

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** 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.