



THIRD COAST SAFETY

A Website How to Guide

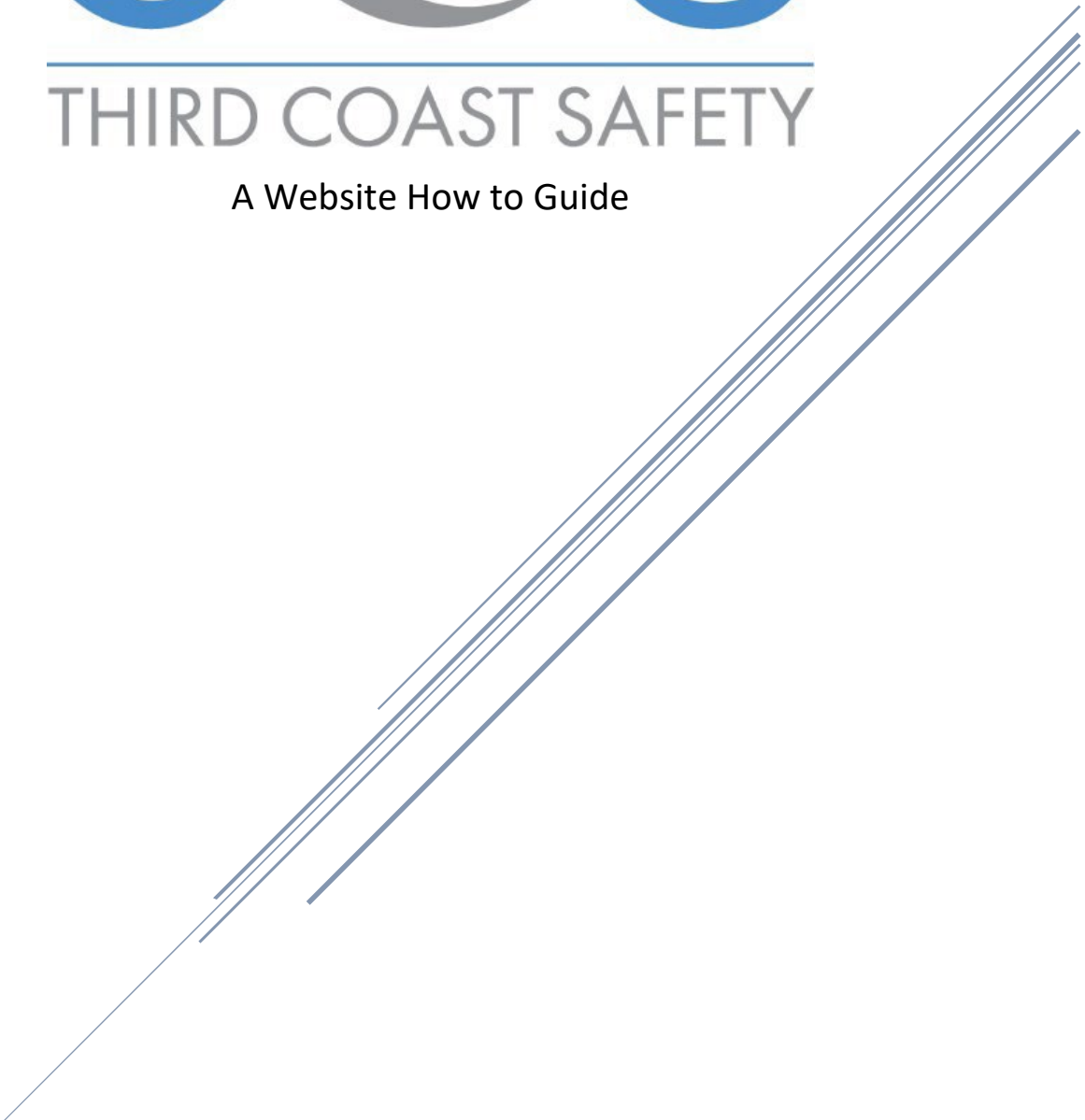


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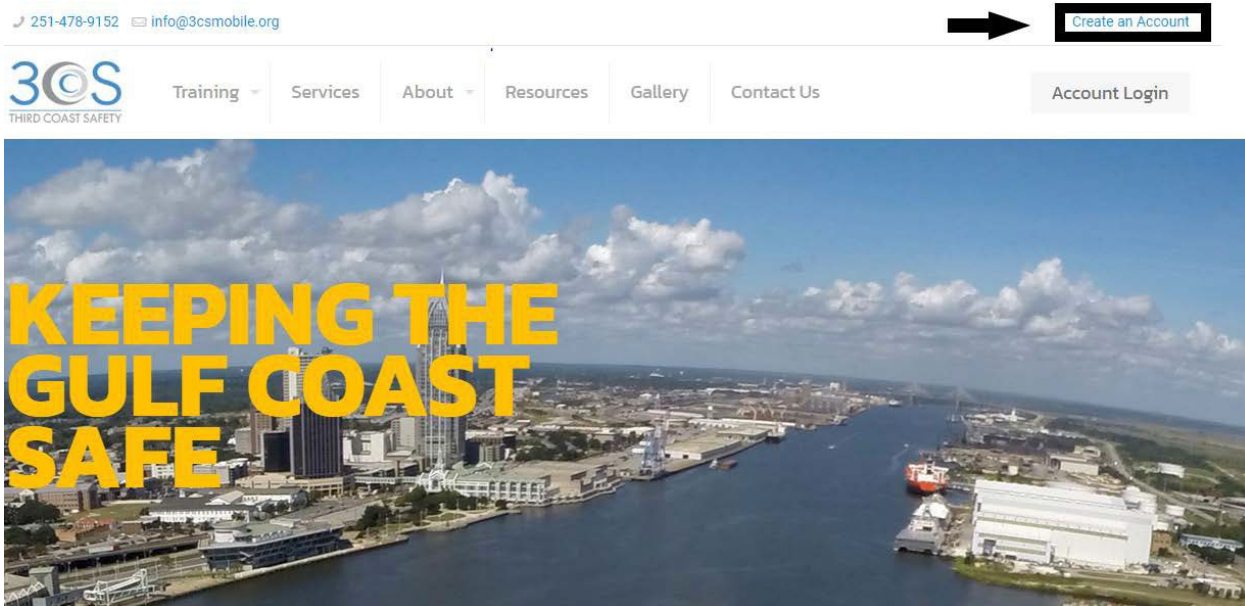
3CS Account/Company Set up

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.

Reason for creating account

Create an account for online access to training and registration. Membership is not required to create an account.

What do you need to access?
Check all that apply.

- Online training 
- Training center registration 
- Site-specific training 
- Company records and reports 

Next >>


Account Type

A progress bar at the bottom shows four steps: 'Account Type' (highlighted), followed by three empty steps.

2. Enter your email address.

Select Next.

Email Address

Email Address: 

Use as my Username

<< Back **Next >>**


Account Type Email

A progress bar at the bottom shows five steps: 'Account Type', 'Email' (highlighted), followed by three empty steps.

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.

Username/Password

Username: 

Password:

Skip Question/Answer (Please answer for password retrieval)

Security Question:

Security Answer:

Account Type Email Username/Password

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

Select Next.

The screenshot shows a web form titled "Profile Information" with a dark blue header. The form contains the following fields and values:

- First Name*: Example First Name
- Last Name*: Example Last Name
- Phone Number*: 251-478-9152
- Extension: (empty)
- Mailing Address*: 818 Western America Drive
- City*: Mobile
- State*: Alabama (dropdown menu)
- Zip Code: 36609
- Country*: United States
- Fax Number: (empty)
- Job Title: Example

