

## SCTMC Online Scheduling Procedures

In order to assist our customers in scheduling their employees for training, SCTMC has created this Online Scheduling Procedure document.

At anytime if you have questions about scheduling or any other customer service issue, please feel free to contact our Customer Service Department at 361-552-7823.

1. Access our website at [www.cscportlavaca.org](http://www.cscportlavaca.org)



2. Select “Customer Workcenter”
3. Enter your provided Client ID Number, Username and Password (contact your account administrator if you do not have a username and password) – click the “Login” button

**XNET Login**

Client Id:

Username:

Password:

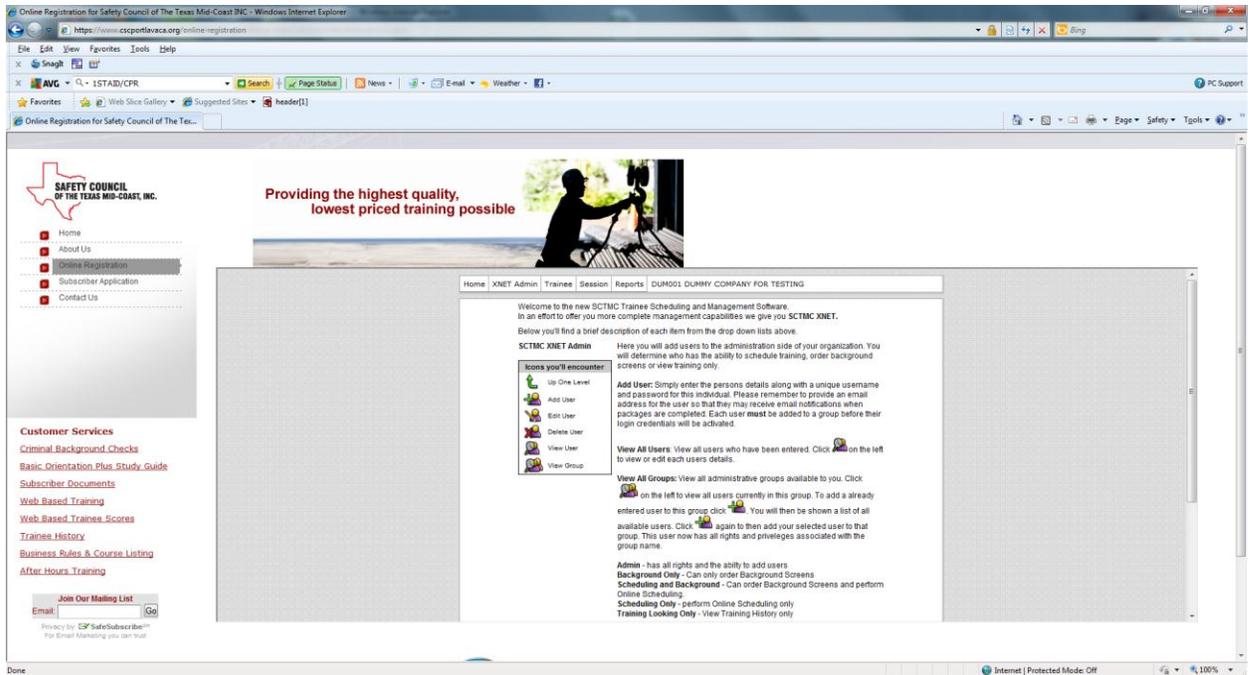
Welcome to the Port Lavaca Xtranet Login. If this is your first time to login please use your existing Client Id, and **Scheduling** Password. Please use **admin** as your username.



