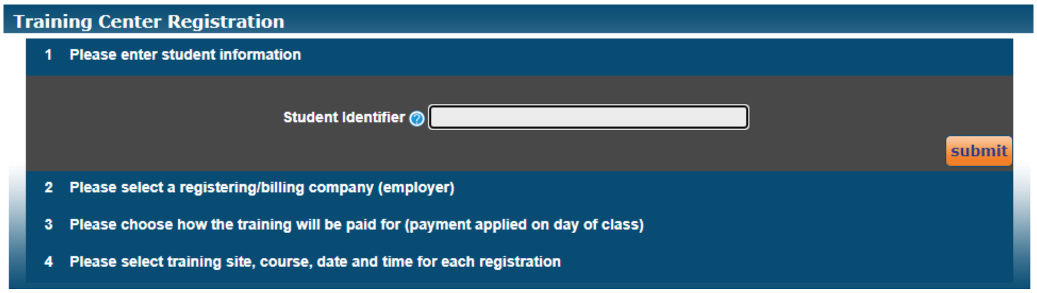
Registration

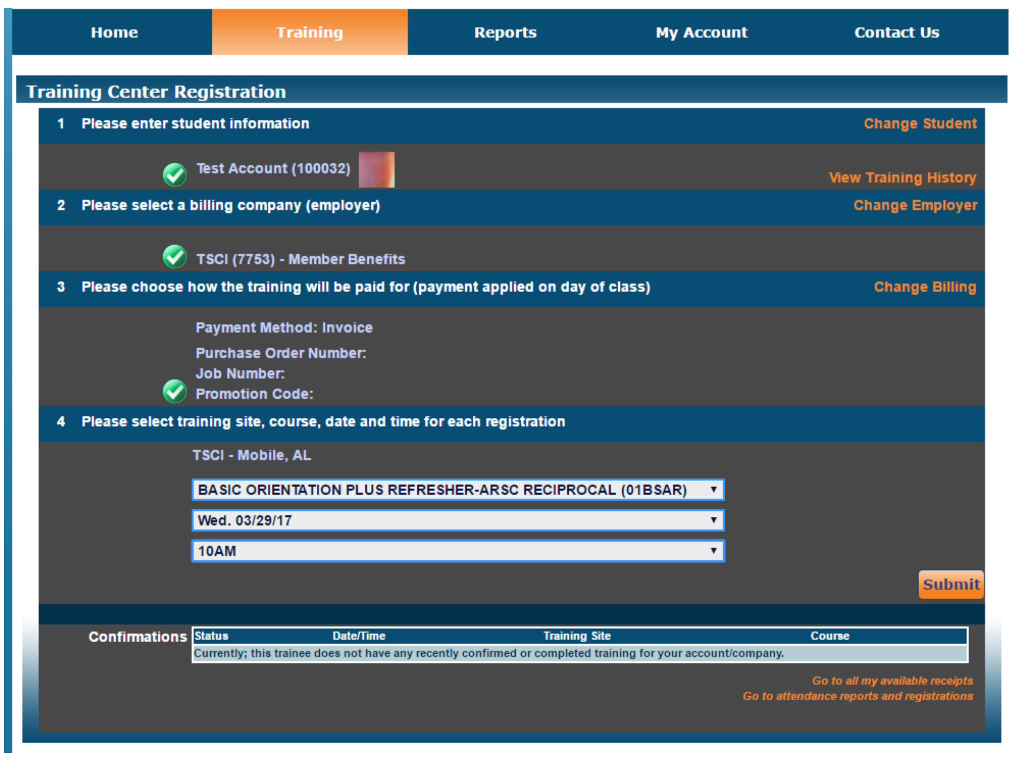
1. Select **Registration**



2. **Student identifier** will be the social security number of the person who will be taking the training *OR* the 3CS badge ID number. From there you continue to steps 2-4.

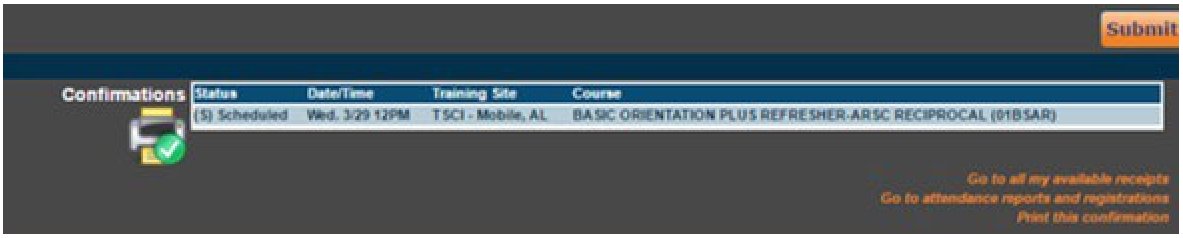
If the student is not in our system, it will say student not found, then prompt you to add the student to our system.





