NETI eLearning Center Account Registration Instructions
(10/7/14)

NETI has improved the process for registering and taking on demand eLearning courses and webinars on the NETI eLearning Center Web Page. The primary improvement creates a onetime account registration process for access to courses on the NETI eLearning Center. This new process eliminates the requirement for users to enroll or register for each course.

The new procedure has two steps:

1. Establish a onetime NETI eLearning Center Account. The two pieces of required login information are:
    a. an Adobe Connect User ID, and
    b. an Adobe Connect Password.
2. Enroll for each course on the NETI eLearning Center website or register for each course on the OECA Inspector Wiki.

There are two separate processes for establishing an account: one for EPA staff, and one for external stakeholders (state, local, tribal personnel, etc.).

Reminder about EPA Passwords

All EPA passwords expire in 90 days. After that, passwords must be reset. This includes Adobe Connect passwords associated with for accounts on the NETI eLearning Center site. Per EPA password protocols, passwords must be 8 to 16 characters, have at least one capital letter, one numeral, and one character.

Questions may be addressed to NETI at NETI@epa.gov or the EPA Call Center at 866-411-4372.

NETI eLearning Center Accounts for EPA Employees

All EPA employees have access to an Adobe Connect account. To open this account you need a Login ID (your EPA email address) and a Password. *If you already have an Adobe Connect Password, then no further action is required.* Simply use that information to log into Adobe Connect and identify the course or courses you want to take in the Training Catalog.
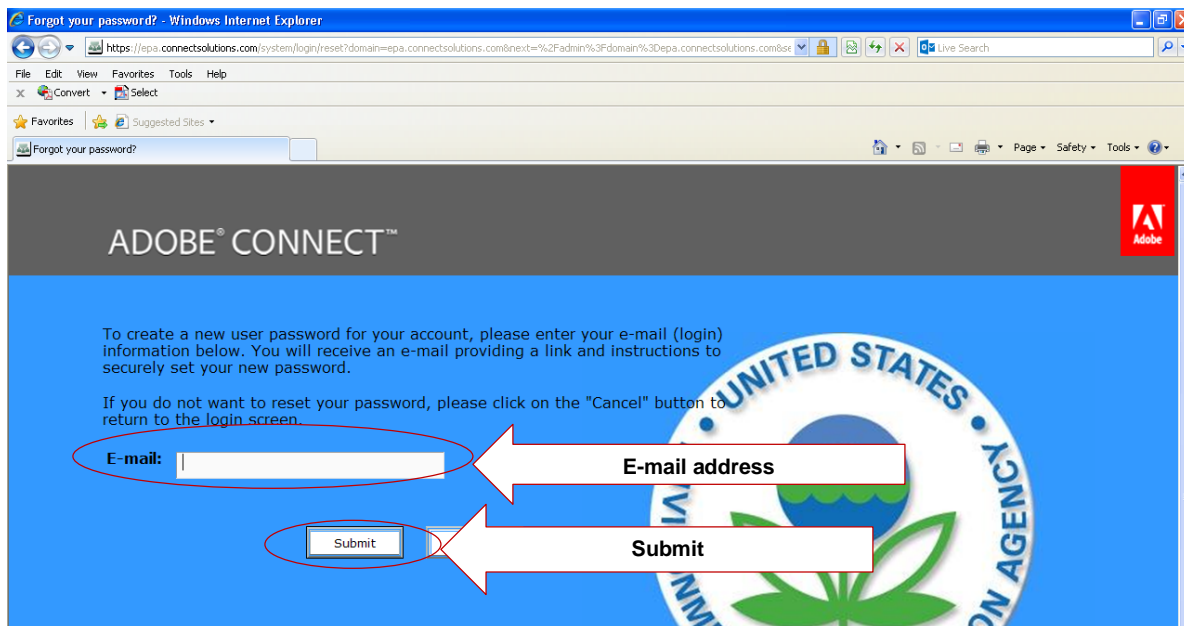
Establishing an Adobe Connect Password for EPA Employees

EPA employees can obtain an Adobe Connect Password by the following steps:

1. Click on the "**EPA personnel Click Here**" link on the NETI web page or the Inspector Wiki to enter the Adobe Connect login page.
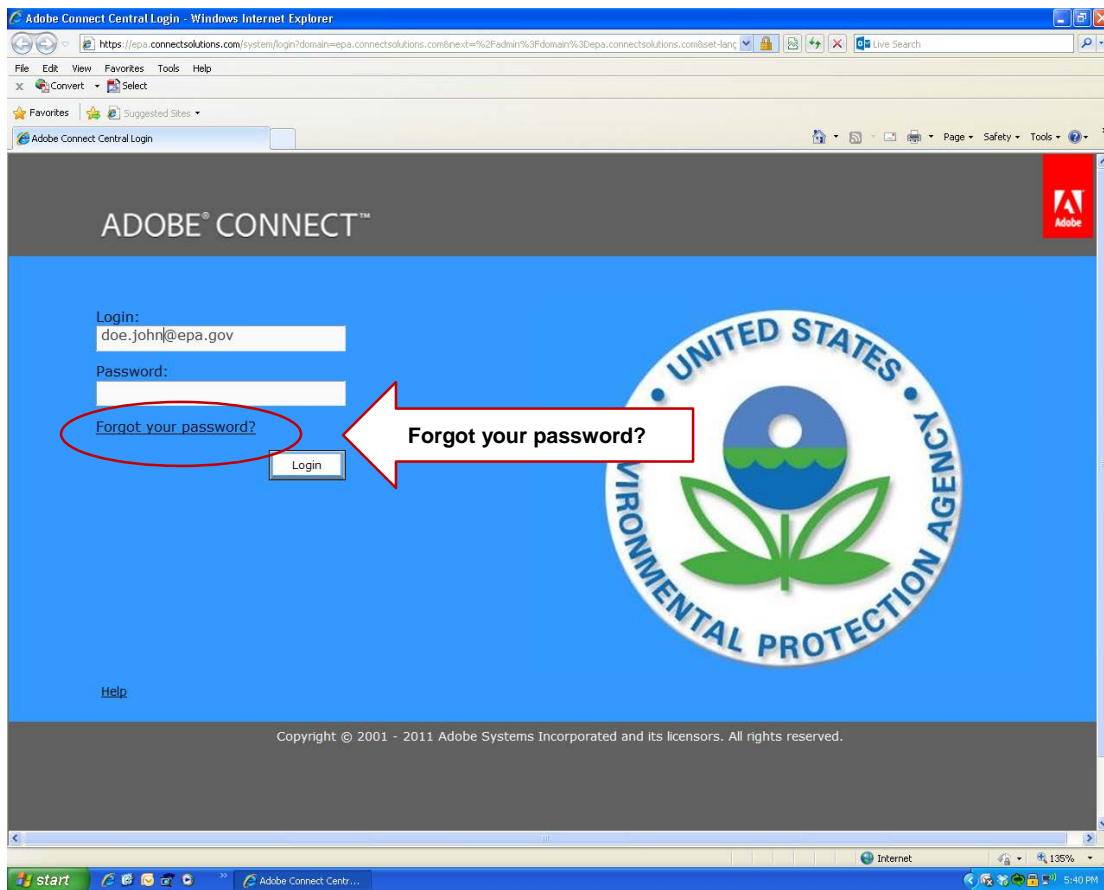
1. Click on "Forgot your password?"

2. You will enter your "E- mail" address again and click on the "Submit" button.

3. You will receive an email with a link to the password reset page. Type in your new password, confirm it, and then click on "Submit New Password." You will receive a confirmation that the password has been set. You will be able to use it right away.

Non EPA Users (Federal, State, Local, and Tribal personnel or authorized users)

Non-EPA users will establish their NETI eLearning Center account in a slightly different way. Complete an account registration form that is submitted to NETI for approval. The account allows you to register for and take courses hosted on the NETI eLearning Center and the Inspector Wiki.

To establish a NETI eLearning Center (Adobe Connect) Account:

1. Click on the "**Federal (non-EPA), State, local, and tribal Personnel Click Here**" link on the NETI web page or the Inspector Wiki, which will take you to the following site. Click on the **Register Now** button.