Below the fields, there is a small asterisk with the text "* = Required Fields". At the bottom of the form, there are two orange buttons: "<< Back" on the left and "Next >>" on the right. Below the form is a horizontal navigation bar with five tabs: "Account Type", "Email", "Username/Password", "Profile", and an unlabeled tab. The "Profile" tab is currently selected and highlighted in blue.

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

Select Next.

Corporate Access (Business Account)

Your selection requires you to create a business account. All business accounts go through a manual approval process. If you need to take site-specific orientations, it may take up to 4 business hours before you can access training or register for these classes. You will receive an email upon approval.

Company Name:*

Account Number:* I don't know
 My account number is:

Zip Code:

Supervisor Name:*

Supervisor Email:*

Supervisor Phone:*

Your Office Location:*

Office Name:*

Office Address:*

All Fields Required *

Account Type | Email | Username/Password | Profile | **Business Information** |

6. Check the agree box.

Select Next

Terms and Conditions

ONLINE SCHEDULING AGREEMENT
Training Class Scheduling

1. Purpose
The Safety Council and Client have entered into this Agreement in order to schedule Client's employees in safety and related classes offered by the Safety Council. Client is obligated to pay for all transactions made online unless a previous arrangement has been made with the Safety Council prior to the day of class. The parties have agreed to use the electronic exchange of information in substitution for conventional paper-based documents and intend that the transactions entered into will be fully enforceable and legally valid.

