

Registration for National Highway Institute Web-Conference Training (WCT) or Web-Based (Self-Led) Training (WBT) Courses

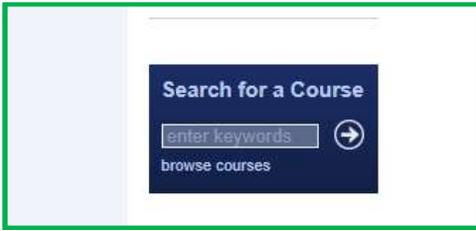
Should you need assistance:

1. <http://www.nhi.fhwa.dot.gov/training/faq.aspx> This link addresses a variety of training registration and access related questions.
2. Participants are welcome to contact the NHI Customer Service team at nhicustomerservice@dot.gov or 1-877-558-6873 if you need additional assistance or run into technical difficulties.

A. HOW TO ENROLL

Click on the following link http://www.nhi.fhwa.dot.gov/training/intro_participating.aspx. The "Introduction to Participating in an NHI Training" page is located here. This page details the registration process in depth.

1. On this page, enter the course number in the "Search for a Course" box, press enter and you will be taken to the course description page for the specific web-conference/web-based training course.



2. You will see an "Add to Cart" button. Click the "Add to Cart" button to register for the course.



3. After clicking the "Add to Cart" button, you will be taken to the NHI Login Screen. A username and password is required to enroll in the course. NHI Customer Service team at nhicustomerservice@dot.gov or 1-877-558-6873 if they should need additional assistance or run into technical difficulties.

A screenshot of the NHI login page. At the top, it says "Login Now to Add to Cart". Below that, a message reads: "Please log in to your NHI web site account to continue making this purchase. If you do not have an account, please create an account." The main login form is titled "Login" and includes a question "Are you an FHWA employee or contractor?" with radio buttons for "Yes" and "No" (where "No" is selected). There are input fields for "User ID:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the form, there are links for "Forgot your User ID or Password?", "New user? Create an account", and "View Privacy Policy and Rules of Behavior".

4. After successfully logging in, you should see the following message at the top of the screen. Click on the “proceed to checkout” link highlighted in blue.

The screenshot shows a 'Success' notification at the top with a checkmark icon and a close button. The message reads: 'Session has been ADDED to the cart. If you are done adding items to your cart, please proceed to checkout.' Below this is the 'Course Search' section, which includes a search bar and several buttons: 'SEARCH FOR COURSES', 'SEARCH FOR SCHEDULED SESSIONS' (with a '10' icon), 'QUICK SEARCH', and 'DOWNLOAD CATALOG'. At the bottom of the search section, there are two buttons: 'Return To Search Results' and 'Show Search Criteria +'. The entire interface is enclosed in a green border.

5. After clicking the “proceed to checkout” link highlighted in blue, you will review your shopping cart and select continue. The “participants information” section will be automatically filled out with your name and contact information.

The screenshot shows a checkout page with the heading 'Checkout is easy. Follow these simple steps.' followed by three numbered steps: '1. Review shopping cart', '2. Confirm e-mail address', and '3. View confirmation'. Below the steps is a checkbox for 'Local Government employee or Tribal Government employee' and a text input field for 'Include your Local Agency or Tribal Government email address.'. A table lists the items in the cart:

Course Title	Dates	Price	Qty	Total	Remove
Prerequisite Assessment for Safety Inspection of In-Service Bridges - WEB-BASED	Access until 05/23/2021	\$0	x 1 =	\$0	<input type="checkbox"/>

Below the table are three bullet points: 'You may enroll only yourself in this Web-based training.', 'You will have access to this course until 05/23/2021.', and 'On-line operations for the NHI Web site are 7:00 AM to 12:00 AM EST Monday through Saturday and 12:00 PM to 9:00 PM EST Sunday. The NHI Website may be unavailable due to scheduled maintenance outside of these times.' The 'Participant Information' section includes: 'First Name: Allison', 'Last Name: Landry', 'Organization: LA DOTD/LTRC', 'Contact Number: 2257679134', and 'Work E-mail Address: ALLISON.LANDRY@LA.GOV'. At the bottom, there is a note: 'Training materials are included in session enrollment fees and provided at your training sessions. You do not need to purchase your materials separately.' and two buttons: 'Update Quantities' and 'Continue'. The entire page is enclosed in a green border.