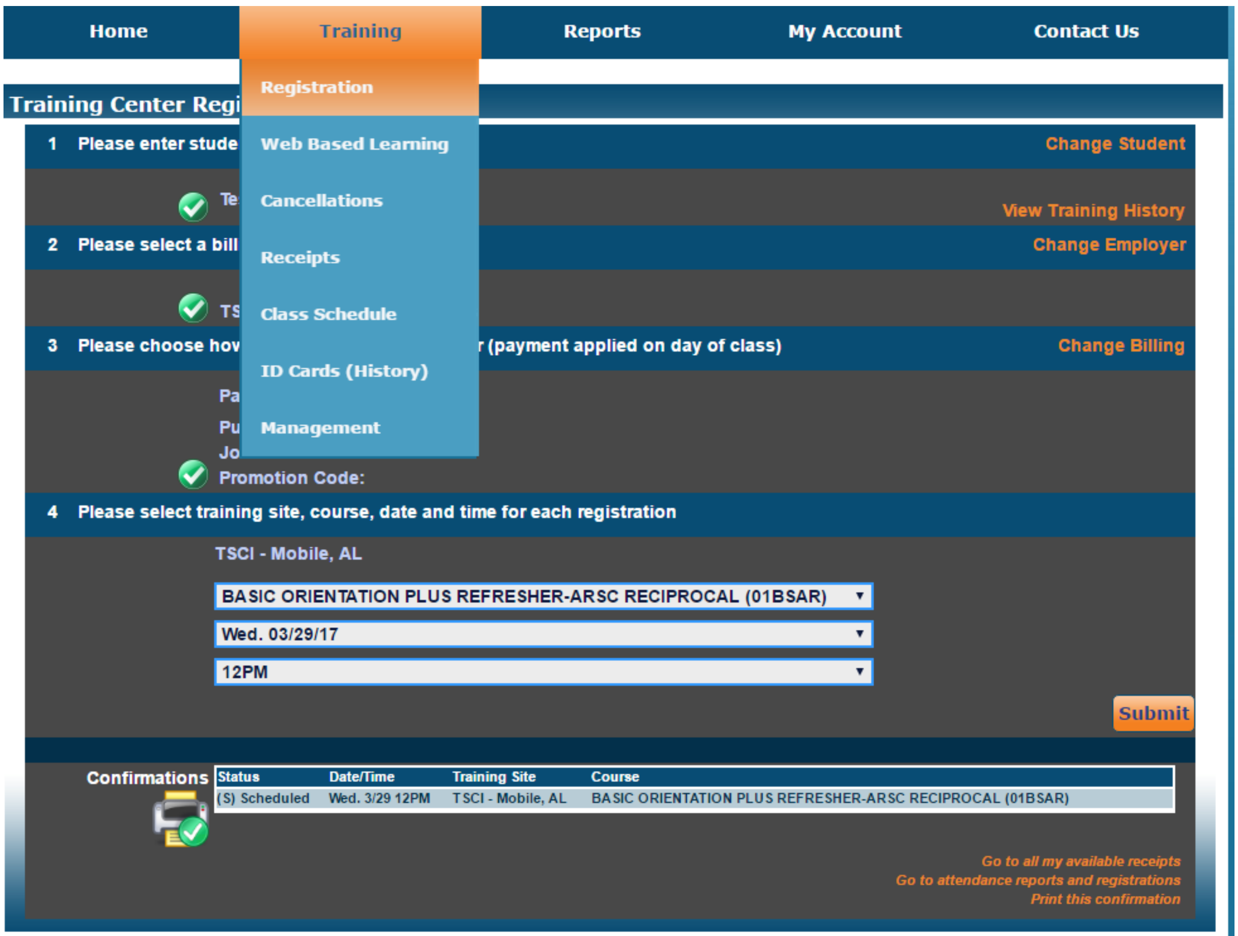
Note: Our course listing with prices can be found on our website. Under the **Training** tab select Course Listing. If you do not see the orientation you need on the list, email us at info@3csmobile.org to request the needed course. We will need the course name and course code.

3. At the bottom of the screen upon completion of steps 1-4, you will see your confirmation. You can print or email this by clicking the **printer icon**.