1. Required Account Registration information:

    a. Email address (this is your Login ID)
    b. Create a Password
    c. Retype Password
    d. First Name
    e. Last Name
    f. Name of Organization (Agency or Company)
    g. Name of Office or Division
    h. State, Commonwealth, Territory, or District

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(The current version of the registration information page contains a few additional questions relating to your media program, employment type, etc.)

2. Then click on the "Submit" button. This will generate a response telling you that your request has been submitted pending approval. The approval will be made within 24 to 48 hours and you will receive an approval email message to confirm your account registration.

   The Account registration form looks similar this.

Take courses through the NETI eLearning Center Web Page

1. At the NETI eLearning Center Web Page, all users will click on "**Click Here** to access NETI eLearning Center Training Catalog." This takes you to the Adobe Connect Login page. Enter your Login ID (EPA email address) and Password. Click on "Login."

2. Adobe Connect will open to your Home Page tab.

3. Click on the **Training Catalog** Tab to view the Training Catalog Folders.
4. Click on the **Training Catalog Folder** and select the appropriate folder in the Training Catalog. (These folders function in a similar manner as in Word or Outlook.)
5. Click on the **NETI eLearning Center Folder**.
6. Click on the **Inspector Credential Training Folders**. Or folder of choice in the Catalog.
7. Click on the course you want to take, **Selected Course**.
8. Click on the **Enroll** button. (If user is already enrolled, the button will read **View**.)
9. Click on the **My Training** tab to view a list of all courses you have enrolled in. The courses you are enrolled in will be listed as in progress, or completed.
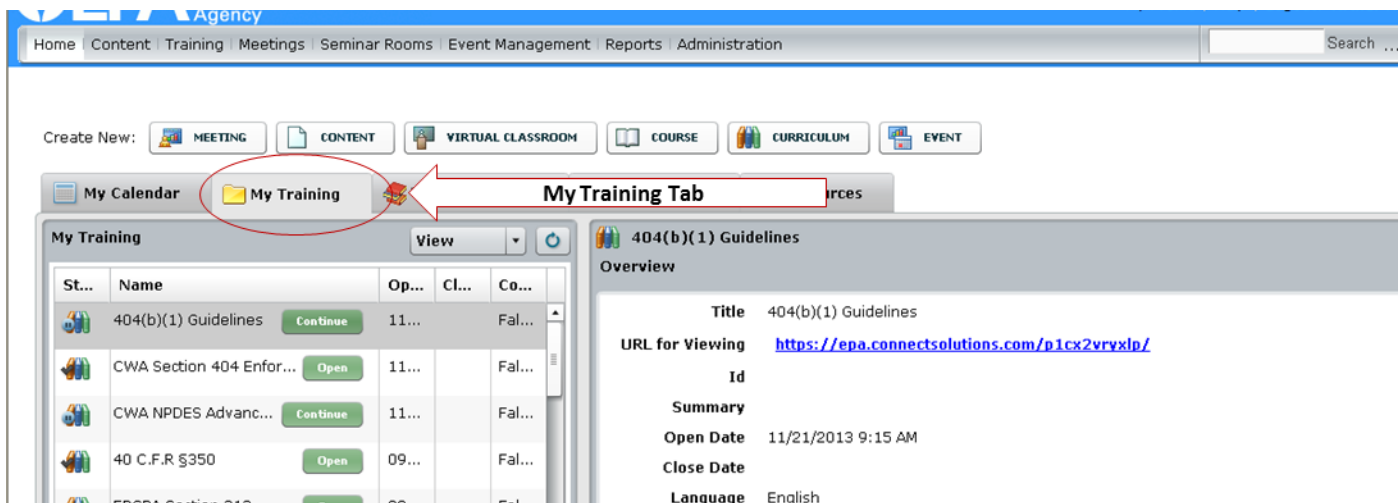
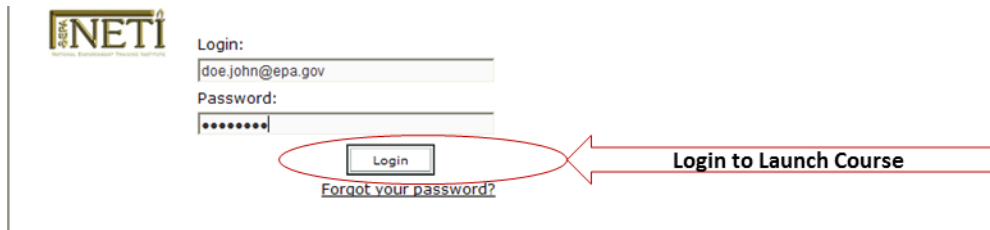**Take courses through the OECA Inspector Wiki**