2. System Operations
Each Party, at its own expense, shall provide and maintain the equipment, software, telephone lines, modems and testing necessary to effectively and reliably complete electronic registration. Scheduling requests will be transmitted electronically to the Safety Council through a telephone line and modem accessing the Safety Council scheduling database, or by accessing the Safety Council Internet website. Each Party shall be responsible for its own acts or omissions while transmitting, receiving, storing or handling scheduling requests.

3. Security Procedures
Each Party shall maintain and utilize those security procedures that are reasonably sufficient to ensure that all transmissions of training requests are authorized; and, to protect its business records, passwords, codes and data from improper access. A breach of security by the Client will result in removal of the Client's rights and privileges under this agreement.

4. Authorized Transactions
Client shall be responsible for maintaining adequate security over its system access codes and passwords. The Safety Council shall be entitled to rely on scheduling requests, which appear to originate from Client. The Parties agree that scheduling requests generated from Client constitute evidence of an authorized transaction on behalf of that Party.

I agree to the above Terms and Conditions


<< Back Next >>

Account Type Email Username/Password Profile Business Information Legal

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

Terms and Conditions

Your Account Request Has Been Submitted.



What This Means: All accounts go through a manual approval process. This process could take up to **4 HOURS during regular business days (M-F 9 a.m. to 3 p.m.)** before you can access online training.

What's Next: Wait for an email confirming your online account approval. Once your account is approved and you have received your email, you may then log in and access online training.

Account Type Email Username/Password Profile Business Information Legal

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

3CS
THIRD COAST SAFETY

LOG IN | HELP DES
Powered by iLEVE

Welcome Edit

Login

Username
demo

Password

Log in [Create an Account](#)
[Forgot username/password?](#)

Remember my username

Class Schedule
Click here to view class schedules

News

Cell Phone Policy

Cell phones are not allowed in any classrooms at our council. Cell phone use, for any purpose, will result in dismissal from the computer testing lab at Third Coast Safety Council for 48 hours.

3CS website

Please click here to visit the 3CS home page.

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**)

Home Training Reports My Account Contact Us

Welcome Edit

Quick Links

class registration

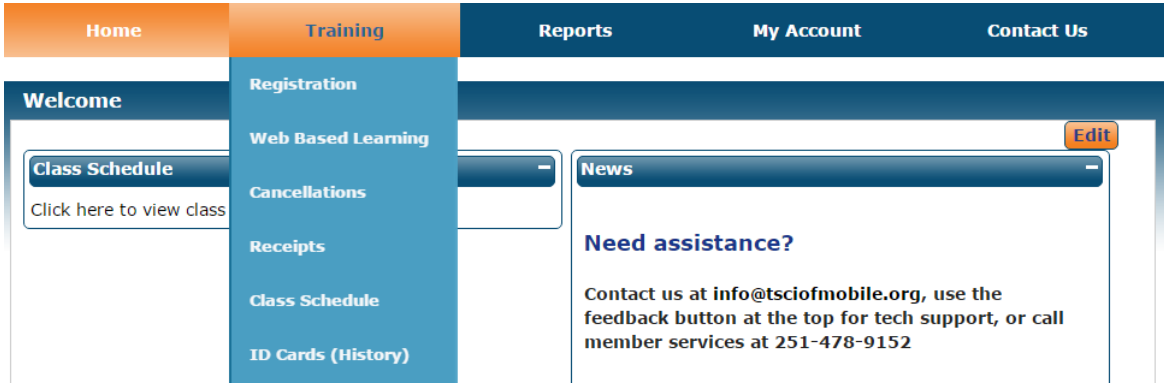
cancel registration

Individual training history

receipts

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.

