Steps for Enrolling in a Virtual Training Class
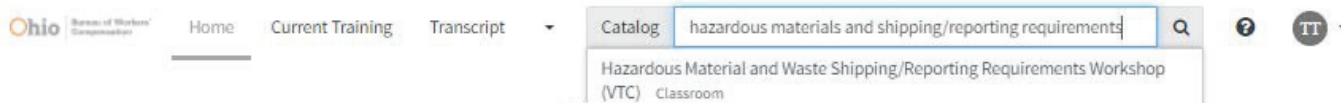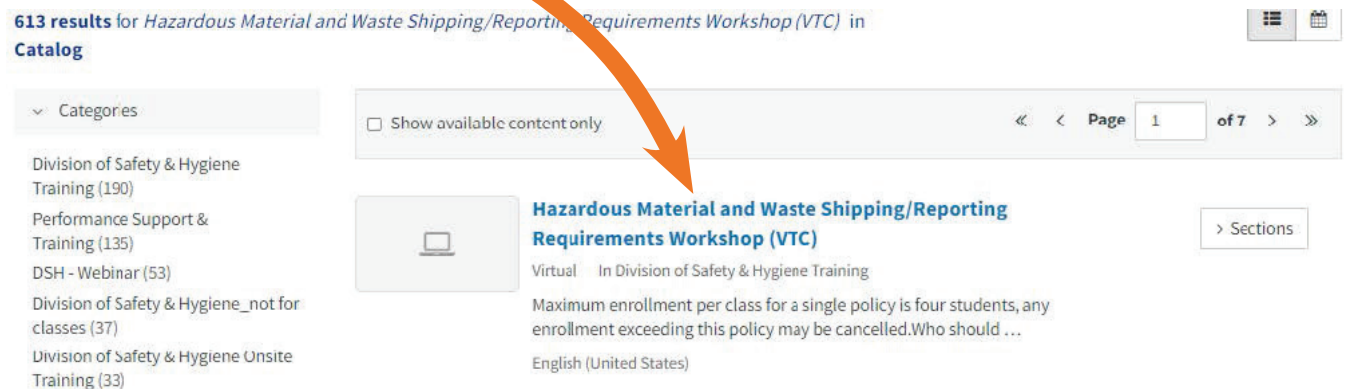
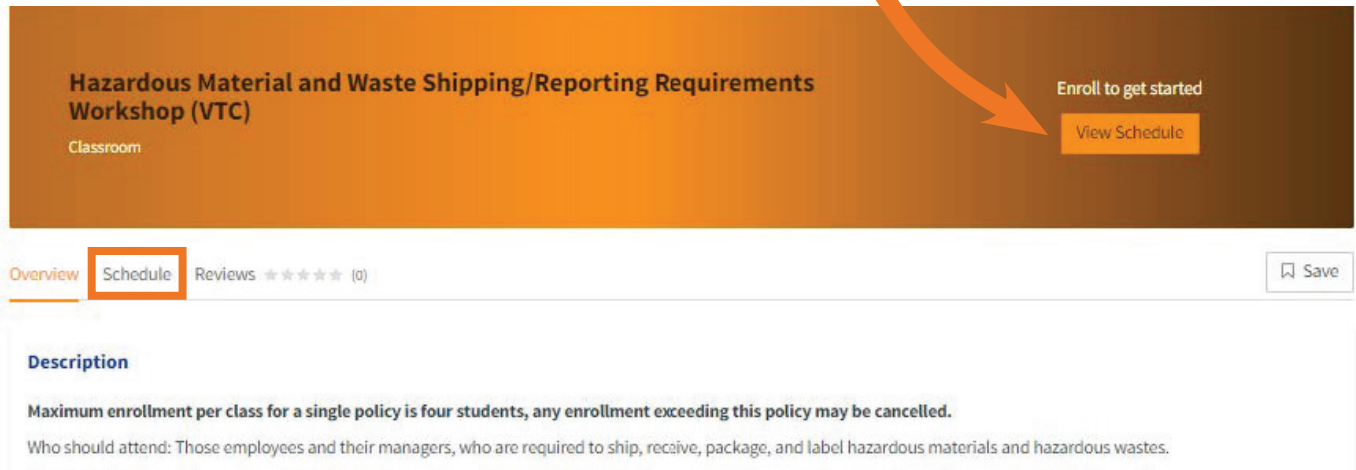1. Log into the BWC Learning Center at www.bwclearningcenter.com

2. Find the class you desire to enroll in by typing it in the browse catalog section at the top of the screen. Virtual Training Classes will be noted with (VTC) at the end of the title.

