

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 employees 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 .

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.)



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

Non-EPA users will register 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.



The screenshot shows a web browser window with the EPA logo and navigation menu at the top. The main content area features the following text:

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

Below the text are the EPA and NETI logos.

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.

The screenshot shows a web browser window with the URL https://epawebconferencing-events.acms.com/content/connect/c1/7/en/events/event/shared/81968304/event_registration.html?seo-id=81965074. The page header includes the EPA logo and the text "United States Environmental Protection Agency". Below the header, there is a navigation menu with "Event Info" and "Event Registration". The main content area features a banner for "Office of Compliance National Enforcement Training Institute NETI eLearning Center Account Registration" with the NETI logo. The form title is "NETI Account Registration for Non-EPA Users". A note states: "If you have registered with us before, please [click here](#). Fields marked with (*) are mandatory." The form is titled "Register using Email" and includes the following fields: "Email Address *", "First Name *", "Last Name *", "Password *", "Verify Password *", "Name of Organization (Agency or Company)", "Name of Office or Division", "State, Commonwealth, Territory, or District", "Select the type of organization that you represent." (with a dropdown menu), "Select the category that best describes your employment status. (If you are a manager who conducts inspections, select 'Manager'.)" (with a dropdown menu), and "What is your primary media program?" (with a dropdown menu). At the bottom of the form are "Submit" and "Reset" buttons.

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."

The screenshot shows a web browser window with the URL <https://epawebconferencing.acms.com/system/login?domain=epawebconferencing.acms.com&next=%2Fadmin%3Fdomain%3Depawebconferencing.acms.com&set-l>. The page header includes the Adobe Connect logo. The main content area is blue and features the text "ADOBE CONNECT". Below this, there are input fields for "Username:" and "Password:". A link for "Forgot your password?" is provided. A "Login" button is located below the password field. A checkbox labeled "Remember username" is at the bottom left. On the right side, there is a partial view of the United States Environmental Protection Agency logo.

2. Adobe Connect Central will open.

The screenshot shows the EPA web portal interface. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". The user is logged in as "Shreeram Aryal". Below the navigation bar, there are several tabs: "Home", "Content", "Training", "Meetings", "Seminars", "Event Management", "Reports", "Administration", and "My Profile". A search bar is also present.

Below the navigation bar, there are several buttons for creating new content: "MEETING", "CONTENT", "VIRTUAL CLASSROOM", "COURSE", "CURRICULUM", and "EVENT".

The main content area is titled "Times displayed in : (GMT-05:00) Eastern Time (US and Canada)". Below this, there are several tabs: "My Calendar", "My Training", "Training Catalog", "My Meetings", and "Resources". The "Training Catalog" tab is selected.

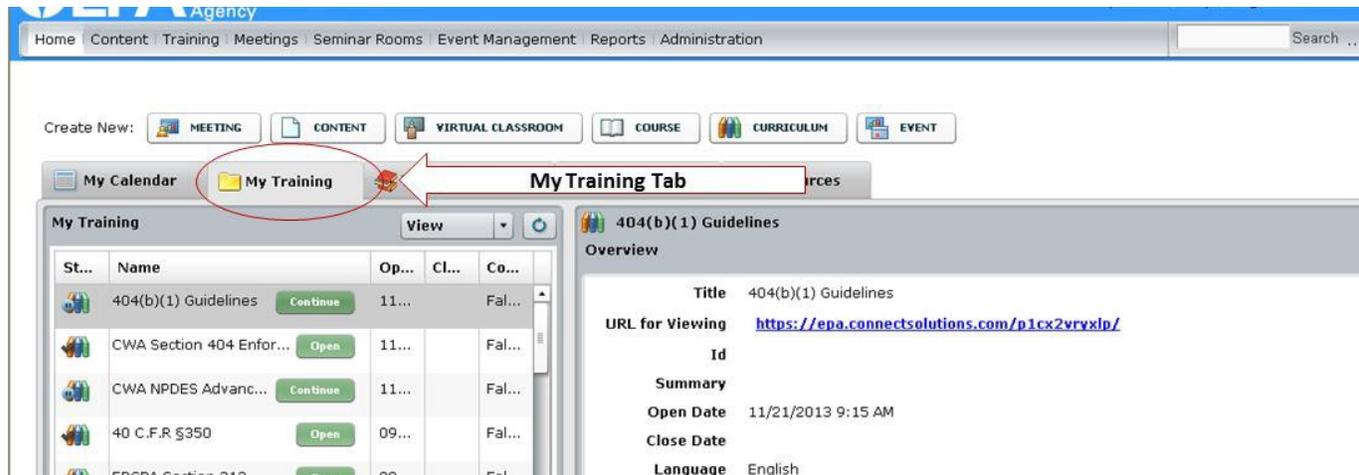
The "Training Catalog" view shows a tree structure of folders on the left. The "NETI eLearning Center" folder is expanded, showing several sub-folders. The "EPA Inspector Credentialing" folder is selected, showing a list of courses in the center. The "Greenhouse Gas Reporting Program Inspector Training Course" is selected, showing its details on the right.

Name:	Type:
Boilers 101	Curriculum
CAA CBI Training	Curriculum
CAA Fundamentals for Residential Wood Heater I...	Curriculum
CAA Stationary Source Compliance Monitoring Str...	Curriculum
Chemical Accident Prevention Provisions	Curriculum
Clean Air Act Vehicle and Mobile Source Inspector...	Curriculum
Fuel Inspector's Manual	Curriculum
Fuels Enforcement Program in Brief	Curriculum
Greenhouse Gas Reporting Program Inspector Tr...	Curriculum
Introduction to the Asbestos NESHAP	Curriculum
National Stack Testing Guidance	Curriculum

The details for the "Greenhouse Gas Reporting Program Inspector Training Course" are as follows:

- Name: Greenhouse Gas Reporting Program Inspector Training Course
- Open Date: 08/03/2015 1:30 PM
- Close Date:
- Enrollment Status: You are currently not enrolled.
- Enroll button
- Summary: This is the online training course on the Greenhouse Gas Reporting Program (GHGRP). It is a program refresher course for EPA inspector credentialing. The goal of Module 1 is to provide a background on how this program works and what is requires of facilities. The goal of Module 2 is to outline the steps an inspector would take before, during, and after an on-site visit if they chose to incorporate the GHGRP. You have two attempts to pass the examination at 90% in order to earn a certificate.

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 eLearning 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.