6. Next you are going to confirm you email address and select submit. The “email course information to this address” section will be automatically filled out with your email address.

Checkout is easy. Follow these simple steps.

1. Review shopping cart
- 2. Confirm e-mail address**
3. View confirmation
4. Enter payment info

E-mail course information to this address:
ALLISON.LANDRY@LA.GOV

or

Enter a different e-mail address:

E-mail

Confirm E-mail

7. Next you are going to view the confirmation and select confirm.

Checkout is easy. Follow these simple steps.

1. Review shopping cart
2. Confirm e-mail address
- 3. View confirmation**

Course Title	Dates	Price	Qty	Total
Prerequisite Assessment for Safety Inspection of In-Service Bridges - WEB-BASED	Access until 05/23/2021	\$0	x 1 =	\$0

Total: \$0.00

Your confirmation e-mail will be sent to the following address:

ALLISON.LANDRY@LA.GOV

8. Your registration should now be complete. Once your registration is complete, a “Web-conference Training Enrollment Confirmation” will be emailed to you. That email will have the information needed for you to access the WCT training and other course information.

Thank you. Your order has been processed successfully.

Your order confirmation number: NW211102185210000130

Please [print](#) this screen for your records.

A receipt containing this information will be sent to the e-mail address you provided. You may also receive additional confirmation e-mails with further instructions, depending on the items you ordered. Please complete any WBTs in this order by 05/23/2021. After this date, your access to the WBT will expire. If the WBT is not completed by 05/23/2021, you will need to register for the course again and pay the course fee to complete the training.

To access the Web-based or Web-conference training you enrolled in, please visit the [My Training](#) page.

Details:

Course Title	Dates	Price	Qty	Total
Prerequisite Assessment for Safety Inspection of In-Service Bridges - WEB-BASED	Access until 05/23/2021	\$0	x 1 =	\$0
Total:		\$0.00		

B. FLASH PLAYER THROUGH ADOBE CONNECT SOFTWARE TEST

1. Flash Player through Adobe Connect is the preferred virtual training platform used by the National Highway Institute. In preparation for your participation in Web-Conference Training (WCT) or Web-Based (Self-Led) Training (WBT) Courses, a test to make sure the most updated version of Flash Player through Adobe Connect is **REQUIRED**.

2. Please click on the following link <https://www.nhi.fhwa.dot.gov/training/faq.aspx>. Under “Types of Training” click the plus (+) sign beside **“What is a Web-conference training (WCT)?”** The second paragraph (see below) has an active link **“test your computer for flash player.”**

3. Click the link and the follow the instruction to complete the test. The button in the screen shot below is NOT an active button. Please let me know ASAP if you have ANY issues with running the test. If there are any issues a “help ticket” may have to be submitted to OTS to resolve the issues.

4. For **NON-LA DOTD PARTICIPANTS**, please report any issues to your company/agency IT representative.

Types of Training

- + **What is an Instructor-led training (ILT)?**
- **What is a Web-conference training (WCT)?**

A Web-conference Training (WCT) is an online course that can be accessed from any computer with an Internet connection. WCT courses are held in a virtual classroom hosted by a facilitator. Although course participants may access a WCT course from almost anywhere in the world, they are broadcast live at a specific time. Participants must log in individually on their own computer to receive credit for a WCT.

Test your computer for Flash Player through Adobe Connect. Participants must log in individually on their own computer to receive credit for a WCT. Note: This may require the help of your IT support department if Flash Player needs to be installed.
- + **What is a Web-based training (WBT)?**
- + **How does a WBT course work?**