Click on the name of the class.

3. To view the upcoming class sessions click on **"View Schedule"** at the top, or **"Schedule."**
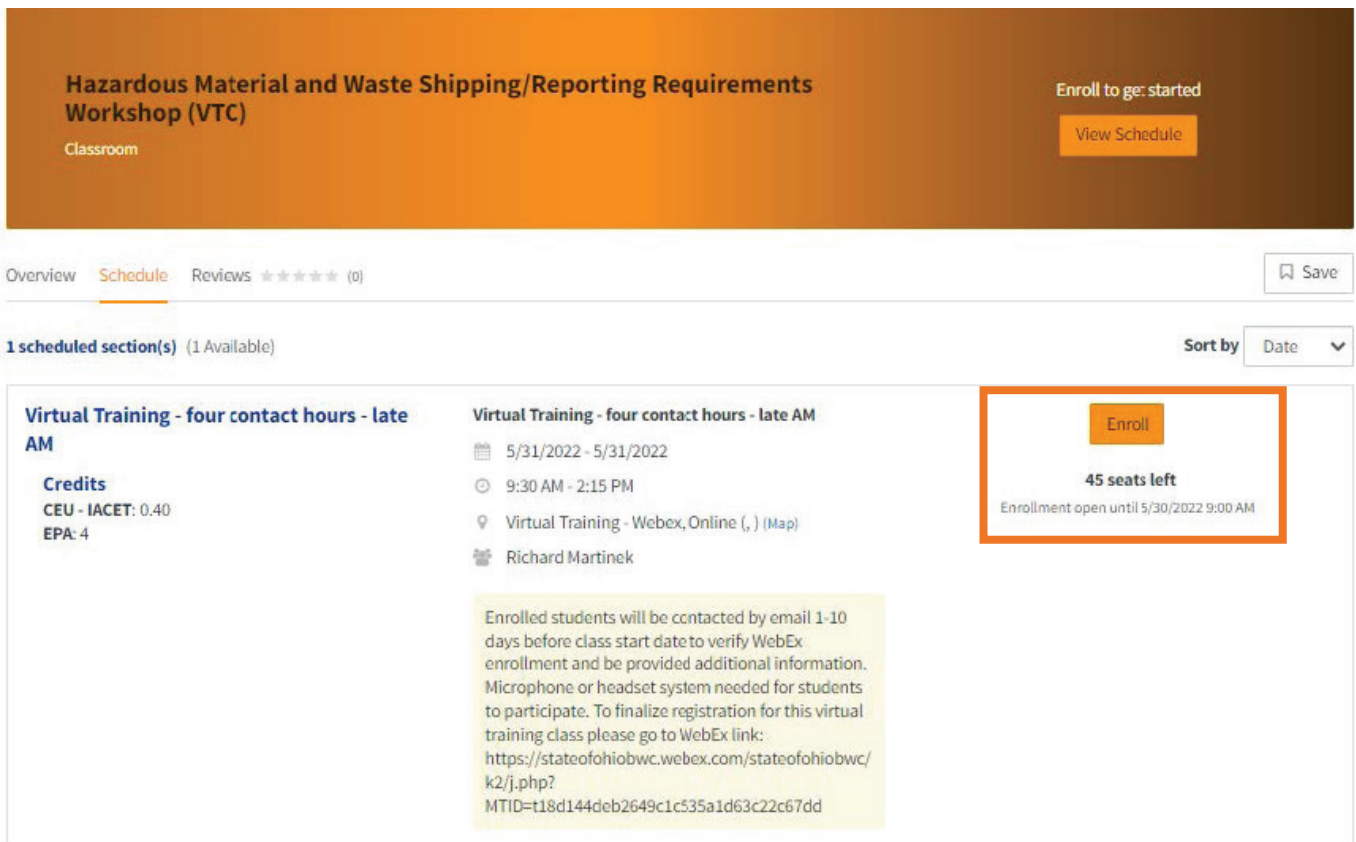
4. Click the **"Enroll"** button to enroll in the course. This step provides BWC the list of enrollees that will be participating in the course (this will be used for providing required program credits).

5. Our virtual trainings are conducted using Cisco WebEx. The link to register for the actual virtual session is found here.

6. The registration link can be copied and pasted into a web address line to finalize your registration.

If you do not see the link in the event information in the Learning Center, the event host will contact the enrollees a minimum of 2 days prior to the class date to ensure everyone has registered with WebEx.

7. Once you have accessed the link, you will enter your information and click **Register.**

Register for Effective Safety Teams Half-day Workshop (Virtual Training)

Please provide the following information to register for this training session. You will receive an email confirmation of your registration.

