



518 9th Avenue North  
 Texas City, TX 77592  
 (409) 948-9009  
<http://www.csctc.org>

## Online Registration Procedure

1. Go to the Contractors Safety Council’s Website at <http://www.csctc.org>
2. It is important that you are using Internet Explorer version 5.5 or higher when doing online registration. If you do not have this version, the download location is found on the front page of our Website. Click on the link and then follow the instructions. If you have any problems, contact David Walker at (409) 948-9009 x113.
3. Located at the top right-hand area of the website, click on the wording **VIRTUAL SAFETY COUNCIL**.

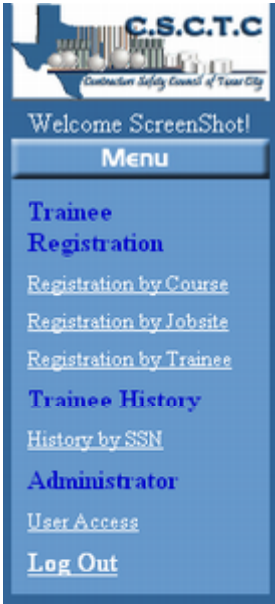


4. The login screen will appear. Enter the Member #, User Name, and Password. (If you want the computer to remember the login information, click the box.) Click **SUBMIT**.



Member ID #:	<input style="width: 95%;" type="text"/>
User Name:	<input style="width: 95%;" type="text"/>
Password:	<input style="width: 95%;" type="password"/>
	<input type="button" value="Submit"/>
<input type="checkbox"/>	Remember my Login & Password on this machine.

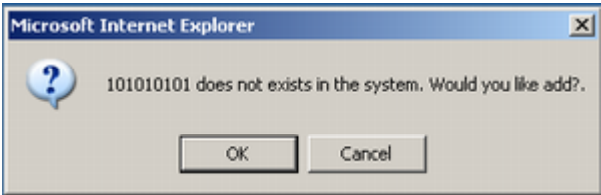
5. The welcome screen will then appear. Click on **Register by Trainee**.



6. Fill in the information needed: SSN, Date of Training (Date that shows is the next day. If a different date is needed, just highlight the date and change it. The date can be changed to the current day so that they can be registered online.) Enter a PO number if you use one. Click on the **NEXT** button.

◆ Registration By Trainee	
Enter SSN # :	<input type="text"/>
Schedule From:	<input type="text" value="1/29/2003"/> mm/dd/yyyy
Schedule To:	<input type="text" value="1/29/2003"/> mm/dd/yyyy
P.O # :	<input type="text"/>
<input type="button" value="Next"/>	

7. The name, and photo of the trainee will appear as verification of the trainee's identification. If the trainee is not listed in the database, a screen will appear asking to add the trainee to the database. Click **OK**, fill in the information. Click **SAVE**, and the trainee's SSN and name will appear without the photo. To select the class(es) that the trainee will be taking, click on the double arrows under COURSES AVAILABLE. The selected courses will be transferred over to the right hand side under COURSES SELECTED. After all the courses have been selected, click **NEXT** at the bottom of the screen.



VSC SCHEDULER				
Date: 1/29/2003 - 1/29/2003				
Student: 111111111-John , Joe				
Date	Courses Available		Date	Courses Selected
1/29/2003 (0)	Audiometric (07AUMET )	>>	<< 1/29/2003 (0)	Fire Watch (07FW )
1/29/2003 (0)	Badge Replacement (HCO )	>>	<< 1/29/2003 (0)	Dow Chemical Scaffold User (07DWTSU)
1/29/2003 (0)	Basic Plus (07BASICPLUS)	>>		
1/29/2003 (0)	Basic Plus Ref. (07REFRESHER )	>>		
1/29/2003 (0)	Basic Plus Ref. (Pamhandle) (15REFRESHER)	>>		
1/29/2003 (0)	BP Chocolate Bayou (07BPCB )	>>		
1/29/2003 (0)	BP-Site Specific Tr City (07BPTC)	>>		
1/29/2003 (0)	Confined Space (07CS )	>>		
1/29/2003 (0)	DOW Chem Global Confined Space (07DWGCS)	>>		
1/29/2003 (0)	DOW Chemical Lock Out/ Tag Out (07DWTCLO)	>>		
1/29/2003 (0)	DOW Chemical Safe Work (07DWTCSW)	>>		
1/29/2003 (0)	DOW Chemical Site Specific (07DWTC )	>>		

8. Once you click the NEXT button, a confirmation will appear on the screen. Print this for your records. The trainee is now scheduled for the courses. You can continue to sign in trainees by clicking on the Register by Trainee on the left side of the screen.

Registration by Trainee Confirmation	
Please Print this page for your Records..	
Confirmation #: 304892871946	
JohnJoe	
111111111	
Date (Time)	Course Name (Course ID)
1/29/2003 (0)	Dow Chemical Scaffold User (07DWTSU)
1/29/2003 (0)	Fire Watch (07FW)