

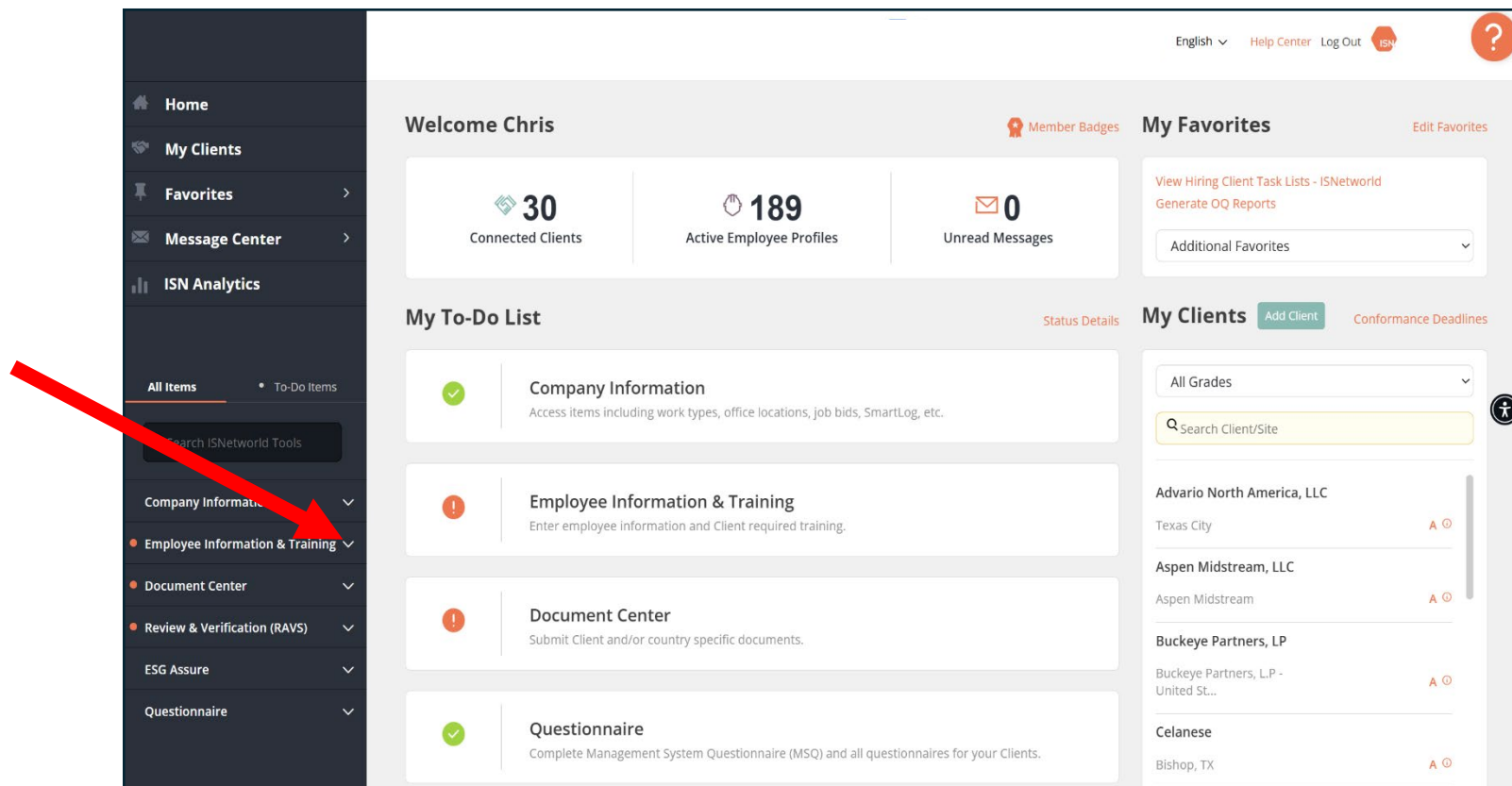
# HOW TO CREATE EMPLOYEE PROFILE IN ISNETWORLD

To generate an OQ report, you must create an employee profile for each employee. The steps are very simple, and the whole process takes approximately 5 minutes. If you do not have access to add an employee, you should reach out to your ISN administrator.

## Step 1

Login to your company ISN account by entering your username and password. [ISNetworld Login | ISNetworld](#)

Once you have logged in click on **Employee Information & Training** located on the left menu



Step 2

Next click **Employees**.

