NETI eLearning Center Account Registration Instructions
(August 16, 2016)

> **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 webpage. Per EPA password protocols, passwords must be 8 to 16 characters, have at least one capital letter, and one number.
>
> Questions may be addressed to NETI at **NETI@epa.gov** or the EPA Call Center at 1-866-411-4372.

There are two types of NETI eLearning Center accounts: one for EPA staff and one for external stakeholders (state, local, tribal personnel, etc.).

NETI eLearning Center Accounts for EPA Employees

All EPA employees have an Adobe Connect Account. To use your account you need a Username (your EPA email address) and a Password. **If you already have an Adobe Connect Password, then no further action is required.** Use your credentials to log into Adobe Connect and identify the course or courses you want to take in the Training Catalog. EPA employes who have account or password questions should contact NETI@epa.gov or the EPA Call Center at 866-411-4372.

To reset your Adobe Connect password

1. Click on **"reset your password"** on **NETI eLearning Center** webpage and follow the instructions.

2. Enter your "E-mail" address 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. Your new password is effective immediately .

ADOBE® CONNECT™

Please enter your new password in the fields below and then press the "Submit New Password" button.

Passwords must conform to the following rules:
- Passwords must contain a number
- Passwords must contain a capital letter
- Passwords must be between 8 and 16 characters long.

New Password:

Confirm Password:

(Please note that passwords are case-sensitive.)

Submit New Password

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

Non-EPA users will regiser for their NETI eLearning Center account in a different way. Complete an account registration from that is submitted to NETI for approval. The account allows you to register for and take courses hosted on the NETI eLearning Center and other websites that use NETI courses.

To register for a NETI eLearning Center (Adobe Connect) Account:

1. Click on the **"Federal (non-EPA), State, local, and tribal Personnel** link on the NETI eLearning Center webpage, which will take you to the following page. Click on the **Register Now** button.

**Office of Compliance
National Enforcement Training Institute
NETI eLearning Center Account Registration**

Event Info | **Event Registration**

NETI Account Registration for Non-EPA Users

This site allows eligible persons to register for a NETI eLearning Center Account. Eligible account holders are federal, state, local, and tribal environmental personnel. Through this registration process, users of the NETI eLearning Center create an Adobe Connect Account consisting of their User ID (registered email address) and Password. This Account allows users access to training courses in the NETI eLearning Center Course Catalogue. Please click on the "Register Now" link to begin.

Register Now

1. Complete the Required Account Registration Information and create your password.

2. Then click the "Submit" button. This will generate a response telling you that your request has been submitted pending approval. You will receive an approval email message to confirm your account registration, generally within 24 hours.

   The Account registration form looks like this.

Take courses through the NETI eLearning Center Web Page

1. This takes you to the Adobe Connect Login page. Enter your Username (EPA email address) and Password. Click on "Login."

2. Adobe Connect Central will open.   .

3. Click on the **Training Catalog** Tab to view the Training Catalog Folders.

4. Click on the grey arrow to upon the yellow **Training Catalog Folder** and select the appropriate folder in the Training Catalog. (These folders function in a similar manner as in the Word or Outlook.)

5. Click on the **NETI eLarning Center Folder**.

6. Click on the EPA **Inspector Credential Training**. Or folder of choice in the Catalog.

7. Click on the course you want to take, **Selected Courses**.

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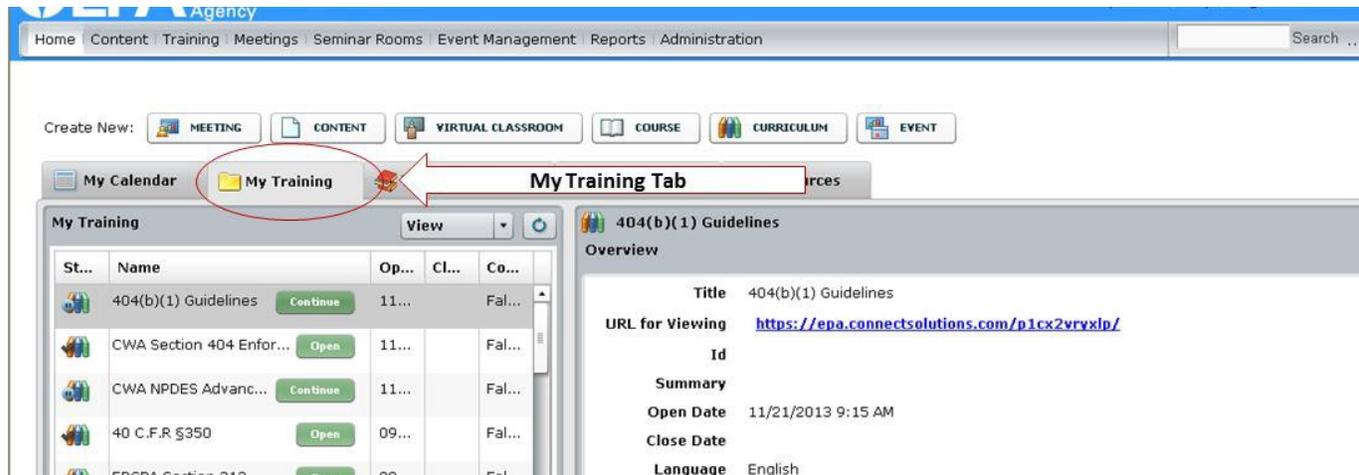
All courses that you take can be viewed on the My Training tab in Adobe Connect.