Cancellations/Rescheduling

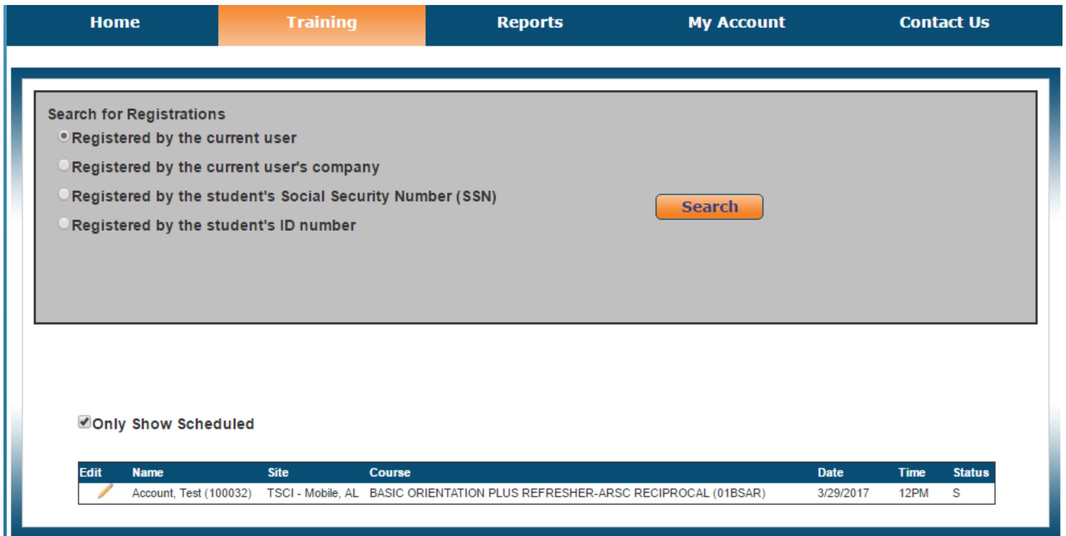
1. Select **Training** then **cancellations**

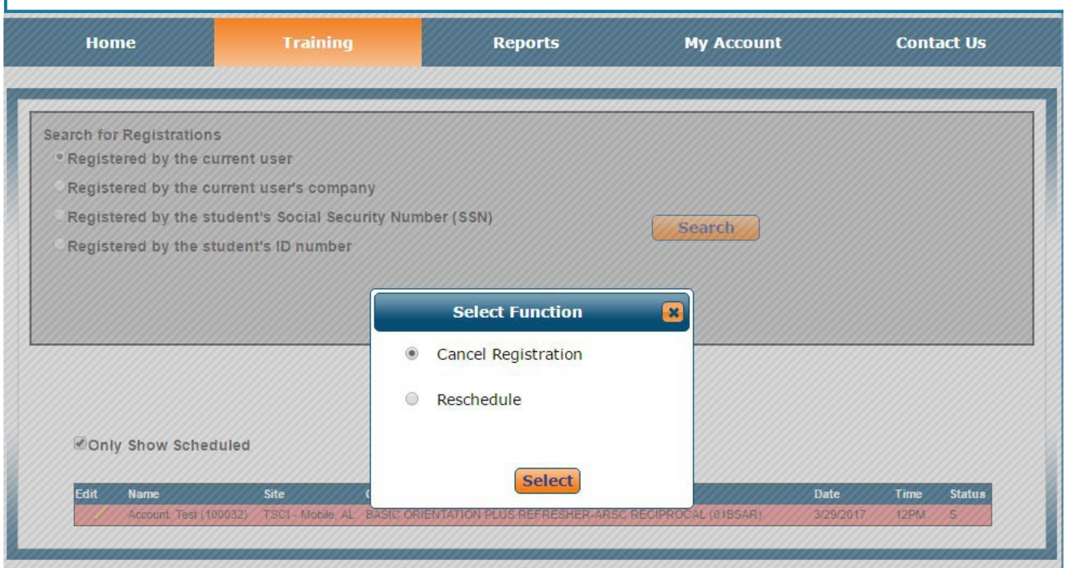


2. Select the criteria you would like to search by. Select search.

If there is a hit, on the bottom screen you will find the scheduled registrations. Next to each student is a **pencil icon**, **click on the icon** and you will have 2 options. To reschedule or to cancel the class. If it is past the appointment time, you will not be able to cancel or reschedule. You will need to call the office to cancel.

There is a $15.00 fee if classes have to be changed or scheduled same day by Third Coast Safety staff. Late cancellation/absent fees are $25.00 per course, and will be enforced if not cancelled before 3:00pm of the business day prior to the day of training.



