

# External user quick tips

These instructions explain how you, as an external user, log into, search and enroll in a learning event using the BWC Learning Center (LC). The BWC LC is a Web-based application that you can access from the Internet.

- ▶ In your Internet explorer address bar, enter [www.bwclearningcenter.com](http://www.bwclearningcenter.com) and then click [Go].

## How to log into the BWC learning center

### Previously enrolled in a BWC training

If you have previously enrolled in or attended any Division of Safety & Hygiene class from July 1, 2005, to the present, we added your records to the BWC LC. Below is what you need to initially log into the BWC LC.

#### Login ID

- Enter your first name, first initial of your last name and the last three digits of your Social Security number.

#### Password

- Enter your password.
  - Click **[Submit]**.

The first time you log in, you will be asked to set a new password.

- Enter the current password.
- Enter a new password.
  - Remember passwords are case sensitive.
  - Passwords must have at least four letters and/or numbers.
- Enter your new password again as confirmation.
- Click **[Submit]**.

### First visit

If this is your first time registering for a BWC sponsored event, you will need to create a Login ID and a password.

- From the LC log in page click **[First Visit]**.
- Enter your or your employers BWC policy number.
- Enter a Login ID.
  - Remember it is case sensitive.
  - Your login must be at least four letters and/or numbers.
- Enter a password.
  - Remember it is case sensitive.
  - Passwords must be at least four letters and/or numbers.
- Enter your password again as confirmation.
- Click **[Submit]**.

### Forgot your password

- From the BWC LC log in page, click the **[Forgot Password]** link (to the right of the password input field).
- Enter **[Login]**.
- Enter your **[E-mail Address]**.
- Click **[Submit]**.
- Password information will be e-mailed to you within a few minutes.

# Learning events

## Searching for a learning event

- From the home page, click **[Learning Center]** **[Course Information & Enrollment]**.
- Search by a keyword by entering a word(s) that closely relates to the desired training event.
- Click **[Search]**.
- From the returned list, click a learning event for enrollment information.

## Viewing scheduled learning events

- From the home page, click **[Learning Center]**, **[Class Calendar]**.
- To display current scheduled learning events, use one of the following methods:
  - Click **[View Calendar of all Courses]**;
  - Use keyword(s) and topic to limit the returned learning events and click **[Search]**;
- On the returned calendar, use the navigation tools to view the calendar and click a learning event for enrollment information.

## Enrolling in a classroom learning event

- Locate the desired learning event, and click the information icon.
- In the lower right section of the screen, locate the date/location you wish to enroll in and click **[Enroll]**.
- You will receive an e-mail confirming your enrollment.
- If the event is currently not offered you will be able to request a notification when it is offered again.
- You can view the learning events you are enrolled in by clicking on **[Personal Learning Center]** (left side-home page).

## Classroom learning event locations

To find addresses, directions and maps to training facilities:

- From the home page, click on **[User Information Center]**, **[Facilities & Training Locations]**;
- Locate the desired facility, and click the **[information icon]**;
- Directions will be displayed in the lower right section of the screen.

## How to cancel enrollment

- From the home page, click on **[Learning Center]**, **[Course Information & Enrollment]**.
- Search for the learning event to be canceled.
- In the bottom right of the page locate the section that you previously enrolled in, and click **[Cancel]**.
- A pop-up warning will ask "Are you sure you wish to unenroll from the section below", click **[Yes]**.
- You will receive an e-mail confirming your un-enrollment.

## Online learning event (e-learning)

- Locate the desired online learning event, and click on the title.
- The display screen allows you to **[Take Course]**, **[Browse Course]** or **[Review Course]**.
- Click **[Take Course]** to enroll and participate in the online learning event.

## Printing a certificate of completion

- On the left side of the home page, click on **[Personal Learning Center]**.
- A list will display current learning events (classroom session enrollment and online tutorial stated).
- Click the **[Transcript]** tab.
- Locate the learning event (classroom or online) you have completed.
- Click on **[Certificate]**.
  - A survey will open if required for completion of the learning event.
- When certificate displays click the **[Print]** icon to print it.

## User added learning events

Users can add non BWC sponsored learning events to their training transcript.

- From the home page click, **[User Information Center]**, **[Student Records]**, **[Learning Events]**, **[Add New Learning Event]**.
- Enter information as needed, click **[+ Add]** to save information and to clear fields for additional information entry.