Contractor:
Step – by – Step Guide

- **Adding New Employees into ISN**
- **Adding a Photo to Already Existing Employee**
- **Obtaining a Badge**

Select "Employee Information & Training" from the Menu on the Left – Hand Side

Select "Employees" from the Drop – Down, then "Employee Information"

Run a SEARCH to ensure employee is not already in ISN system. Enter employee LAST name and hit "Search"

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If employee is not in ISN, you can add them from this screen by selecting "+ Add New Employee"

If you DO NOT run a search, Step 1 will auto populate to "No" but will allow you to add a worker *even if they already have an ISN account* (duplicates employee name). Enter Employee Information: First Name, Last Name and Email Address (minimum) > Select "Save"

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After Saving Employee's Data, Click on "Upload Picture" for an ISN Badge

Check Boxes for "Print ID Card" and "Request ID Card"

Enter Employee's Name, Browse for the Picture, and then Click "Upload"

If Employee is ALREADY in ISN and Photo has Been Uploaded

Check the Preferred Method and Hit "Submit Request"
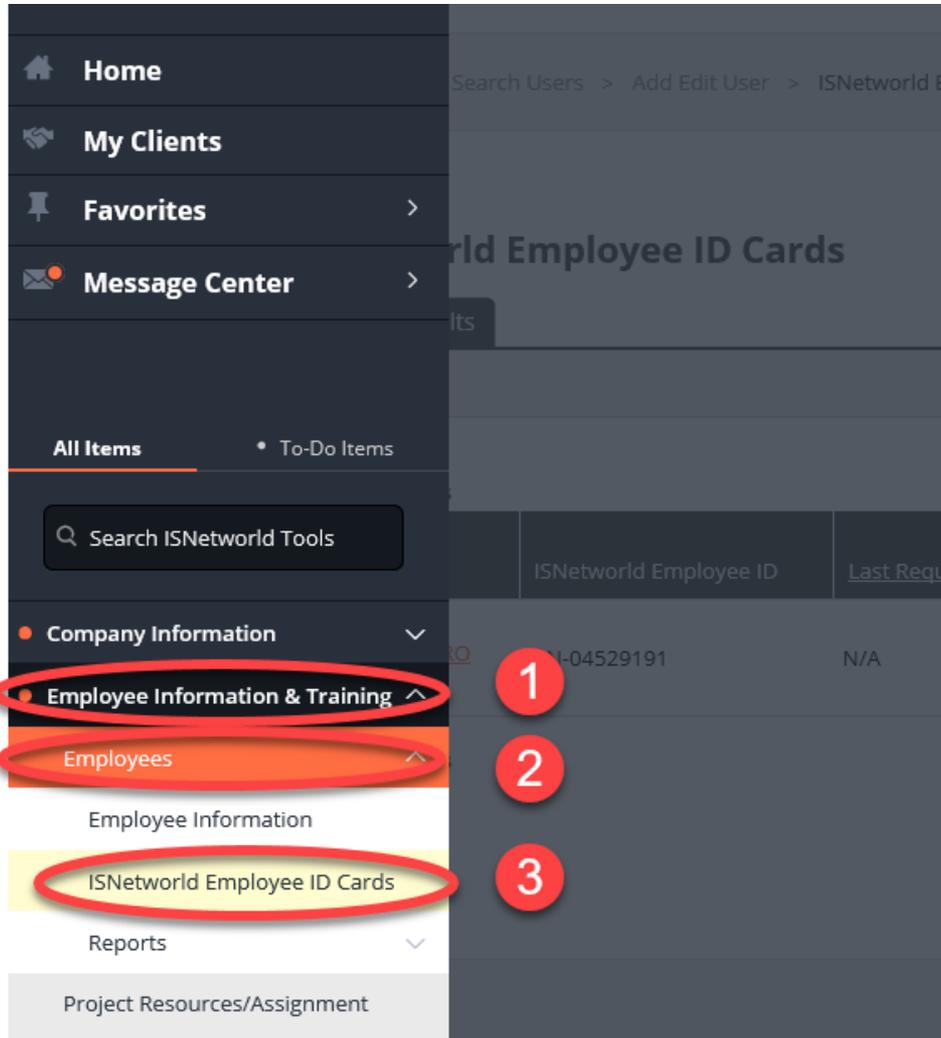
ISNetworld Employee ID Cards

Search/Results

Filter ⌄

Results

1 Total Records   Page 1 ◂▸

Employee	ISNetworld Employee ID	Last Request Date	Last Print Date	Print ID Card (Immediate) ☐ Select All	Request ID Card (via Mail) ☐ Select All
CARA SCHIRO	ISN-04529191	N/A	N/A	☐	☐

1 Total Records   ◂▸

①   **②**

Submit Request