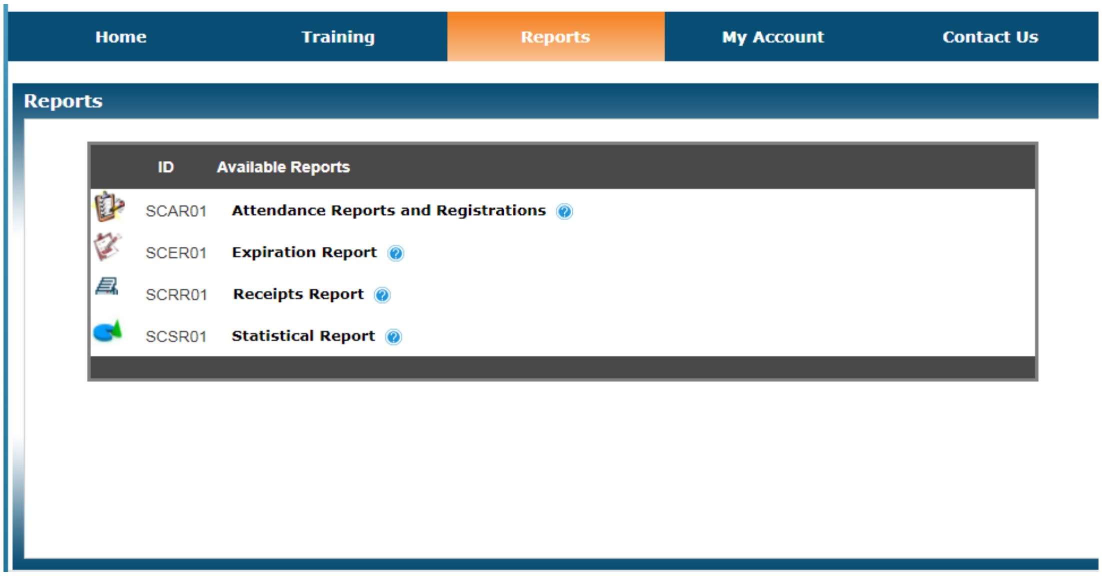


Reports

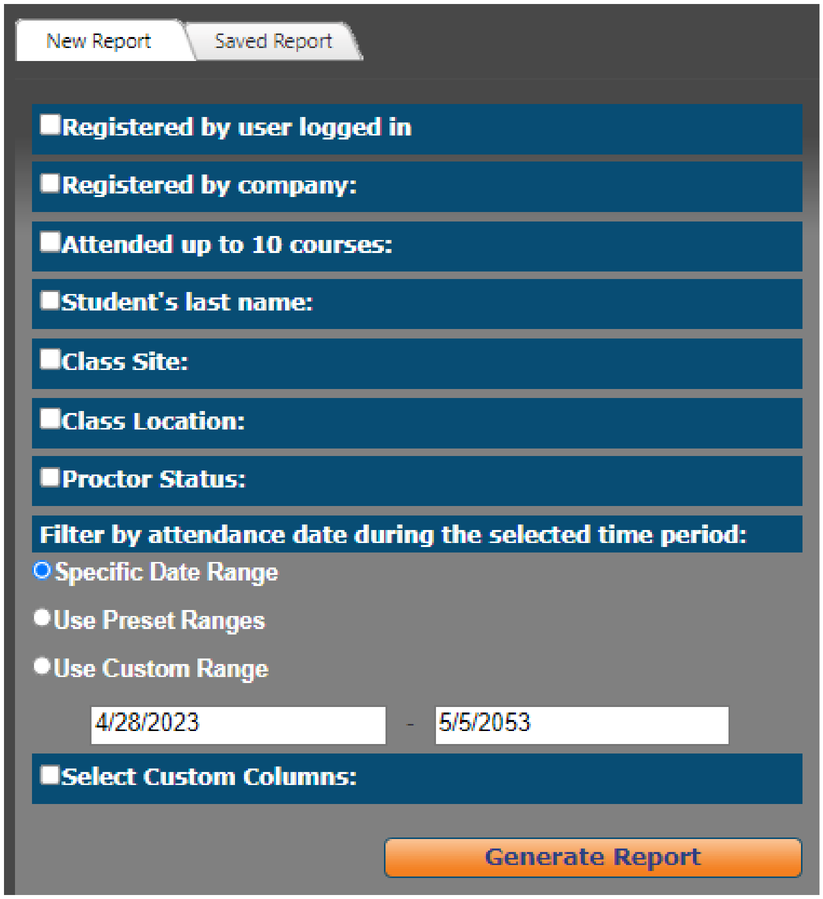
1. <u>Under reports you can check on the status of training and background checks</u>. To print reports from our website, select **Reports** from the top menu then and select **Run Reports**.

(**Non-Members can only access reports back to 45 days**)