1. Identify the course in the Wiki that you want to take.
2. Click on **Course Registration**, which will take you to the registration page.
3. Enter your Adobe Connect Login ID (Your EPA email address) and Password and click on the **Continue** button. You will automatically receive an email response confirming your course registration.
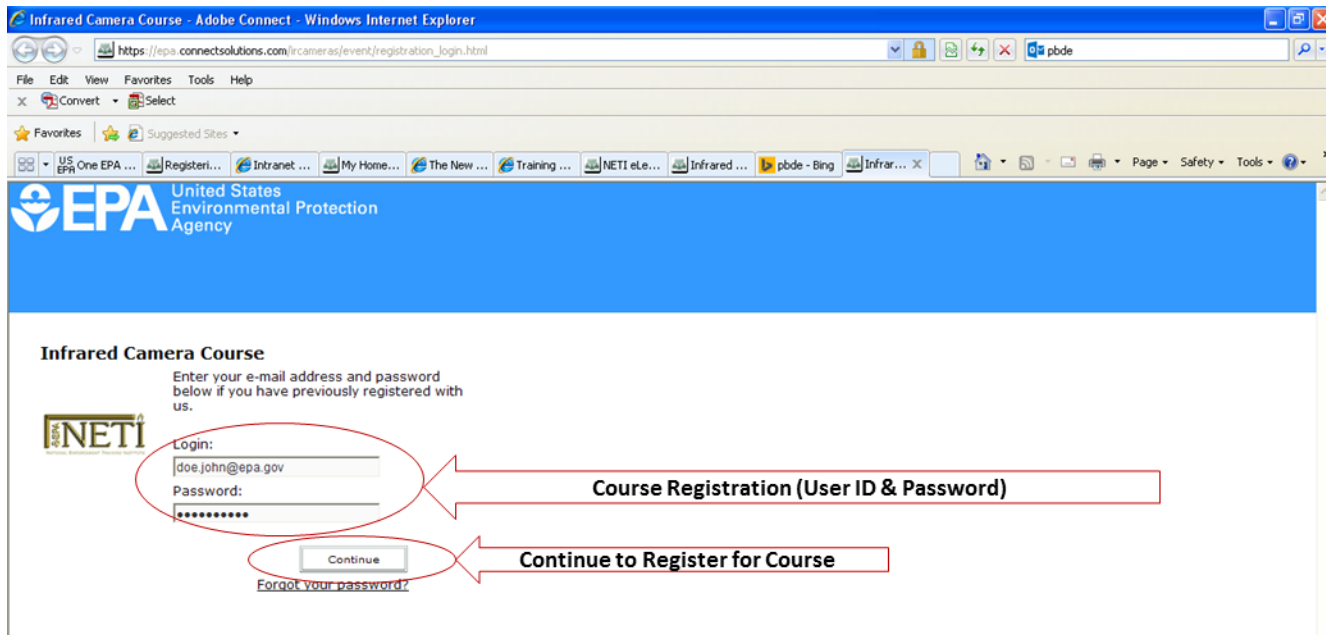
4. You will see a Confirmation Screen.
5. You will then receive a confirmation email. Click on course Login link in the Login screen or click on **Launch Course** link in the Wiki to open the course.

6. Enter your User ID and Password and click on **Login** button to open and take course.

7. Begin to take the course.

All courses that you take can be viewed on the My Training tab in Adobe Connect.

Whenever you forget your password, you will click on "Forgot your password?" and follow the instructions.