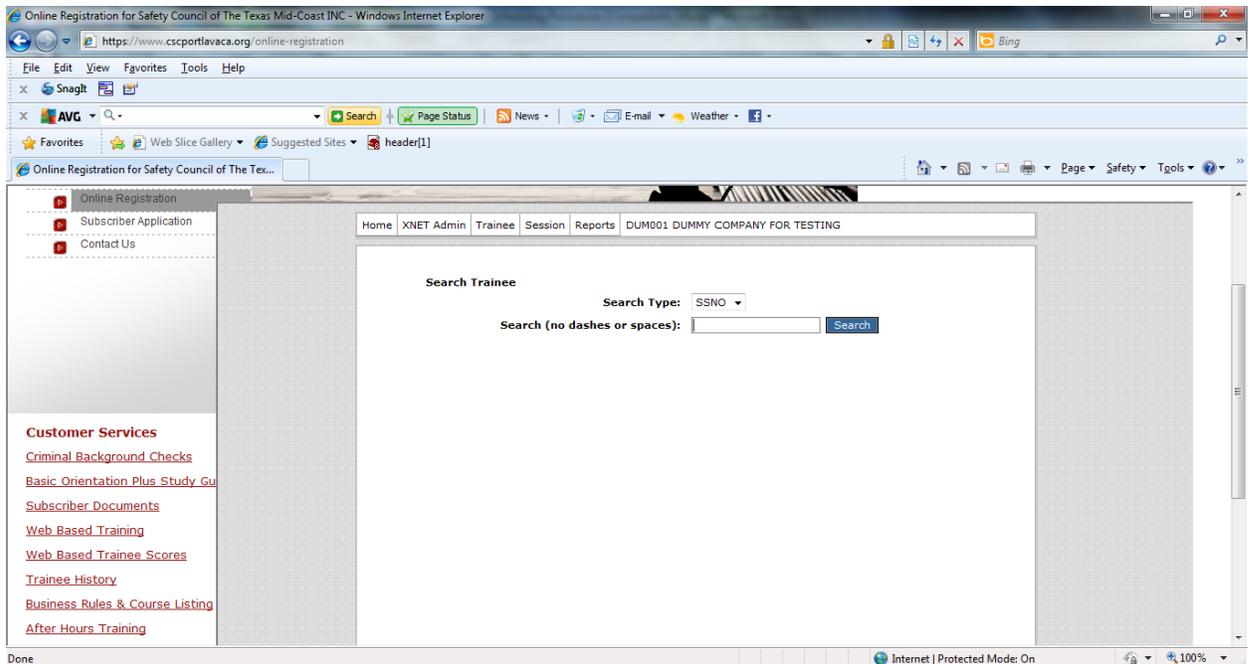
[Click here to view the results of completed Background Investigations](#)

[Click here to enroll in our Job/PO Number forced field service](#)

4. Using the mouse, roll over the Buttons on the top of the page. A drop down menu will appear as you cross over the “Trainee” button, select “Trainee Search” button