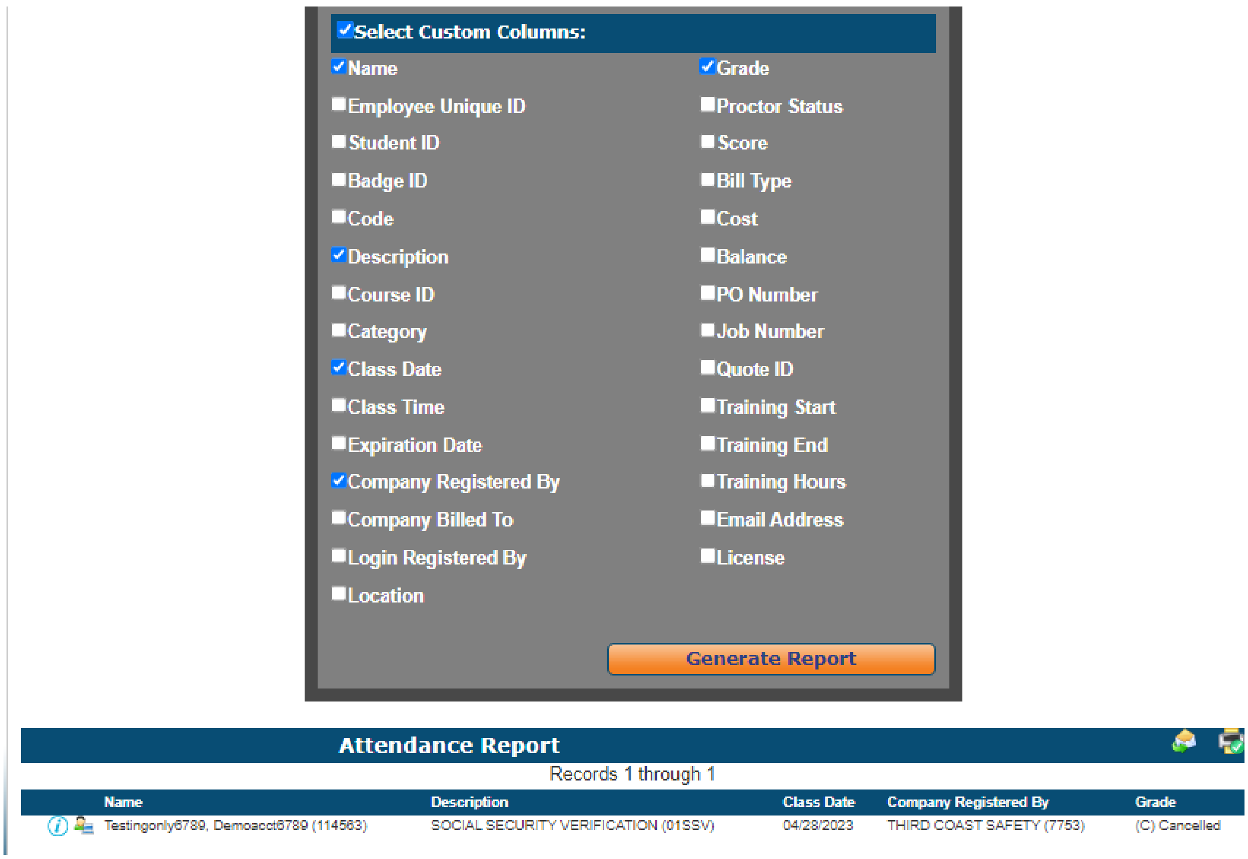
2. You will then have the following report options.



3. The **Attendance Reports and Registrations** will have different search criteria options.

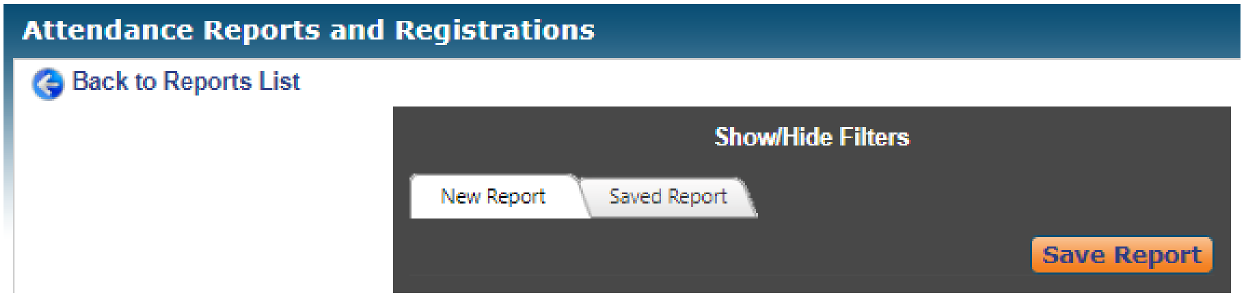


4. After selecting your criteria, you can also select **Custom Columns** to choose what information you would like to see on your report. For example, if you check the ***Grade*** box this will show who has ***passed, failed, or was absent for an orientation. This report also shows the status of a background check.*** If you would like to print or email the report, select **Generate Report**. Scroll down to the report and you will see all registrations for the date entered.