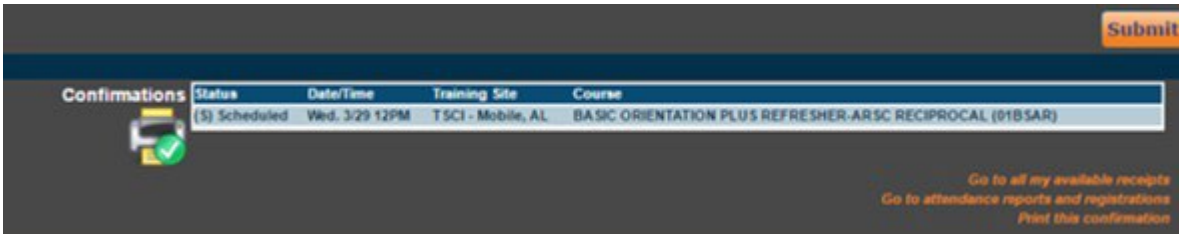
If the student is not in our system, it will say student not found, then prompt you to add the student to our system.

Confirmations	Status	Date/Time	Training Site	Course
	Currently; this trainee does not have any recently confirmed or completed training for your account/company.			

*Go to all my available receipts
Go to attendance reports and registrations*

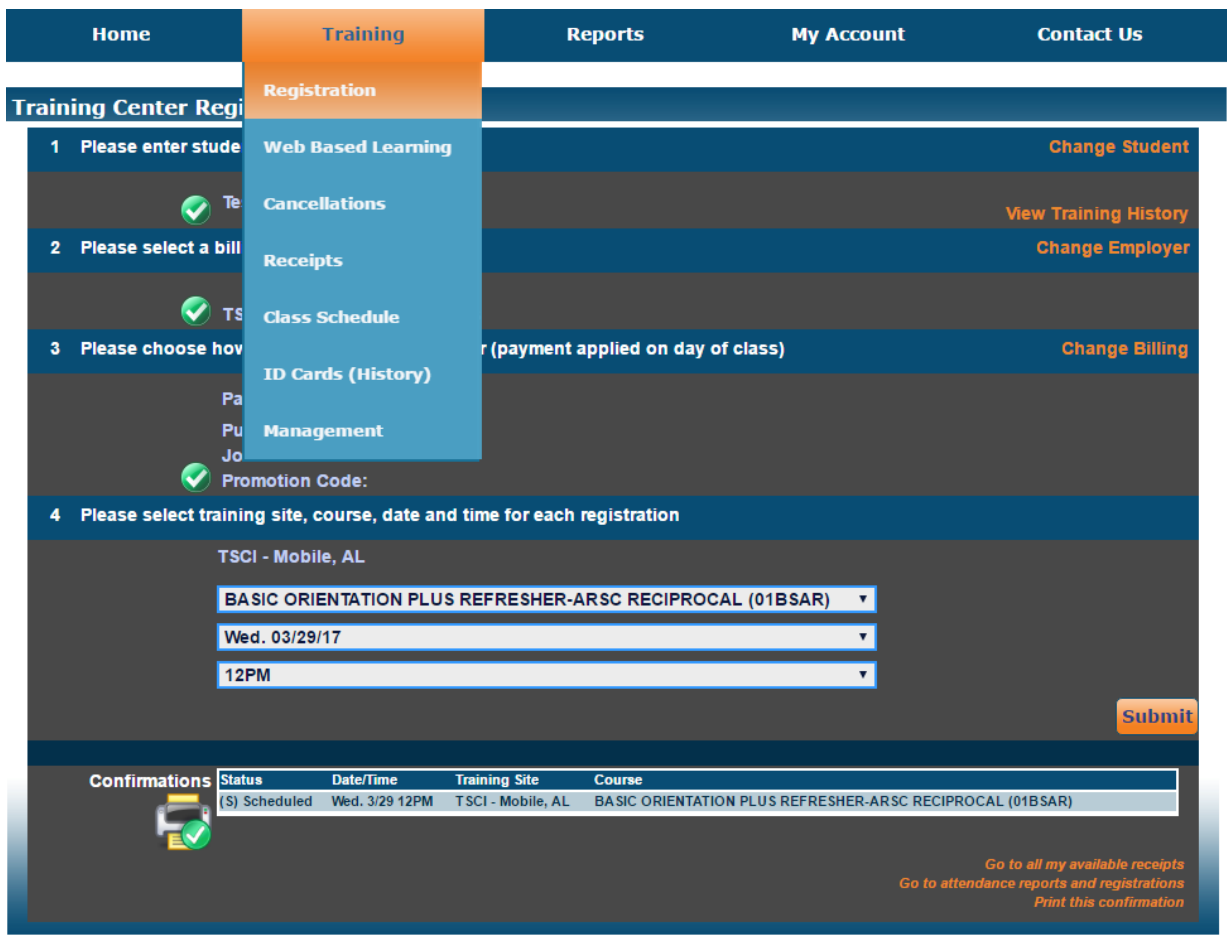
Note: Our course listing with prices can be found on our website. Under the **Training** tab select [Course Listing](#). If you do not see the orientation you need on the list, email us at info@3csmobile.org to request the needed course. We will need the course name and course code.