The screenshot shows the ISN Network dashboard interface. On the left is a dark sidebar with navigation links: Home, My Clients, Favorites, Message Center, and ISN Analytics. Below these are tabs for 'All Items' and 'To-Do Items', a search bar, and a list of categories: Company Information, Employee Information & Training (highlighted with a red dot), Empower, Employees (indicated by a red arrow), My Company Training, Worker Assignment, Training Library (LMS), and Training Data Entry. The main content area is titled 'Welcome Chris' and includes a 'Member Badges' section with three cards: '30 Connected Clients', '189 Active Employee Profiles', and '0 Unread Messages'. Below this is a 'My To-Do List' section with four items: 'Company Information' (checked), 'Employee Information & Training' (warning), 'Document Center' (warning), and 'Questionnaire' (checked). On the right, there's a 'My Favorites' section with links to 'View Hiring Client Task Lists - ISN Network' and 'Generate OQ Reports', and a 'My Clients' section with a search bar and a list of clients: Advorio North America, LLC; Aspen Midstream, LLC; Buckeye Partners, LP; and Celanese. The top right corner contains language and help links, a log out button, and a user profile icon.

### Step 3

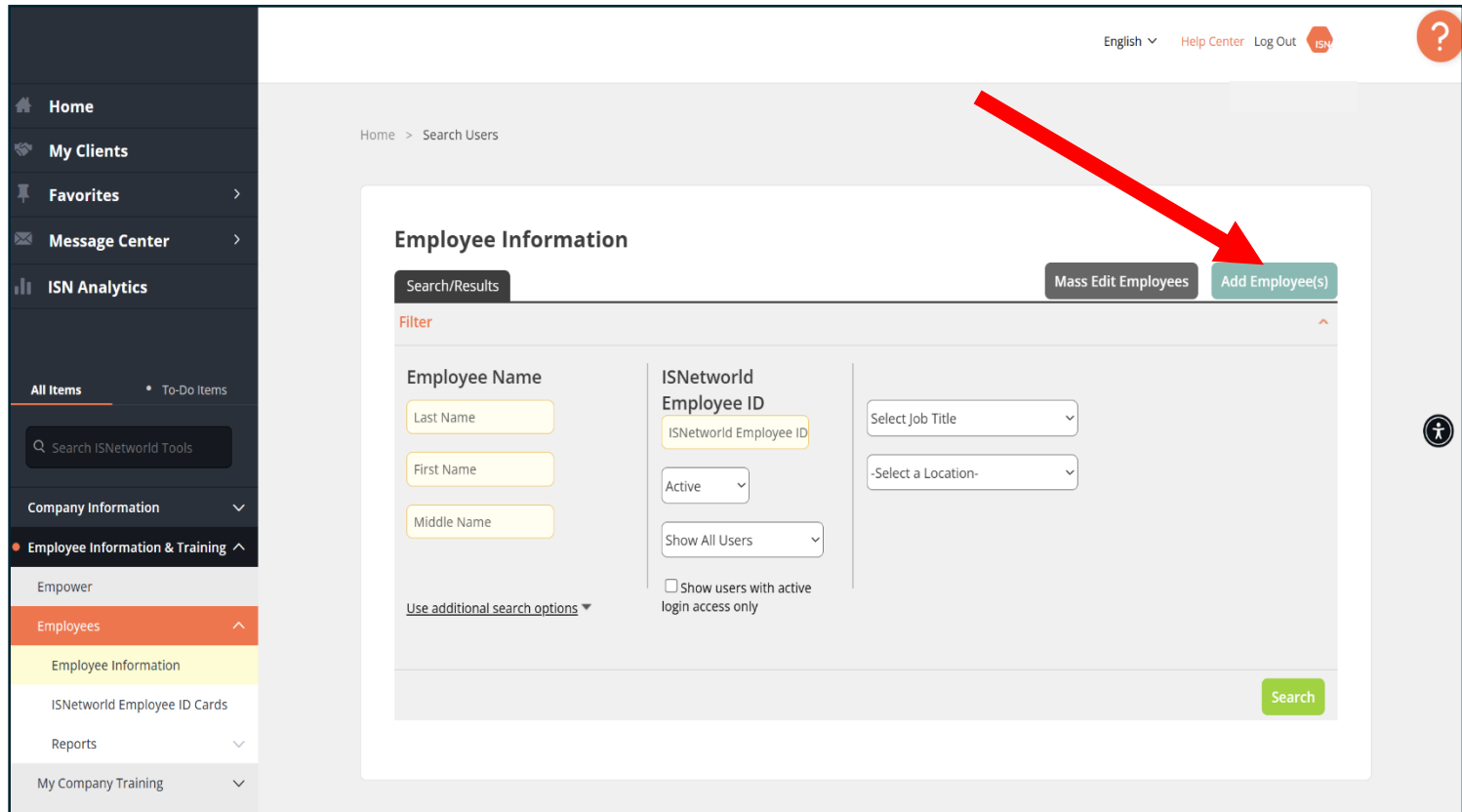
Click **Employee Information**.

