



# C3 Training Database How-To Guide

**Getting Started**  
**09/22/2017**

Welcome to the C3 Training Database, brought to you by the Construction Career Collaborative!

The training database will help you keep track of your employees' training and safety credentials, project participation and assignments, and more.

**In this guide, you will learn:**

- How to confirm your user account.
- How to set-up your company.
- How to set-up company users.

**Prerequisites:**

- Your company should be a C3 accredited employer, project participant, or Certified Staffing Agency.
- You should have a user account in the training database, and know how to log in to the application.
- Your company's employees and OSHA information should be entered into the training database.

If you need help with any of the steps in this guide, please contact your C3 representative, or send an email to [database@constructioncareercollaborative.org](mailto:database@constructioncareercollaborative.org).



# Getting Started

## Table of Contents

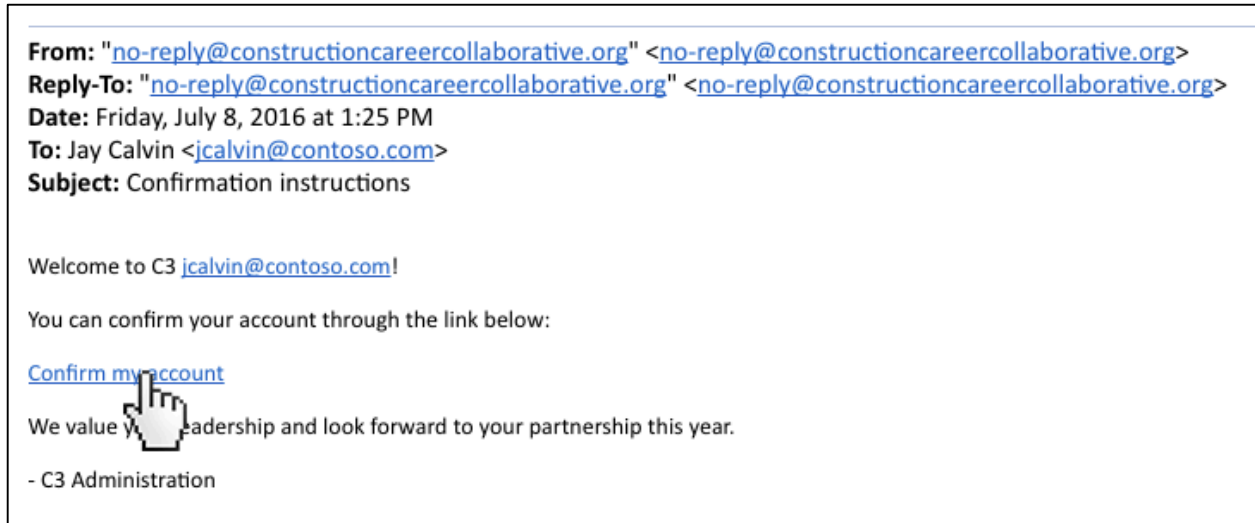
Confirming your user account .....	3
Setting up your company .....	4
Updating contact information .....	6
Setting up company users .....	7
Adding a new user .....	7
Deleting a user .....	8



# Getting Started

## 1. Confirming your user account

You should have already received a confirmation email from the database. If you have not received a confirmation email, please contact C3 administration.



*Sample confirmation email*

To get started, **click the "Confirm my account" link.**

**Confirm Your Account**

**Company** Contoso Constructors, Inc.

**Email** jcalvin@contoso.com  
You may change your email after logging in to the application.

**Name**

**Password**

**Confirm**

[Back to login](#)

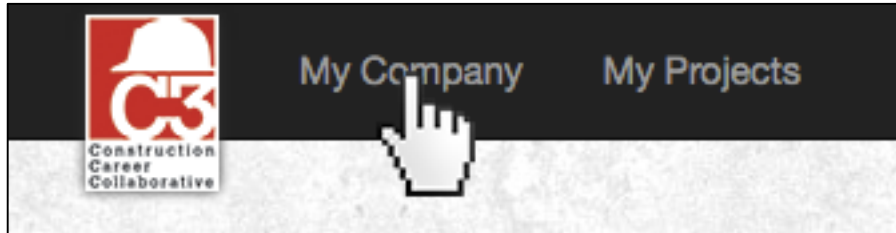
On the "Confirm Your Account" screen, fill in your full name and your desired password. **Click "Confirm."** This will save your account information and redirect you to the login screen. Log in with your email address and your chosen password. You will then see the C3 welcome screen.