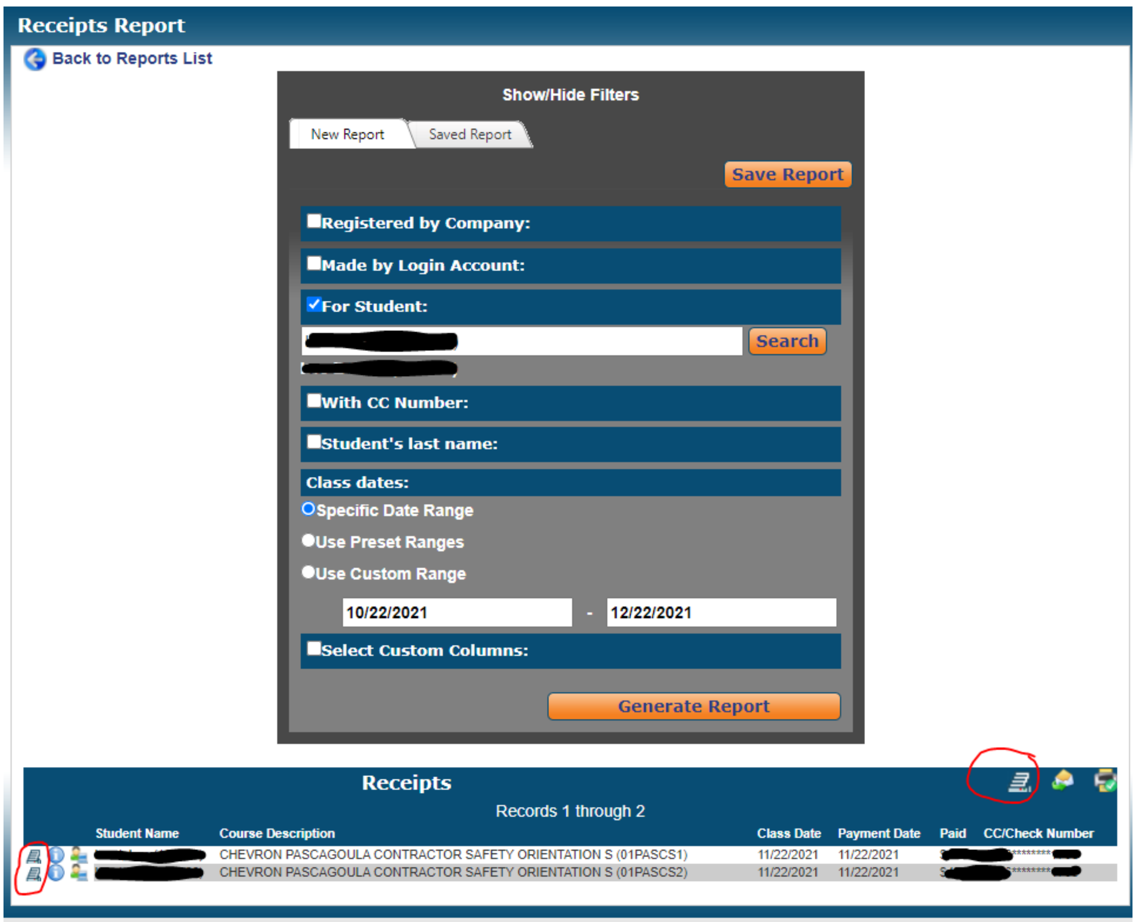
5. To print or email this report, click the **Icons** at the top of the report in the upper right-hand corner. If print is selected, you will then click on the **Export Report** button.

6. You can also save and schedule a report to email as often as you would like, by selecting the **Saved Report** button.



Receipts

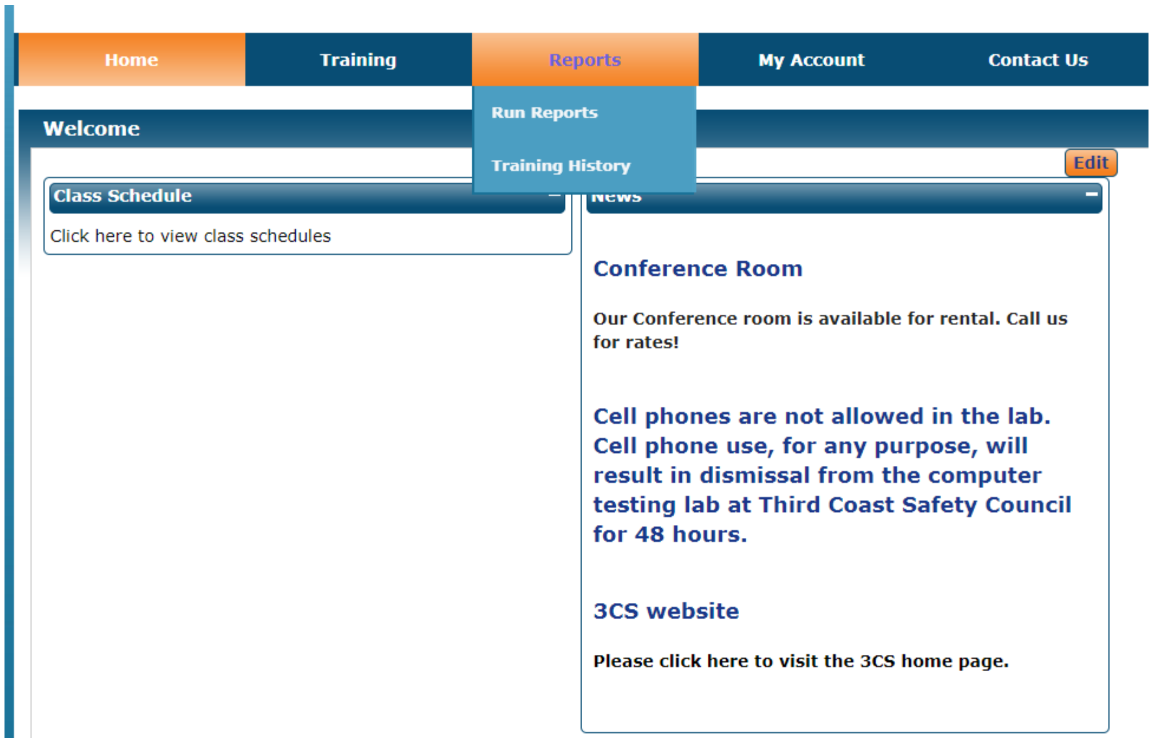
You can print receipts by selecting **Receipts** under the reports tab. Select your criteria and date range and click **Generate Report**. You will have 3 ways you can retrieve receipts. **1.** Next to each trainee registration will be a receipt icon. Select the icon for each registration you would like a receipt for. **2.** If you have multiple students and would like a separate receipt for each person, select the receipt icon at the top right corner of the report. Then select **Export Report**. This will download a copy of all receipts for that date at once