The screenshot displays the ISNetwork portal dashboard. On the left is a dark sidebar navigation menu with the following items: Home, My Clients, Favorites, Message Center, and ISN Analytics. Below these are sections for 'All Items' and 'To-Do Items', a search bar for 'ISNetwork Tools', and a list of expandable categories: Company Information, Employee Information & Training (which is expanded), Empower, Employees (highlighted with a red arrow), ISNetwork Employee ID Cards, Reports, and My Company Training. The main content area is titled 'Welcome Chris' and features three summary cards: '30 Connected Clients', '189 Active Employee Profiles', and '0 Unread Messages'. Below these is a 'My To-Do List' section with four items: 'Company Information' (checked), 'Employee Information & Training' (warning icon), 'Document Center' (warning icon), and 'Questionnaire' (checked). To the right of the to-do list is a 'My Clients' section with a search bar and a list of clients: Advario North America, LLC; Aspen Midstream, LLC; Buckeye Partners, LP; and Celanese. The top right of the dashboard includes links for English, Help Center, Log Out, and a user profile icon.

## Step 4

Click **Add Employee**.

Note: You can do a search for active or inactive employees to check if they have a profile already. Sometimes previous ISN administrators for your company will set employees to inactive if they no longer work for the company. If this is not the case continue to adding employee.





The screenshot displays the 'Employee Information' page in the ISN system. On the left is a dark sidebar with navigation links: Home, My Clients, Favorites, Message Center, and ISN Analytics. Below these are sections for 'All Items' and 'To-Do Items', a search bar for 'ISNetworld Tools', and a 'Company Information' dropdown. The 'Employee Information & Training' section is expanded, showing links to Empower, Employees (highlighted), Employee Information, ISNetworld Employee ID Cards, Reports, and My Company Training. The main content area has a top right header with 'English', 'Help Center', 'Log Out', and an 'ISN' logo. Below this is a breadcrumb 'Home > Search Users'. The 'Employee Information' section includes a 'Search/Results' tab, a 'Filter' button, and two buttons: 'Mass Edit Employees' and 'Add Employee(s)', with a red arrow pointing to the latter. The form contains three columns: 'Employee Name' with fields for Last Name, First Name, and Middle Name; 'ISNetworld Employee ID' with a text field for the ID, an 'Active' dropdown, and a 'Show All Users' dropdown; and a third column with 'Select Job Title' and '-Select a Location-' dropdowns. A checkbox for 'Show users with active login access only' is at the bottom left of the form. A 'Search' button is at the bottom right. A help icon is on the far right.

## Step 5

The steps listed as Step 1 and Step 2 can be ignored. There is no benefit to these options. If an employee insists on transferring their ISN account you can select yes and follow those steps.

Go ahead and start entering as much information as you can for his profile. I suggest using your email address for every profile so that you can have control of logins and training etc. Once you are done click save. You should now be able to upload a profile picture. (Recommended)

English ▾ [Help Center](#) [Log Out](#)  

[Search/Results](#) [Add Employee\(s\)](#)

**Step 1: Add single or multiple employees?**

Single ▾

**Step 2: Does the employee have an existing ISNWorld Employee ID?**

☒ No  
☐ Yes

**Last Name:**  **First Name:**

**Middle Name:**  **Nickname:**

**Address:**  **Home #:**

**Address 2:**  **Work #:**

**Country:**  **Ext:**


**City:**  **Country Code:**

**State/Province:**  **Mobile #:**

**Postal Code:**  **Email:**

**Left Sidebar:**

- Home
- My Clients
- Favorites >
- Message Center >
- ISN Analytics
- All Items • To-Do Items
- Search ISNWorld Tools
- Company Information ▾
- Employee Information & Training ^
- Empower
- Employees ^
- Employee Information
- ISNWorld Employee ID Cards
- Reports ▾
- My Company Training ▾
- Worker Assignment



## Step 6

Once you have completed the top part, move down to the second half and begin entering other pertinent information. I recommend you enter as much as possible. Click save. You have created an employee profile.

The screenshot displays the 'Employee Information & Training' form in the ISN World Tools interface. The sidebar on the left includes links to Home, My Clients, Favorites, Message Center, ISN Analytics, and a search bar. The main content area is divided into two sections. The top section contains fields for Address, Address 2, Country, City, State/Province, Postal Code, Home #, Work #, Ext, Country Code, Mobile #, and Email. The bottom section, highlighted with a red box, contains fields for ISN-ID, Title, Status, Empl.ID, Category, Location, SSN, Hired, Terminated, and DOB. Red arrows indicate the flow from the 'Message Center' link to the top section and from the 'Employees' link to the bottom section.

**Top Section Fields:**

- Address:
- Address 2:
- Country:
- City:
- State/Province:
- Postal Code:
- Home #:
- Work #:
- Ext:
- Country Code:
- Mobile #:
- Email:

**Bottom Section Fields (Highlighted):**

- ISN-ID:
- Title:  [Add/Edit Title](#)
- Status:
- Empl.ID:
- Category:  [Add/Edit Category](#)
- Location:  [Add/Edit Location](#)
- SSN:
- Hired:
- Terminated:
- DOB:

**Save Button:**