# Getting Started

## 2. Setting up your company

Once you have confirmed your user account and you are logged in, **click the "My Company" menu item** on the top of the screen.



This opens the company page where you can see your company information as well as your contacts, documents, projects, and more.

**Test Contractor**

[Edit](#) [Manage Users](#)

[Basic Information](#) [Membership](#) [Employee Information](#) [Projects](#) [CSI Divisions](#)

<b>Name</b>	Test Contractor
<b>Tax ID</b>	
<b>Role</b>	Accredited Employer
<b>Address</b>	
<b>Website</b>	

**Contacts** [+](#)

John Builder **Primary**  
john@testcontractor.com  
2815557894

**Documents** [+](#)

C3 Application [-](#)

Quick search

**Craft Workers** [+](#) [Import CSV](#) [Export to CSV](#)

Name	Type	Status	OSHA 10	OSHA 30	Actions
Charles Elenbaas	Craft Worker	Active	Valid OSHA-10	Missing OSHA-30	<a href="#">+</a> <a href="#">-</a>
Robert Alvarado	Craft Worker	Active	Valid OSHA-10	Missing OSHA-30	<a href="#">+</a> <a href="#">-</a>
Victor Ruiz	Craft Worker	Active	Valid OSHA-10	Missing OSHA-30	<a href="#">+</a> <a href="#">-</a>

Showing 1 to 9 of 9 entries

Previous [1](#) Next

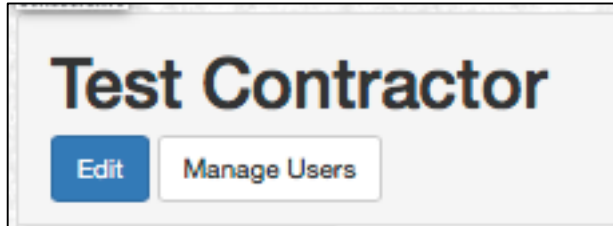
10 per page



# Getting Started

## 2. Setting up your company (cont'd)

The first thing to do is to review the basic company information to make sure that it is accurate. Click the **blue "Edit" button** underneath your company name.



This opens the "Edit Company" form.

**Edit Contractor**

**Name\***

**Tax ID**

**Website**

---

**Location**  
Please enter the company location

**Address**

**City**

**State**

**Zip**

Make sure your company information is accurate and edit where necessary. Click the **green "Submit" button** to save your company's information and return to your company page.



# Getting Started

## 2. Setting up your company (cont'd)

### Updating contact information

To edit the contact information for your company, **click the blue edit button** on the contacts table on the company profile page.



This will take you to the edit contacts form. Here you can specify a primary contact, a secondary contact and a training contact.

If one of the contact fields is not needed, check the 'Same as Primary' box.

**Click “Submit”** to save the updated contact information.

Field	Description
Primary Contact	Primary contacts will receive all correspondence from C3. If this is a bottleneck choose another contact.
Secondary Contact	Backup contact for all C3 correspondence
Training Contact	Someone in charge of your companies training be it either specific or safety training.



# Getting Started

## 3. Setting up company users

### Adding a new user

If you would like to add more users for your company, aside from the secondary contacts, you may do so now. From your company page, **click the “Manage Users” button.**



This will take you to the company users management screen.

Name	Email	Confirmed?	Administrator?	Action
Joe Worker	joe@testcontractor.com	Yes	Yes	
Jane Builder	jane@testcontractor.com	Yes	Yes	

**Click the green new button** next to “Users.” This will open the “Create User” Screen.

**Create User**

Name

Email\*

**Company Administrator**

\*Allows user to edit the company account, as well as create, edit and remove other user accounts for this company



# Getting Started

## 3. Setting up company users

In the form fields, provide the name and email of the user. If you would like to make the user an administrator, you may do so now.

Your company must have at least one administrator. An administrator has enhanced privileges and can administer all aspects of his or her company. This includes actions such as editing the company account as well as creating, editing, and removing other users on the company account.

Once you have completed the "Create User" form, **click the green "Create User" button** to save the user and return to the User Management screen.

A confirmation email will be sent to the new user. The new user must confirm their account before they can sign in to C3. If you would like to add another user to your company, repeat the steps above.

### Deleting a user

To delete a company user, **click the red trash button** on the appropriate row on the company user list. **Note that you cannot delete your own user account.**