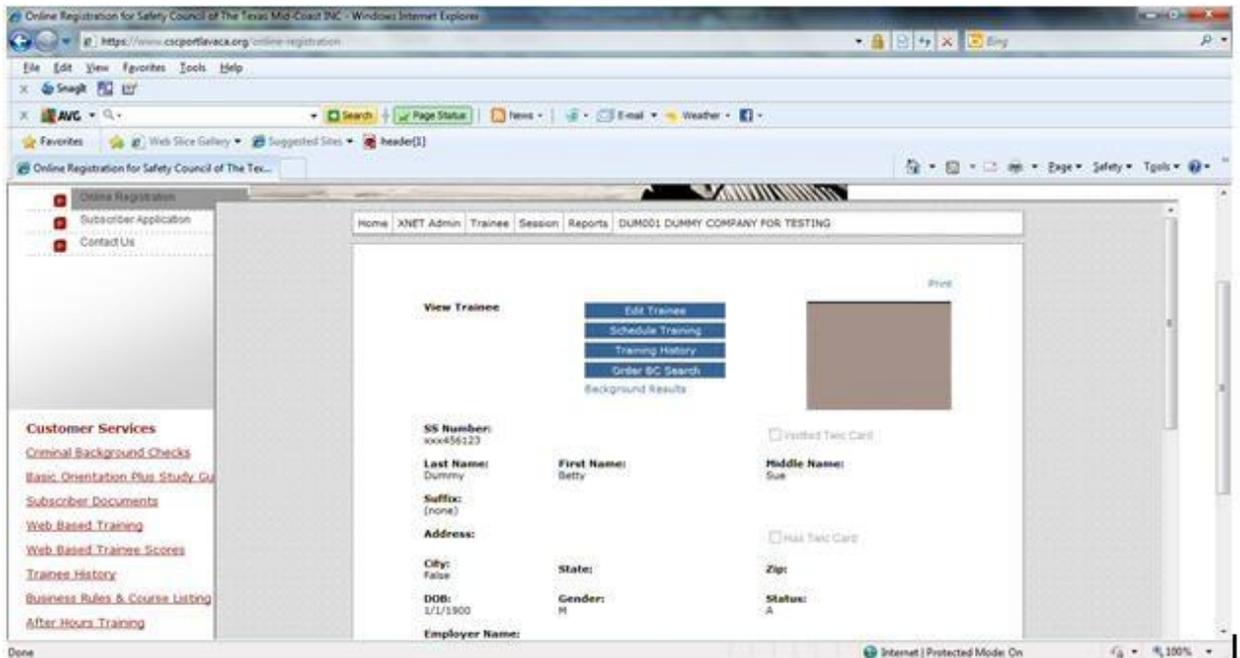


5. Type in the trainee (employee's) social security number – click the “search” button

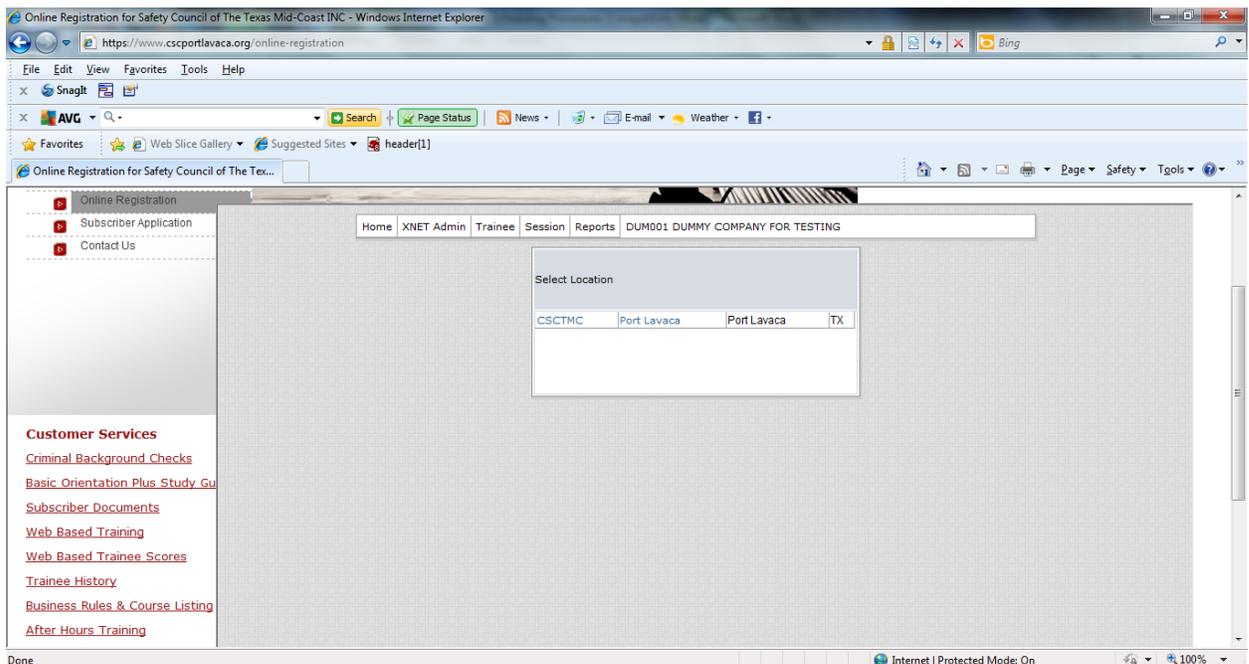


6. If system indicates “**No trainees where found in trainee search**”, click “Add New Trainee” and input all of the trainee’s information