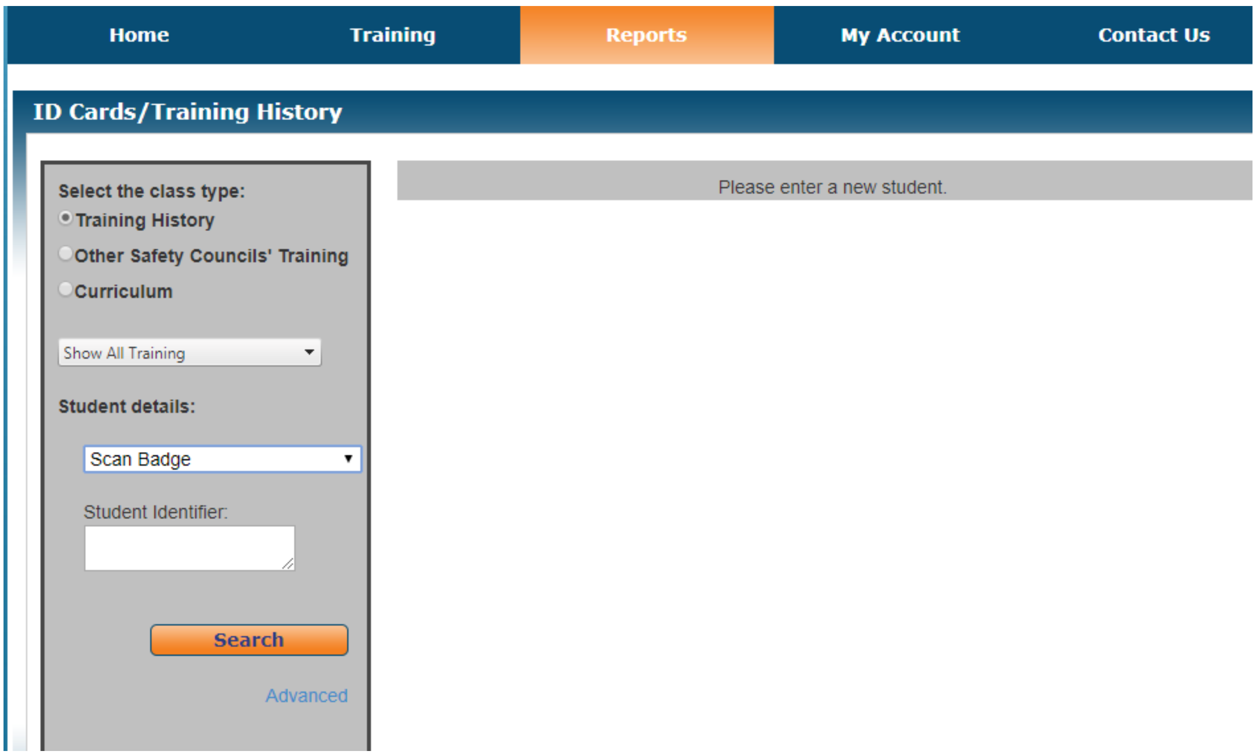
3. You can also select the **Printer Icon** then select **Export** for a report with all the transactions on one report. If your company is invoiced, you will need to reach out to accounting@3csmobile.org for copies of invoices or statements.

Training History & Badge Scan

To access individual training history, select **Reports** and **Training History**.