Session Information

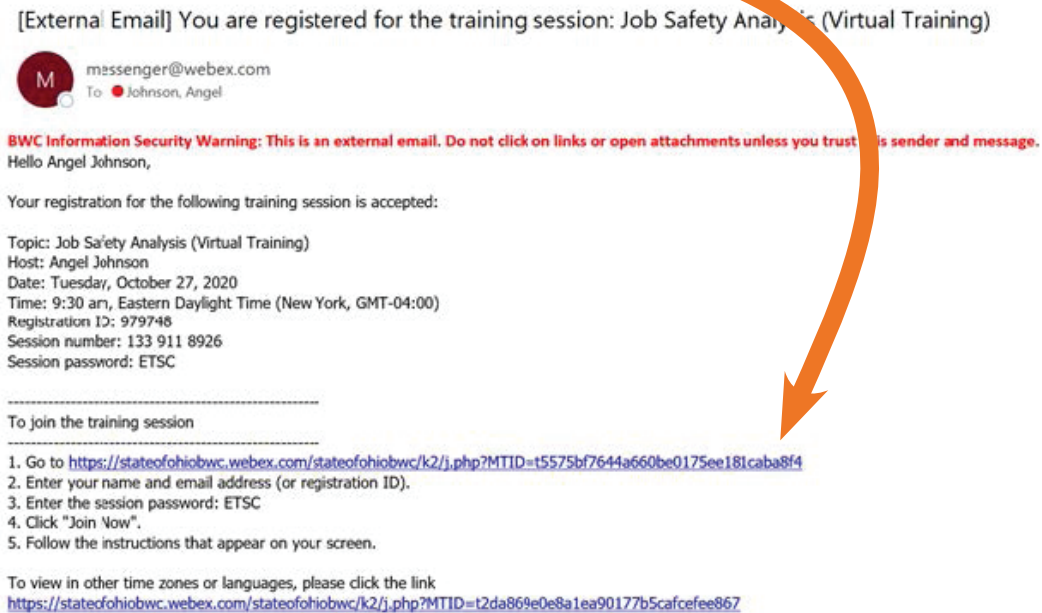|	
Topic:	Effective Safety Teams Half-day Workshop (Virtual Training)
Session status:	Not Started
Session dates:	Tuesday, March 9, 2021
Starting time:	9:30 am, Eastern Standard Time (New York, GMT-05:00)
Duration:	4 hours
Presenters:	Phil Dwyer,Brian Zachetti,Tom Kelly
Description:	
Host's name:	Angel Johnson
Host's email:	angel.j.1@bwc.state.oh.us

Registration Information

First name:	Angel	(Required)
Last name:	Johnson	(Required)
Email address:	angel.j.1@bwc.state.oh.us	(Required)

Register

6. 7. You will see an email from WebEx arrive in your inbox immediately that will look like the following.

This is an example of the link you will use to arrive to the virtual training classroom— please keep this for the day of the event.

[External Email] You are registered for the training session: Job Safety Analysis (Virtual Training)

messenger@webex.com
To ● Johnson, Angel

BWC Information Security Warning: This is an external email. Do not click on links or open attachments unless you trust this sender and message.
Hello Angel Johnson,

Your registration for the following training session is accepted:

Topic: Job Safety Analysis (Virtual Training)
Host: Angel Johnson
Date: Tuesday, October 27, 2020
Time: 9:30 am, Eastern Daylight Time (New York, GMT-04:00)
Registration ID: 979748
Session number: 133 911 8926
Session password: ETSC

To join the training session
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1. Go to https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t5575bf7644a660be0175ee181caba8f4
2. Enter your name and email address (or registration ID).
3. Enter the session password: ETSC
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t2da869e0e8a1ea90177b5cafcefee867

8. To add this event to your calendar, click **here** to accept the invitation.

To join the session by phone only

To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code.
US Toll:+1-415-655-0003

Having trouble dialing in? Try these backup numbers:
USA Toll Free:1-844-740-1264
US Toll:+1-415-655-0003
Global call-in numbers: https://stateofohiobwc.webex.com/stateofohiobwc/globalcallin.php?MTID=tfef6fa615ccc9120d6c4adc0cd8dd70c
Show toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.p

Access code: 133 911 8926

For assistance

You can contact Angel Johnson at:
angel.j.1@bwc.state.oh.us

Can't join the training session?
https://collaborationhelp.cisco.com/article/qg8vzfb

To add this session to your calendar program (for example Microsoft Outlook), click this link:
https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t4139462195e1796b8e30e3ae87e8a225