

ACCOUNT SETUP AND REGISTRATION

- 1. Accessing the T3 System
 - Log into <u>T3</u>.
 - If your company doesn't have an account, create a new client profile.
 - Net30 payment terms are required for scheduling virtual courses. If your company is not yet a Net30 client but is interested in virtual training, consider completing a <u>credit application</u>. For returning clients, we can offer temporary credit while your application is being processed. The Net30 approval process is straightforward, requiring just one reference. To expedite your application or request temporary credit, contact Mandy at <u>mandy@mygcsc.com</u>.
- 2. Course Registration
 - Navigate to Course Registration under the Trainee tab.
 - Click "Add Course Registration."
 - Select "Virtual" as the site.
 - Enter the course code.
 - Locate the trainee by entering their Social Security Number or ID.
- 3. Course Registration: Basic Orientation Plus Refresher
 - Eligibility Requirements: To be eligible for the virtual option, participants must have previously completed the in-person Basic Orientation Plus training and undergone identity verification. They also must have a BOP/BOPR that is valid or expired no longer than four (4) years.
 - Enter the course code for Virtual Basic Orientation Plus Refresher: 08VBOPR.
- 4. Adding a New Trainee (if necessary)
 - If the trainee does not appear in the system, click "Add Trainee" to create a new profile.
 - The trainee's name must match their ID exactly—nicknames or variations are not allowed.
 - Ensure all information is accurate before submitting.
- 5. Trainee Contact Information
 - Enter the trainee's email and contact information. Use only the trainee's personal contact details; do not enter the scheduler's information.
 - If the trainee previously registered for the GCSC My Safety Council app, their contact details may already be listed.
 - Trainee contact details are required to complete registration.
 - Ensure that the email entered is correct, as this is where training details will be sent.
- 6. Finalizing Registration
 - Review and accept the terms and conditions to complete the registration.

TRAINEE EMAIL NOTIFICATIONS

- 1. The trainee will receive an email from <u>t3@gulfcoastdata.com</u>
- 2. This email contains the course details, the scheduled training date, the proctor link, and login credentials.

STARTING AND COMPLETING THE VIRTUAL COURSE

Note: If a trainee needs to step away from the computer for any reason, they must close the program, as pausing is not an option. If a trainee walks away or closes the program <u>during the final exam</u>, it will result in a failing score.

- 1. Open the email and click the provided link to access T3 Proctor. Log in using the credentials from the email, then click "Start" to begin.
- 2. At the start of the course, trainees will be required to take a photo of their valid government-issued ID and a photo of themselves for identity verification.
- 3. After completing the course, trainees must submit their score by clicking "Submit".
- 4. Their score will automatically be updated in their T3 training history.
- 5. To access their virtual badge, trainees should download the MySafetyCouncil app on iOS or Android and log in with their existing credentials.

COURSE RULES

Note: A camera is required for identity verification and monitoring during the course.

Training sessions are monitored. Violations of any rules will be flagged and reviewed by a proctor. If trainees violate any of the following rules at any time during the course, they will receive a failing score, regardless of their performance:

- Clear Image of Participant
- Valid Government-Issued ID must be presented
- Name in T3 and Photo ID Match
- Remain in Camera View and Active Participation
- No Other Participants Visible in the Camera View
- No Electronic Devices
- The trainees entire face, including mouth and eyes, must remain visible in the camera frame at all times

FAILURES DUE TO RULE VIOLATIONS

- The trainee and GCSC will receive an email detailing the violations, including supporting images.
- If a violation occurs due to an unclear image, the trainee may submit a clearer image for review. Upon approval, their score will be recorded.
- Trainees who fail due to rule violations cannot retake the Virtual Basic Orientation Plus Refresher. Instead, they must complete the in-person instructor-led Basic Orientation Plus course at GCSC.
- Potential violations of rules will be reviewed and approved within 24-48 hours.

ADDITIONAL INFORMATION

- 1. Training must be completed between 12:00am and 11:00pm on the scheduled date.
- 2. No fees apply for missed virtual training sessions; however, the scheduler is responsible for rescheduling.
- 3. If a trainee does not meet eligibility requirements for the BOP Refresher, the scheduler must contact GCSC Customer Service between 6:00am and 3:00pm.
- 4. For any issues or additional questions, please contact GCSC at (504) 469-7787, Monday–Friday from 6:00am-3:00pm or email vt@mygcsc.com.