Quick Guide for ECCS Contractors

<u>ECCS Employee Data Upload</u>

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Upload Employee Training Button

4. Fill in the form following the directions which can be found here.

<u>See the Status of an Upload</u>

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Manage Employees

4. Then click on Import Training Admin
5. Status Definitions
    a. Status of **Complete** = Data has been uploaded
    b. Status of **Voided** = Data was not uploaded and no money transaction took place
    c. Status of **Not Started** = Data has not been uploaded yet
    d. Status of **On Hold** = ECCS Manager is waiting for something before processing this data

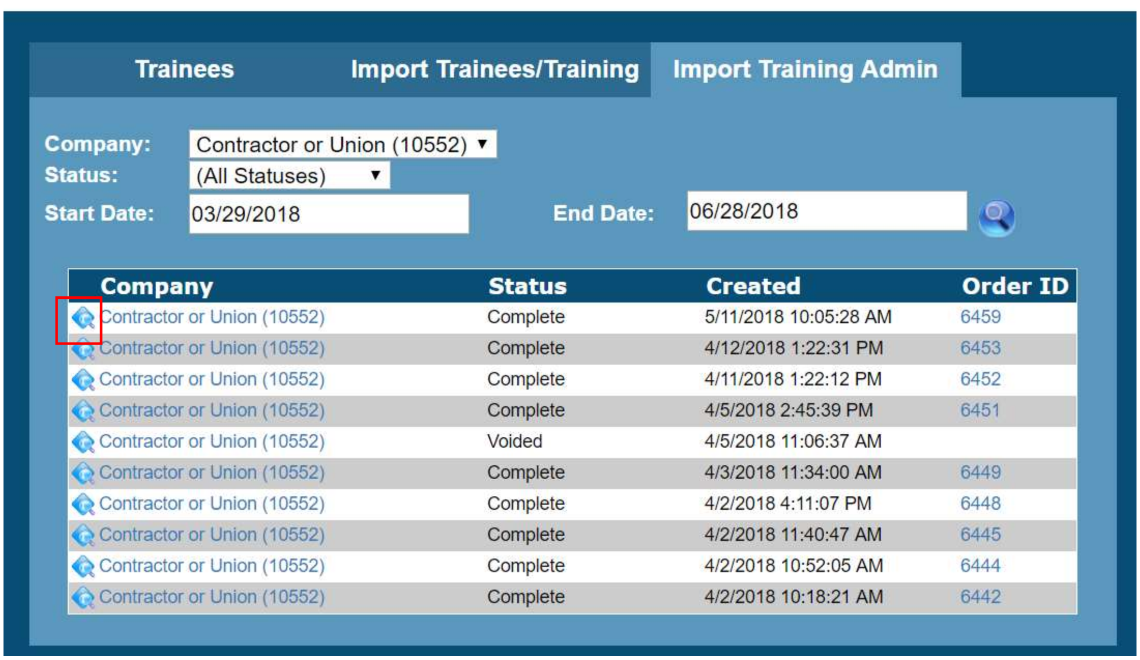
Check All Employees to See if Site Ready

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Report Training Curriculums

4. Select students currently employed by my company
5. Select the curriculum based on the site you will be working on
    - ECCS Curriculum (All sites except DGC and Basin Electric)
    - Basin Electric ECCS – (AVS, LOS, LRS, DFS, and DGF)
    - Dakota Gasification Company – ECCS
    - Dakota Gasification Company - B/C Contractor ECCS
6. Uncheck Filter by date
7. Click Generate Report

Find an uploaded form

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Manage Employees then Import Training Admin
4. Click on the blue diamond with the magnifying glass



