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

Should you need assistance:

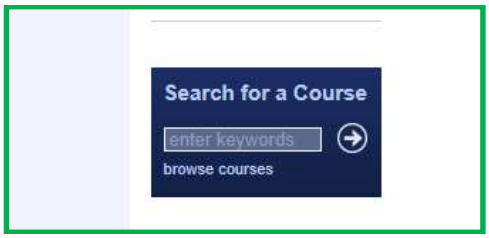
1. http://www.nhi.fhwa.dot.gov/training/faq.aspx This link addresses a variety of training registration and access related questions.

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.

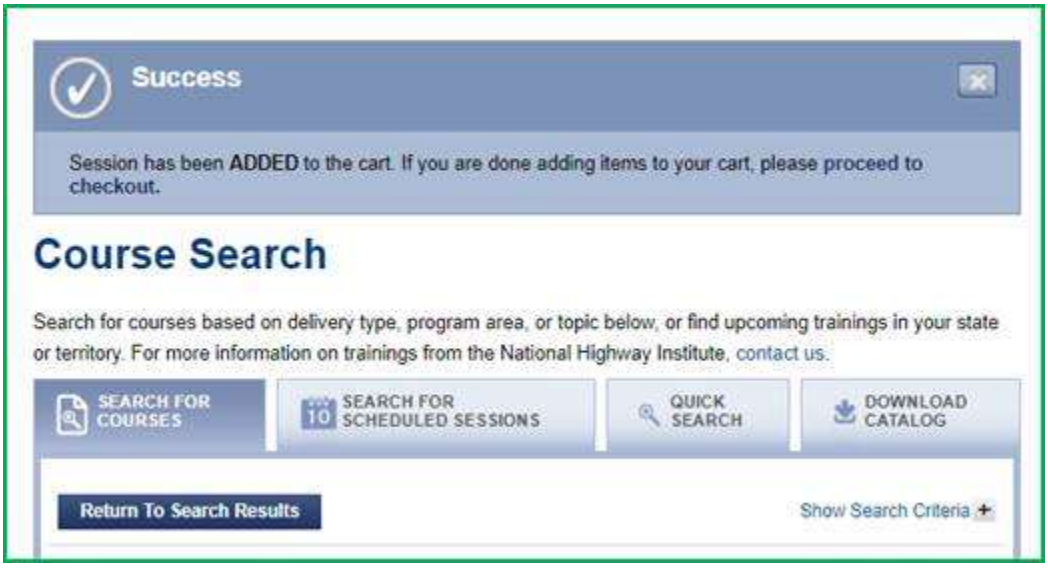
1. On this page, enter the course number in the "Search for a Course" box, press enter and you will be taken to the course description page for the specific web-conference/web-based training course.