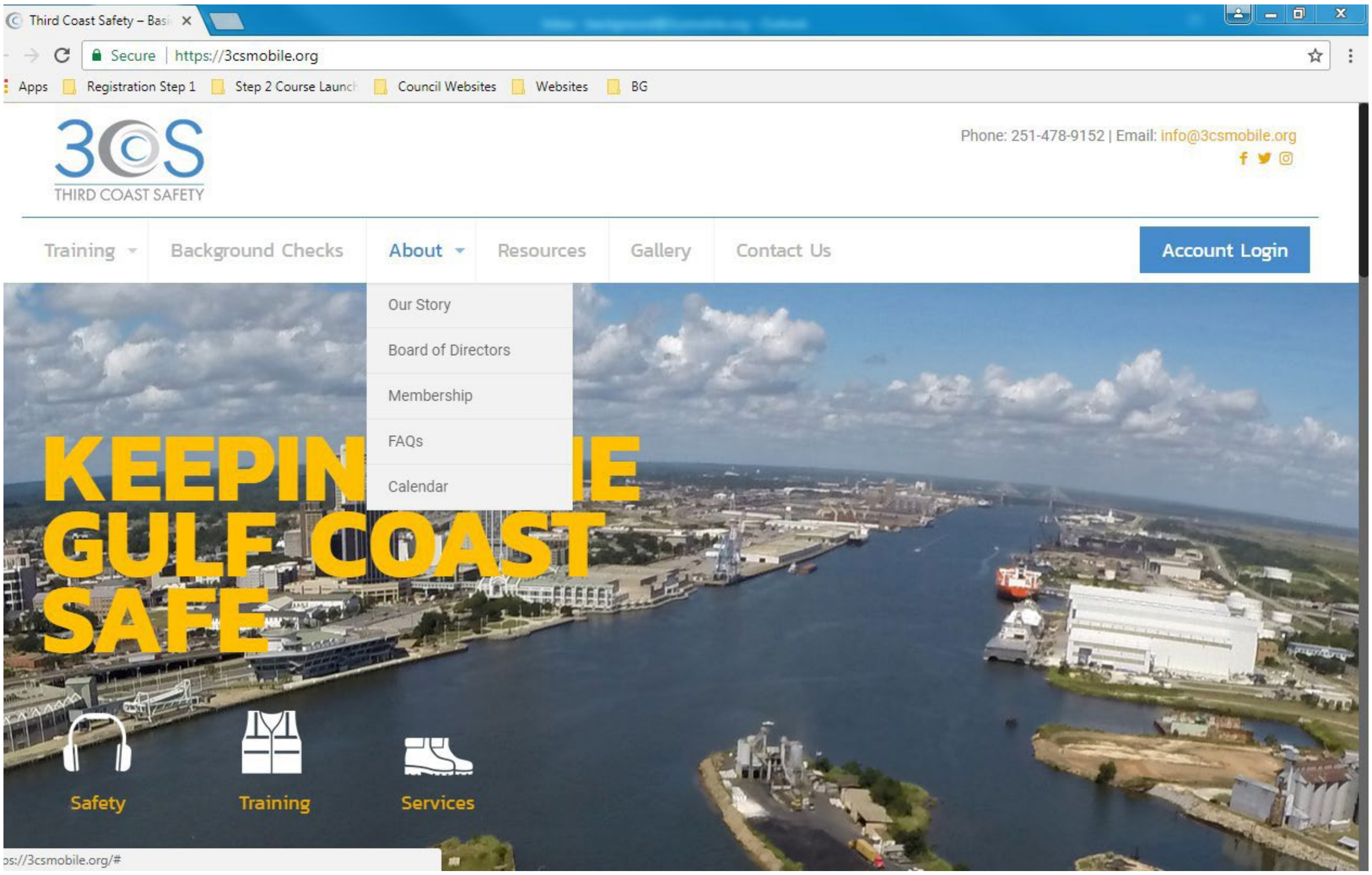


From here, you can search one student at a time, or you can use the multi student option. You can also set up badge scanning here. There are several different options such as expired training, active training or all training; training history for Third Coast or other safety councils. The student identifier search options include driver's license number, ARSC ID, 3CS ID, last name, and social security number.



Membership

To apply for or renew your Third Coast Safety Membership, visit our website at www.3csmobile.org. Select **About** on our menu, a dropdown will appear. Select **Membership**.



Once the application has been submitted, we will verify your payment and approve your membership. Once you have membership privileges you will be able to utilize invoicing, receive pricing discounts, and unlimited record lookup and reports.

It may take up to a week for your membership to be processed. If you need training with membership prices or invoicing asap, please call us at 251.478.9152 or email accounting@3csmobile.org CC info@3csmobile.org

Background Checks, Drug and Alcohol Screening

Information regarding these services can be found on our website under **Background Checks & Services.**