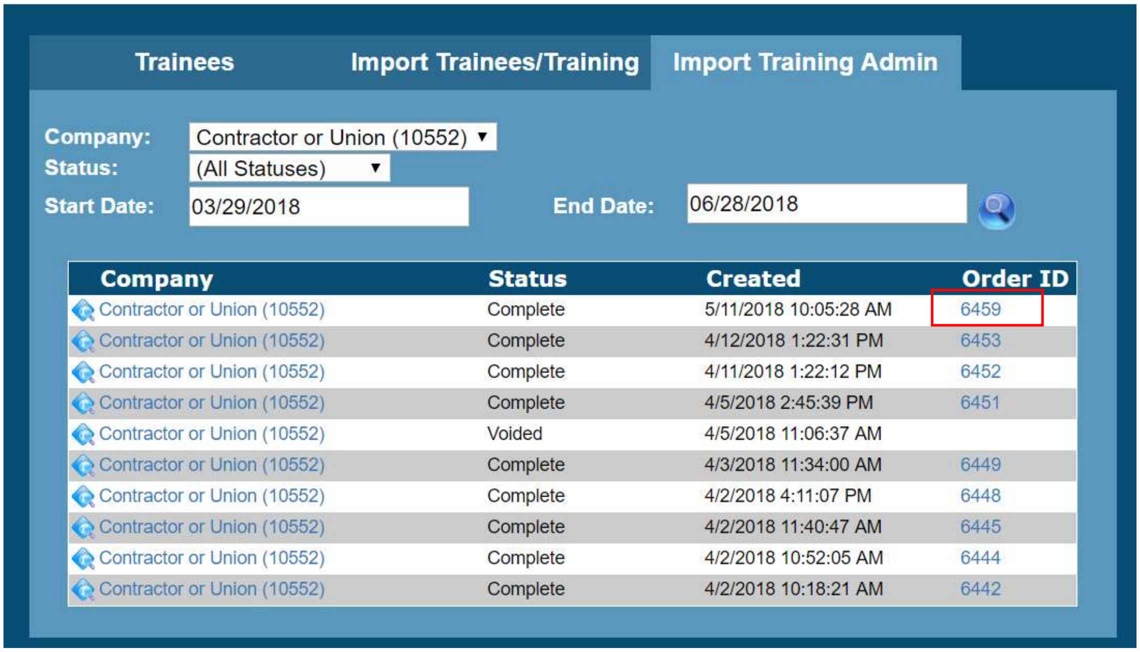
Trainees | Import Trainees/Training | Import Training Admin

Company: Contractor or Union (10552)
Status: (All Statuses)
Start Date: 03/29/2018 End Date: 06/28/2018

Company	Status	Created	Order ID
Contractor or Union (10552)	Complete	5/11/2018 10:05:28 AM	6459
Contractor or Union (10552)	Complete	4/12/2018 1:22:31 PM	6453
Contractor or Union (10552)	Complete	4/11/2018 1:22:12 PM	6452
Contractor or Union (10552)	Complete	4/5/2018 2:45:39 PM	6451
Contractor or Union (10552)	Voided	4/5/2018 11:06:37 AM	
Contractor or Union (10552)	Complete	4/3/2018 11:34:00 AM	6449
Contractor or Union (10552)	Complete	4/2/2018 4:11:07 PM	6448
Contractor or Union (10552)	Complete	4/2/2018 11:40:47 AM	6445
Contractor or Union (10552)	Complete	4/2/2018 10:52:05 AM	6444
Contractor or Union (10552)	Complete	4/2/2018 10:18:21 AM	6442

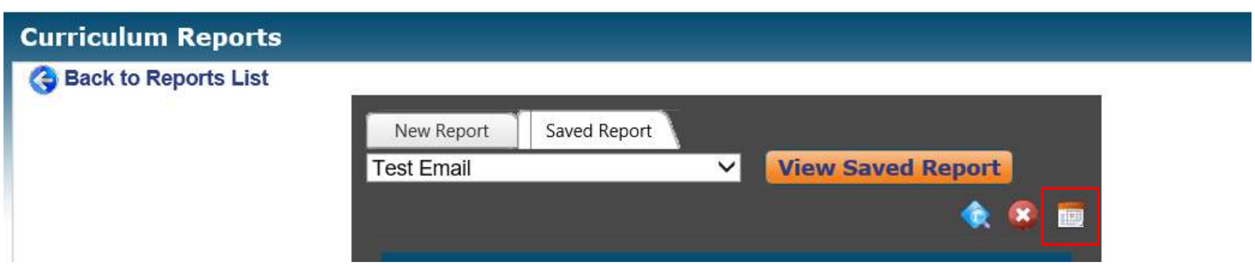
Find a receipt

1. Go to https://training.ndsc.org/
2. Log in
3. Click on Manage Employees then Import Training Admin
4. Click on the Order ID to view the receipt



