

ADDING THIRD PARTY ID NUMBER

1. Login to ISNetwork
2. Click Employee Information & Training
3. Click Employees
4. Click Employee Information
5. Enter name and click search (can enter last name or first name)

The screenshot shows the 'Employee Information' search interface. On the left is a navigation sidebar with 'Employee Information & Training' expanded to 'Employees'. The main area has a search bar with 'Filter' and 'Search/Results' tabs. Below the search bar are input fields for 'Employee Name' (Last Name, First Name, Middle Name), 'ISNetwork Employee ID', and 'ISNetwork Employee ID'. There are also dropdown menus for 'Select Job Title' and 'Select Location', and a 'Search' button. A red arrow points to the 'Last Name' input field.

6. Once employee profile appears, scroll down to the bottom and click 3rd party ID Numbers

The screenshot shows the 'Employee Profile' page. It displays various fields for employee information: ISN-ID (ISN-06549625), Title (dropdown), Status (Active), Empl.ID (39280), Category (dropdown), Hired (03/01/2023), SSN (input), Location (dropdown), Terminated (input), and DOB (input). There are also sections for 'Emergency Contact', 'Additional Info', '3rd Party ID Numbers', and 'Comments'. A red arrow points to the '3rd Party ID Numbers' section.

7. Enter the last 4 of employees social security number and click save.

The screenshot shows the '3rd Party ID Numbers' section. It contains a grid of input fields for various third party IDs: API TES, ASNT, Association for Materials Protection and Performance (AMPP), AWS, Beacon, Blakeman and Associates, Citadel Technologies, Clock Spring, CSNRI, Dig Safely New York, MEA Employee, NATSB - Background Check, NATSB - Drug and Alcohol, NBCSA, NCCER Card ID, OK Safety Council, OPS, OQSG, OverNite, and Prime Information Center. A red arrow points to the OQSG input field.

8. This OQSG ID number should match the ID number used for training by your third party provider. If you utilized Pipeline Integrity Group for you OQ needs, we always use the last four numbers of the employees social. If this number is not entered in this section you will not be able to run an OQ report.