- 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

- 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.

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.

Edit	Name	Site	Course	Date	Time	Status
	Account, Test (100032)	TSCI - Mobile, AL	BASIC ORIENTATION PLUS REFRESHER-ARSC RECIPROCAL (01BSAR)	3/29/2017	12PM	S

Edit	Name	Site	Course	Date	Time	Status
	Account, Test (100032)	TSCI - Mobile, AL	BASIC ORIENTATION PLUS REFRESHER-ARSC RECIPROCAL (01BSAR)	3/29/2017	12PM	S

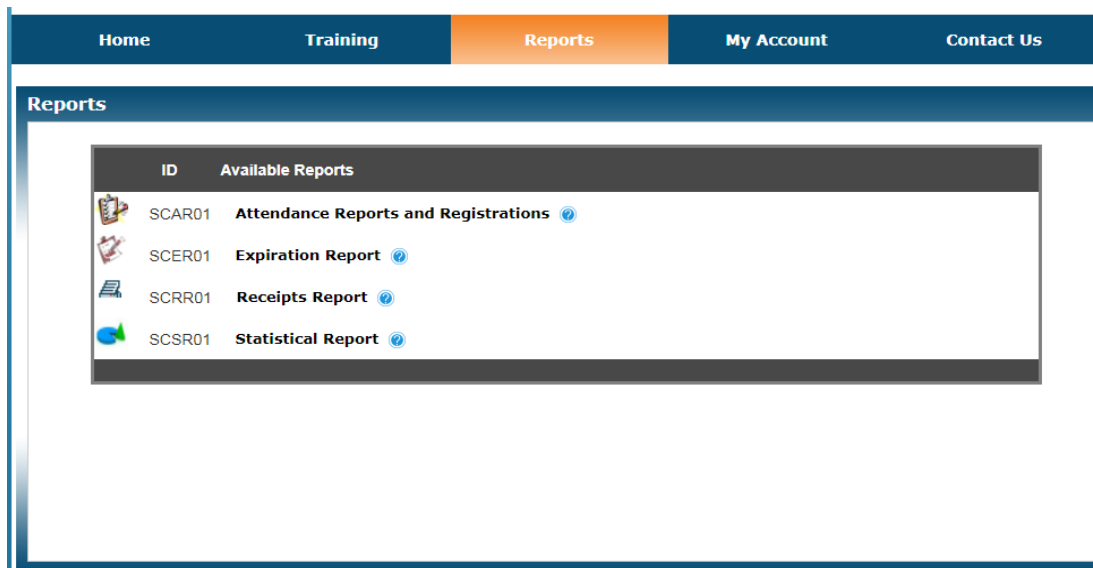
Reports

1. Under reports you can check on the status of training and background checks. 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.

The screenshot shows a web interface for generating reports. At the top, there are two tabs: "New Report" (active) and "Saved Report". Below the tabs are several search criteria options, each with a checkbox:

- Registered by user logged in
- Registered by company:
- Attended up to 10 courses:
- Student's last name:
- Class Site:
- Class Location:
- Proctor Status:

Below these is a section titled "Filter by attendance date during the selected time period:" with three radio button options:

- Specific Date Range
- Use Preset Ranges
- Use Custom Range

Under "Use Custom Range", there are two text input fields with a hyphen between them, containing the dates "4/28/2023" and "5/5/2053".

At the bottom, there is a checkbox for "Select Custom Columns:" and a large orange button labeled "Generate Report".

- 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.