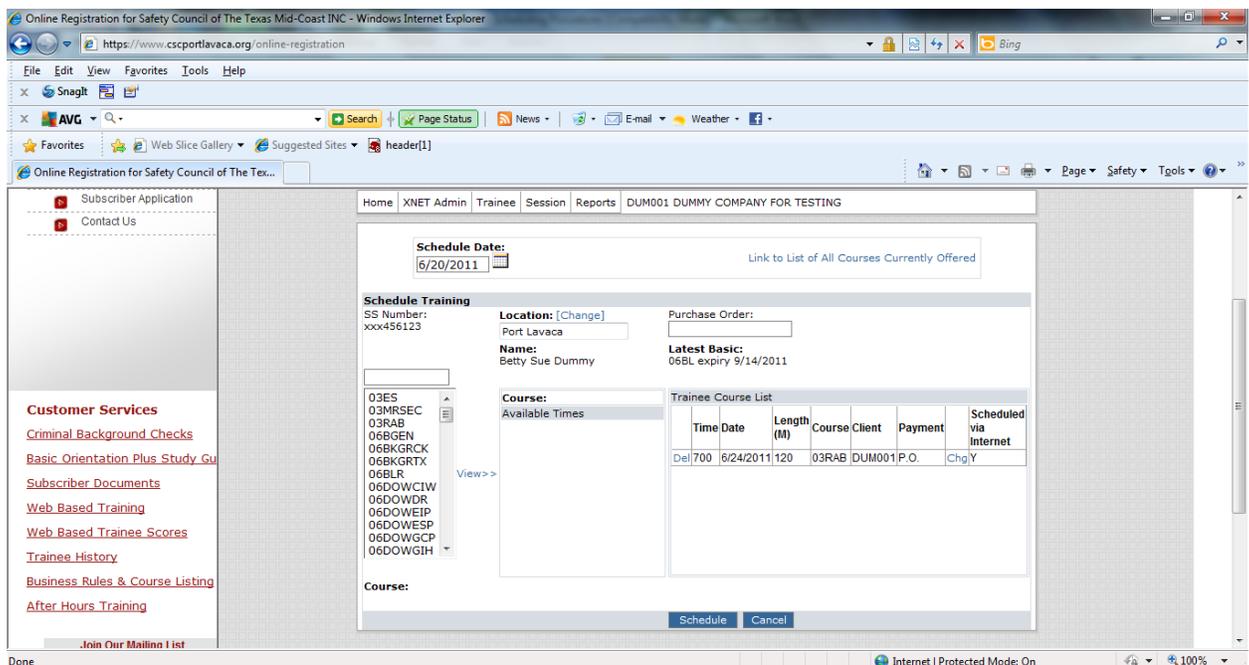
7. If trainee is found, click the “Schedule Training” link next to the trainee’s picture



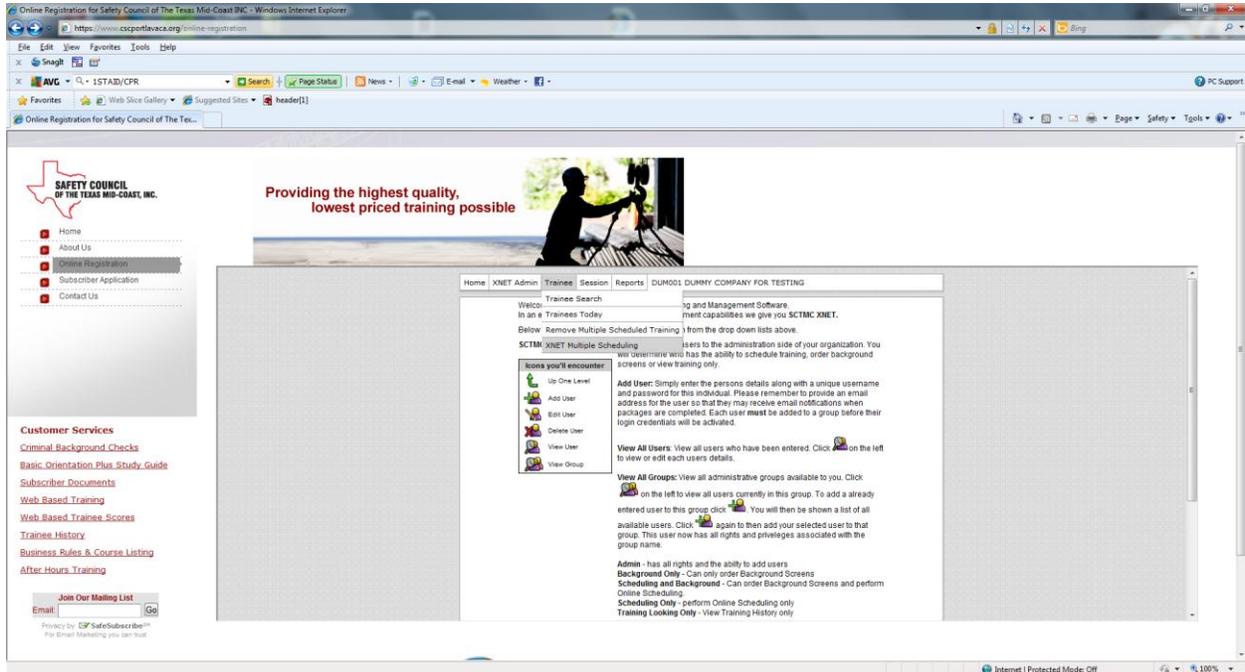
8. A menu will appear listing the locations SCTMC training is available. Click on the location where your employee will be taking the training.



