Admin Quick Start Guide

Empower is ISN's new app for workers. Empower makes it easy for workers to view and complete their Hiring Client's ISNetworld requirements from their smartphone.

This guide provides step-by-step instructions for setting up your employees, assigning their Hiring Client requirements, and sharing Empower details. Additional instructions can be found in the Help Center of your ISNetworld account.

Scan the QR Code for "how to" videos for each step

Employee Setup and Assignments in ISNetworld:

Step 1: Add Employees to your ISNetworld account.

- Within your ISNetworld account, you can add employees individually or add multiple employees with a template.

  o Enter their Name, Email Address and Cell Phone Number.
  o Upload their photo for their ISN ID Card (optional).

Step 2: Assign Hiring Client Requirements to Employees (as needed).

- Hiring Clients may require individual-level requirements from your workers. Once the employees are assigned these requirements, they can complete them in Empower.

  o Online Trainings. Hiring Clients may require site orientations and other Online Training courses.

  o Worker Acknowledgement. Hiring Clients may require workers to electronically acknowledge or sign-off on documents.

- Hiring Clients may require additional jobsite requirements like Training Qualifications (TQ) or Operator Qualifications (OQ). Once the employee is assigned to the jobsite, they can view the requirements in Empower.

Step 3: Assign LMS Trainings to Employees (as needed).

- ISN has partnered with third-party training providers to offer free LMS courses.

- Within your ISNetworld account, you can assign LMS courses to employees. Once the employees are assigned the trainings, they can complete them in Empower.

Spread Awareness about Empower:

Step 4: Send an Empower Invite Email to your Employees.

- Within your ISNetworld account, you can send an email or SMS to your employees that outlines how to set up an Empower account and link to their ISNetworld profile.

- Step-by-step instructions:
  - Open the left-hand navigation bar › select Employee Information and Training › Empower
  - Click the 'Invite to Empower' button on the right of your screen › select the employee(s) you would like to invite › select the invitation type in the bottom right (SMS or Email)
  - If needed, add contact information for employees with missing details.
  - Click 'Save and Submit' to send the invitations

Step 5: Share Empower documents internally.

- Within your ISNetworld account, we added some Empower materials to your Bulletin Board, including the following:
  - Empower One Pager
  - Printable onsite signage
  - Email template to send your workers

- Step-by-step instructions:
  - Open the left-hand navigation bar › select Message Center › select Bulletin Board
  - Filter to posts from ISNetworld
  - Select Empower message to view documents

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Step 6: Check Your Progress.

- Within your ISNetworld account, you can see which of your employees are connected to your company in Empower.

- Step-by-step instructions:
    - From the left-hand navigation bar › select Employee Information & Training › select Empower
    - View employee Empower status on the "Status" column

- Need to remove an employee from your list? Simply inactivate their Employee Profile in ISNetworld to remove their connection with your company in Empower.

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If you have questions about Empower or would like assistance getting started, please reach out to our customer service team.

www.isn.com/ContactUs