Scheduling a Report to be sent by email

1. Follow the steps for "Finding a Check All Employees to See if Site Ready"
2. Pull up a saved report by clicking the down arrow, then select the calendar button to schedule the report



3. Click on the green circle with the plus sign to add a scheduled event.
4. You will have options to choose
   a. For the event type, click email report.
   b. Select the type of attachment you want to send.
   c. In the Event info area, click on the green plus sign in the lower right corner.
      i. You can use custom email and add your email and address and name.
      ii. Edit the subject of the email.
      iii. For Send To Type, select custom email.

iv. Add the email address in the send to Address and the person's name in the send to name and click submit.
v. Repeat these steps if you want the report to go to more than one email address.

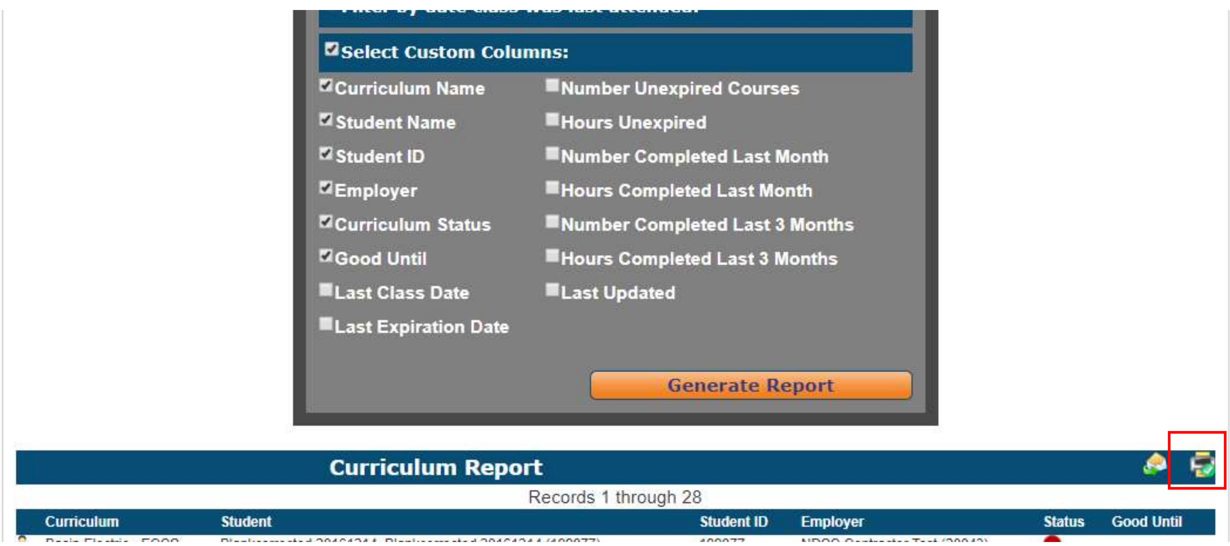
d. For the recurrence type, click how often you want this report sent.
   i. If you choose weekly, you will be able to select the day of the week and the time the report sends.
e. For the range of the occurrence, select the start date and end date.
f. You can add notes that will be sent with this report as well.

5. Click Submit.
6. Then Save Report.

<u>Remove Employees that no longer work for your company</u>

Currently, both steps to remove employees from your company only remove the employees from your view, they do not remove your company as the employer of record. For now, in order for the plant to no longer see the employee associated with your company, NDSC has to remove the company of record for you.

1. Follow the steps for "Check All Employees to See if Site Ready"
2. Include the Student ID in the custom columns.
3. Export the report to Excel by clicking on the printer button.



4. Highlight employees no longer working for your company.
5. Save the excel file
6. Send the excel file to eccs@ndsc.org.