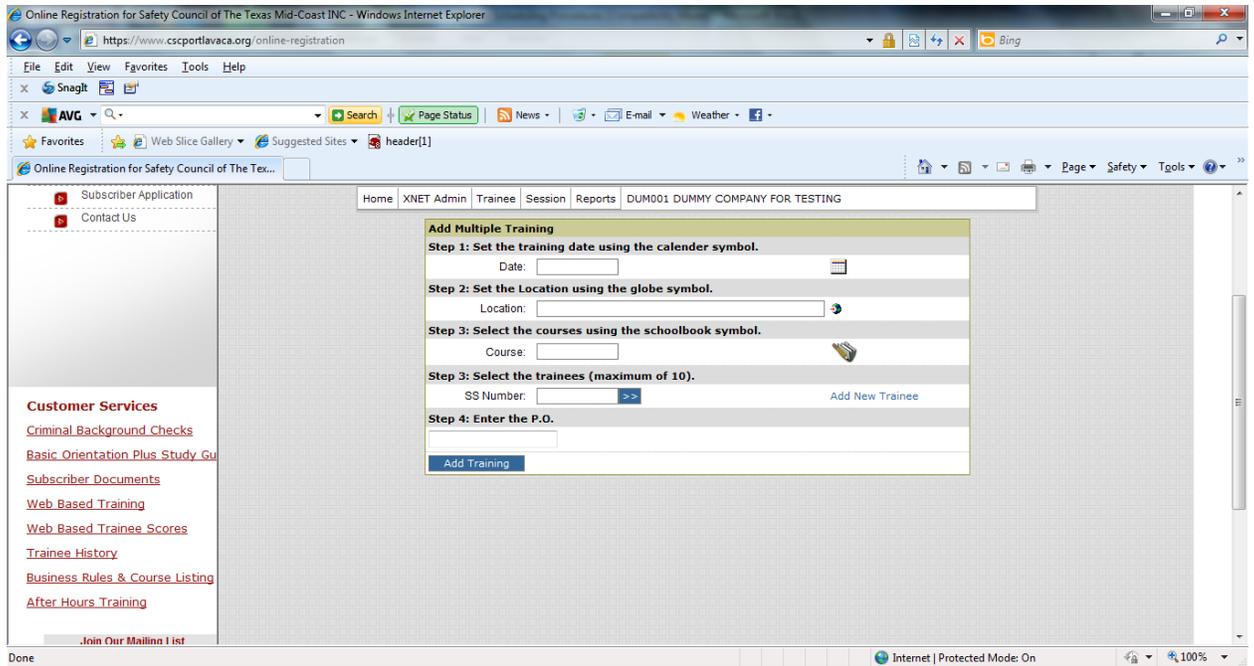
9. A Scheduling window will appear.
  - a. Today's date will always be defaulted in the "Schedule Date" box – change to the date the employee will attend the training.
  - b. Confirm the last six digits of the employee's social security number
  - c. Confirm the location list is where you want the employee to train at
  - d. Enter a "Purchase Order" or "Job Number" if required by your company
  - e. Confirm the employee's name is correct
  - f. Verify the employee has a current Basic Plus/Refresher (if required)
  - g. A list of courses available at the location you have selected will appear in the box on the left hand side of the screen
  - h. Click on the first course the employee needs to take
  - i. Click "view"
  - j. The times the course is available will appear
  - k. Click the "add" button next to the time you would like the employee to take the training
  - l. Repeat steps 9h-9k for all remaining courses the employee needs to take (these steps are repeated by day – so training must be scheduled by day and by location)
  - m. Once you have entered all training for the employee, click the "Schedule" button at the bottom of the page.
  - n. A confirmation of the scheduling will appear on your screen



10. If you have numerous employees to schedule for the same class you can take advantage of our “XNET Multiple Scheduling” feature which can be found under the “Trainee” button on the menu.



- Step 1:** Set the training date (enter date employee will attend class)
- Step 2:** Set the Location (enter location employee will take class)
- Step 3:** Select the courses (enter course code(s) employees will take)
- Step 4:** Enter social security number of first trainee – click the “arrow button” – Repeat this step until all (or maximum of 10) employees have been entered
- Step 5:** Enter a Purchase Order or Job number (if required by your company)



If you have any questions on scheduling your employees for training, please contact Customer Service at 361-552-7823 or email [customerservice@cscportlavaca.org](mailto:customerservice@cscportlavaca.org). Thank you for allowing SCTMC to serve you.