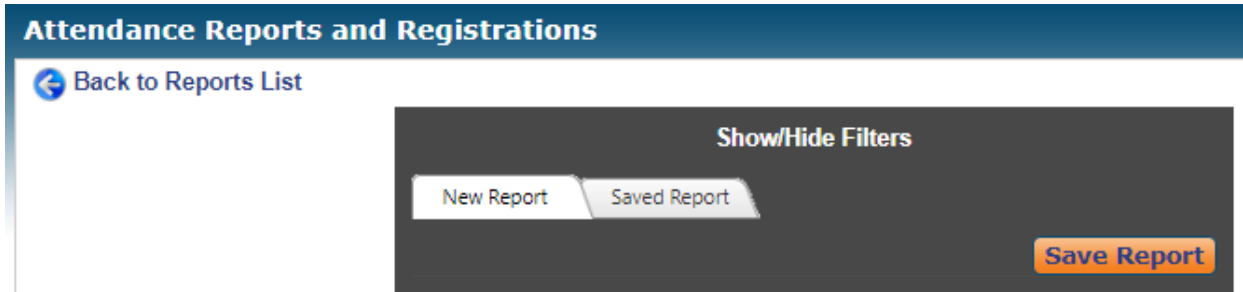
The screenshot shows a 'Select Custom Columns' dialog box with a list of fields. The 'Name' and 'Grade' checkboxes are selected. Below the dialog is the 'Attendance Report' header with a table of records.

Attendance Report				
Records 1 through 1				
Name	Description	Class Date	Company Registered By	Grade
Testingonly0789, Demoacct0789 (114563)	SOCIAL SECURITY VERIFICATION (01SSV)	04/28/2023	THIRD COAST SAFETY (7753)	(C) Cancelled

- 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.

The screenshot shows the 'Attendance Report' header with an 'Export Type' dropdown menu set to 'Adobe PDF' and an '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

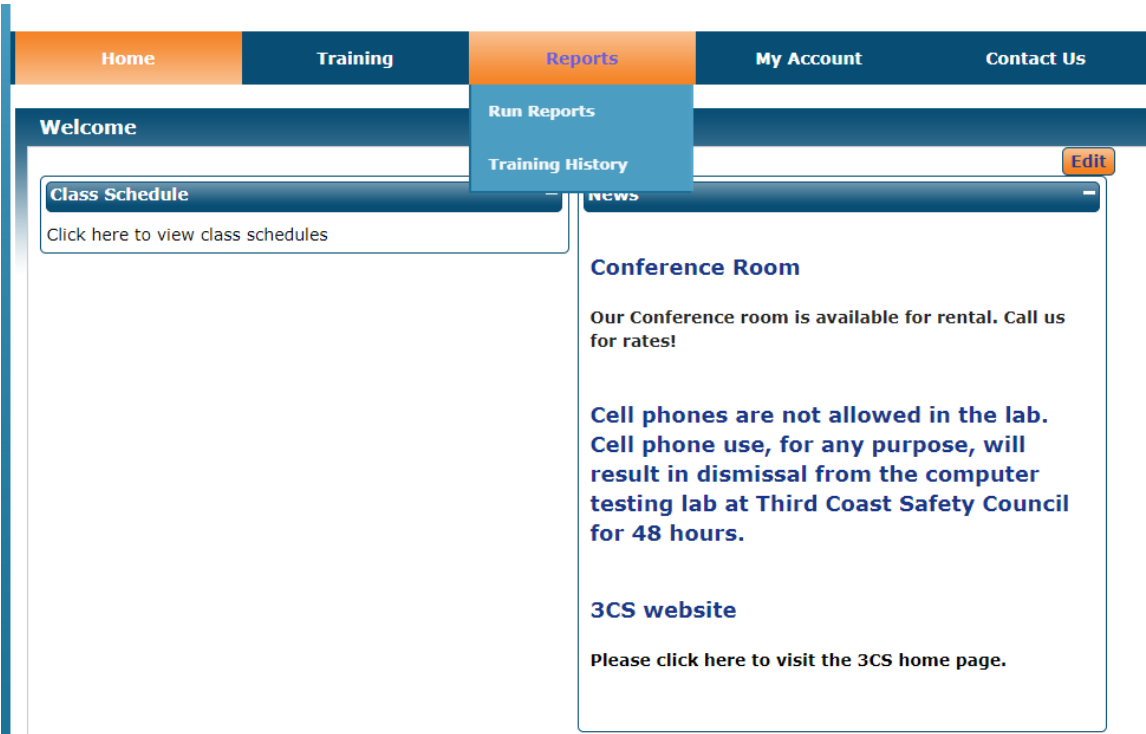
The screenshot displays the 'Receipts Report' interface. At the top left, there is a 'Back to Reports List' link. The main area is a 'Show/Hide Filters' panel with tabs for 'New Report' and 'Saved Report', and a 'Save Report' button. The filter panel includes sections for 'Registered by Company', 'Made by Login Account', 'For Student' (with a search box), 'With CC Number', 'Student's last name', and 'Class dates' (with radio buttons for 'Specific Date Range', 'Use Preset Ranges', and 'Use Custom Range', and date input fields for '10/22/2021' and '12/22/2021'). A 'Generate Report' button is at the bottom of the filter panel. Below the filter panel is a table titled 'Receipts' with columns: Student Name, Course Description, Class Date, Payment Date, Paid, and CC/Check Number. The table shows two records. A printer icon is circled in red in the top right corner of the table area. Below the table is an 'Attendance Report' section with an 'Export Type' dropdown set to 'Adobe PDF' and an 'Export Report' button.

