

Steps for Enrolling in a Virtual Training Class

1. Log into the BWC Learning Center at <u>www.bwclearningcenter.com</u>

Log In
Login ID Pässword Login
Forgot your login ID or password? Don't have an account? Sign up! Browse Public Catalog

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.



3. To view the upcoming class sessions click on "View Schedule" at the top, or "Schedule."

Hazardous Material and Waste Shipping/Reporting Requirements Workshop (VTC) Classroom	Enroll to get started View Schedule
erview Schedule Reviews *** (0)	□ Sav
Description	
faximum enrollment per class for a single policy is four students, any enrollment exceeding this policy may be cancelled.	
Who should attend. These employees and their managers, who are required to ship, service, package, and label bazardous materials an	d bazardous wastes

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).

Workshop (VTC)	npping/keporting kequirements	Enroll to ge: started		
Overview Schedule Reviews + + + + (0)			□ S	ave
1 scheduled section(s) (1 Available)		Sort by	Date	~
Virtual Training - four contact hours - late AM Credits CEU - IACET: 0.40 EPA: 4	 Virtual Training - four contact hours - late AM 5/31/2022 - 5/31/2022 9:30 AM - 2:15 PM Virtual Training - Webex, Online (,) (Map) Richard Martinek Enrolled students will be contacted by email 1-10 days before class start date to verify WebEx enrollment and be provided additional information. Microphone or headset system needed for students to participate. To finalize registration for this virtual training class please go to WebEx link: https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php? MTID=t18d144deb2649c1c535a1d63c22c67dd 	45 seats left Enrollment open until 5/30/2022 9:00 AM		



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





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**.

			English New York
lease provide the following in	formation to register for this training session. 1	You will receive an email confirmation of your registration.	
ession Information			
opic:	Effective Safety Teams Half-day	(Virtual Training)	
ession status:	Not Started		
ession dates:	Tuesday, March 9, 2021		_
itarting time:	9:30 am, Eastern Standard Tim	e (New York, GMT-05:00)	
uration:	4 hours		
resenters:	Phil Dayer,Brian Zachetti,Tom Kelly		
lescription:			_
lost's name:	Angel Johnson		
iost's email:	angel.j.1@bwc.state.oh.us		
legistration Information			
irst name:	Angel	(Required)	
ast name:	Johnson	(Required)	
mail address:	angel j.1@bwc.state.oh.us	(Required)	

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 Train	ning)
Monte Martine Ma Martine Martine Ma Martine Martine Ma	
BWC Information Security Warning: This is an external email. Do not click on links or open attachments unless you trust Hello Angel Johnson,	nd message.
Your registration for the following training session is accepted:	
Topic: Job Sa'ety Analysis (Virtual Training) Host: Angel Johnson Date: Tuesdar, October 27, 2020 Time: 9:30 an, Eastern Daylight Time (New York, GMT-04:00) Registration 10: 979748 Session number: 133 911 8926 Session password: ETSC	
To join the training session	
 Go to https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t5575bf7644a660be0175ee181caba8f4 Enter your name and email address (or registration ID). Enter the session password: ETSC Click "Join Now". Follow the instructions that appear on your screen. 	

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

https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t2da869e0e8a1ea90177b5cafcefee867

To join the session by phone only	
To receive a call back, provide your phone number when you join the training station, US Toll:+1-415-655-0003	, or call the number below and enter the access code.
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/globalcal Show toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.p Access code: 133 911 8926	php?MTID=tfef6fa615ccc9120d6c4adc0cd8dd70c
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/gg8vzfb	↓
To add this session to your calendar program (for example Microsoft Outlook), click th https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t4139462195e179/	is link: 6b8e30e3ae87e8a225