Student Name	Course Description	Class Date	Payment Date	Paid	CC/Check Number
[REDACTED]	CHEVRON PASCAGOULA CONTRACTOR SAFETY ORIENTATION S (01PASC1)	11/22/2021	11/22/2021	[REDACTED]	[REDACTED]
[REDACTED]	CHEVRON PASCAGOULA CONTRACTOR SAFETY ORIENTATION S (01PASC2)	11/22/2021	11/22/2021	[REDACTED]	[REDACTED]

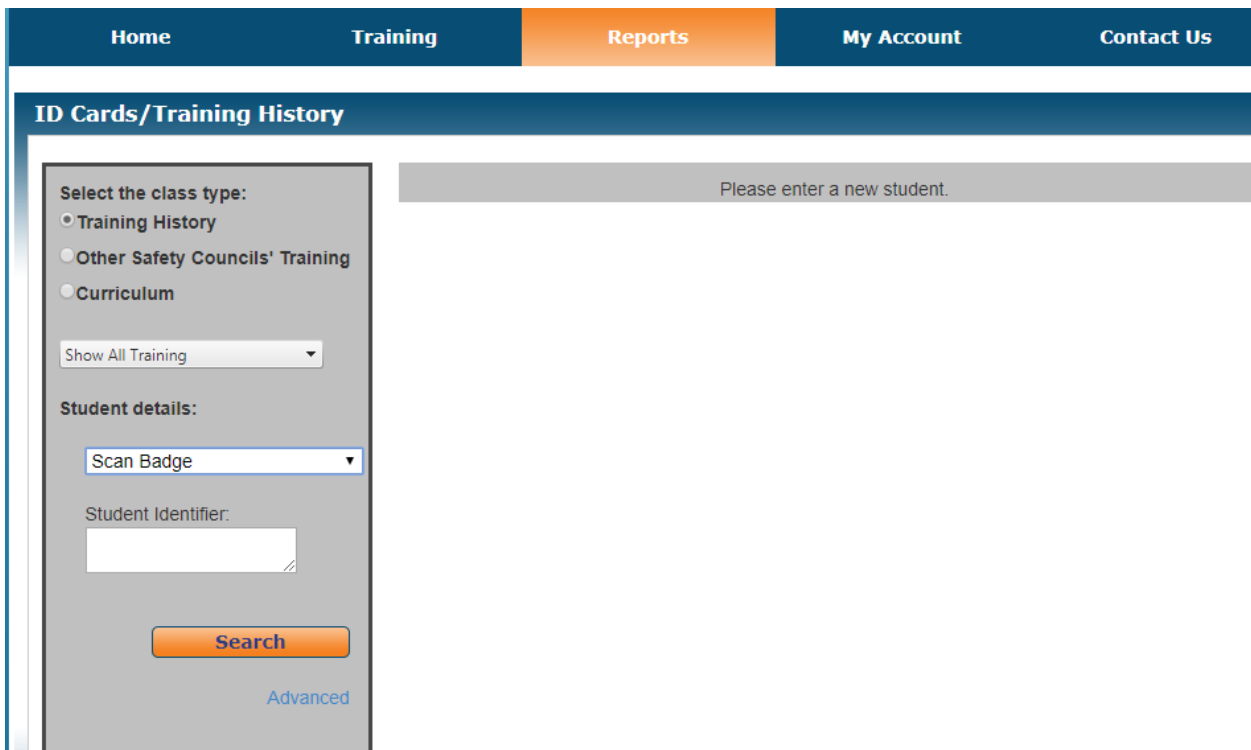
3. You can also select the **Printer Icon** then select **Export** for a report with all the transactions on one report. If your company is invoiced, you will need to reach out to accounting@3csmobile.org for copies of invoices or statements.

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. You can see the status of past or future registrations scheduled/completed here as well.



Home Training Reports My Account Contact Us

ID Cards/Training History

Select the class type:

- Training History
- Other Safety Councils' Training
- Curriculum

Show All Training ▾

Student details:

Scan Badge ▾

Student Identifier:

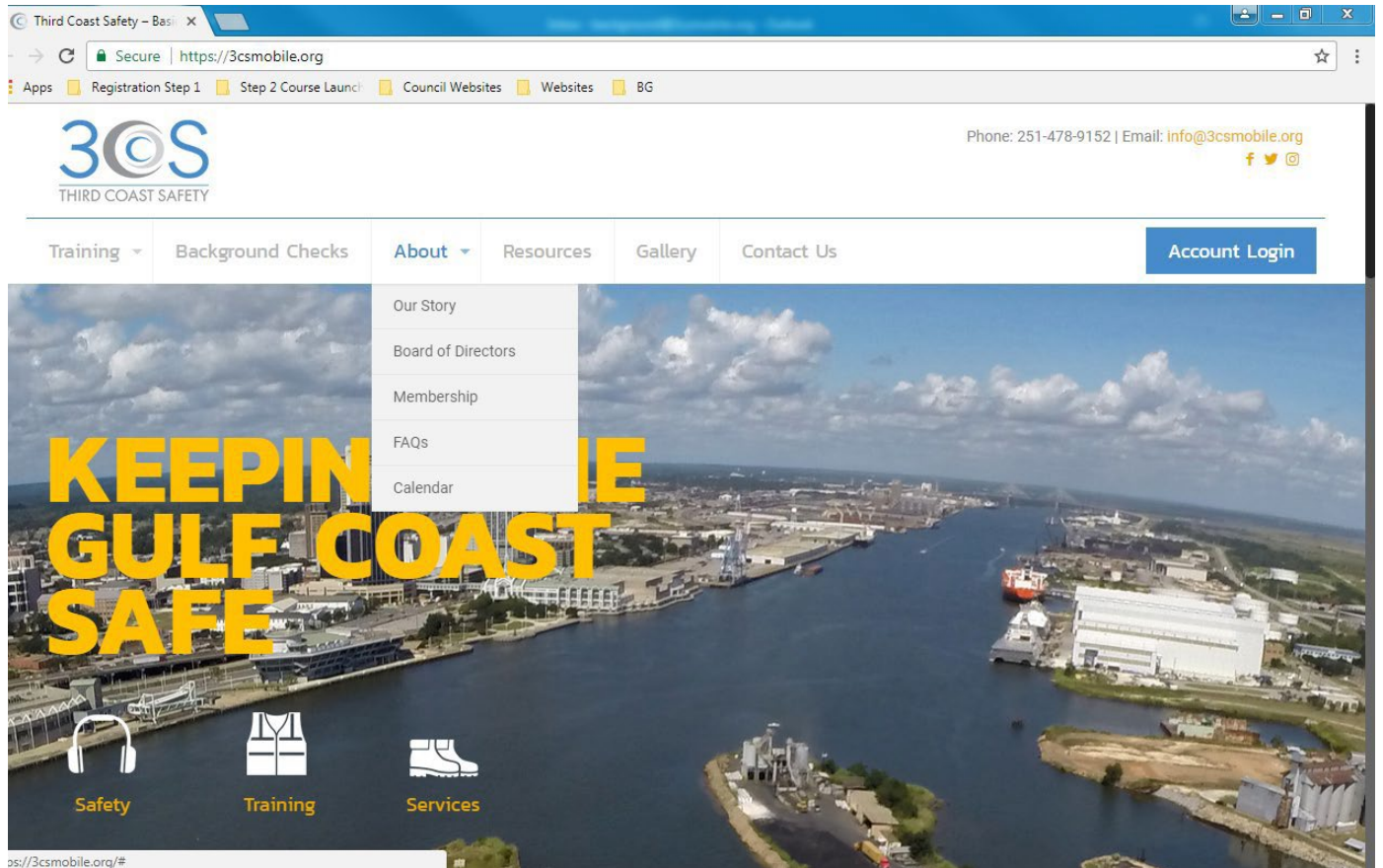
[Search](#)

[Advanced](#)

Please enter a new student.

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.](#)