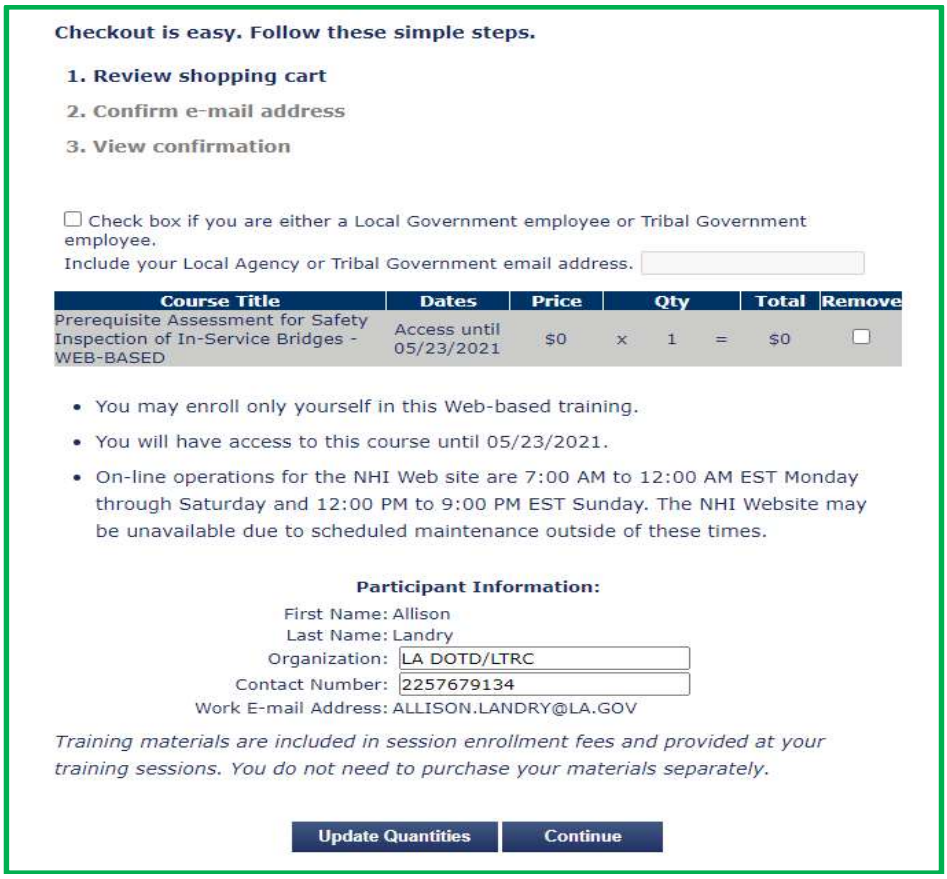
2. You will see an "Add to Cart" button. Click the "Add to Cart" button to register for the course.

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.

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.

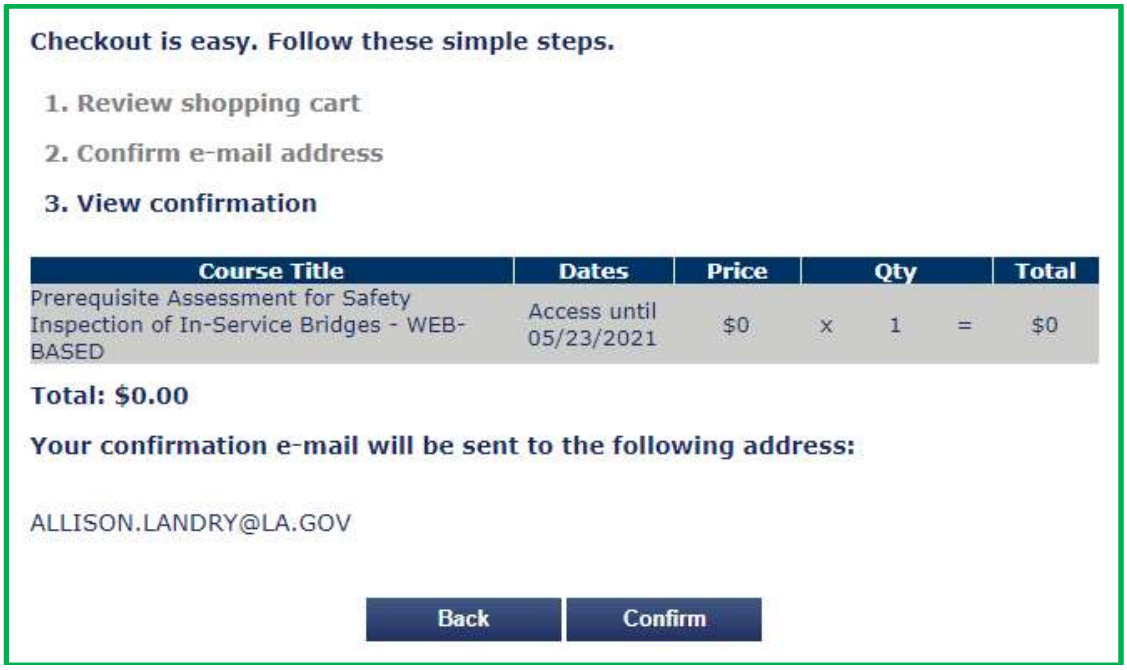


5. After clicking the "proceed to checkout" link highlighted in blue, you will review your shopping cart and select continue. The "participants information" section will be automatically filled out with your name and contact information.

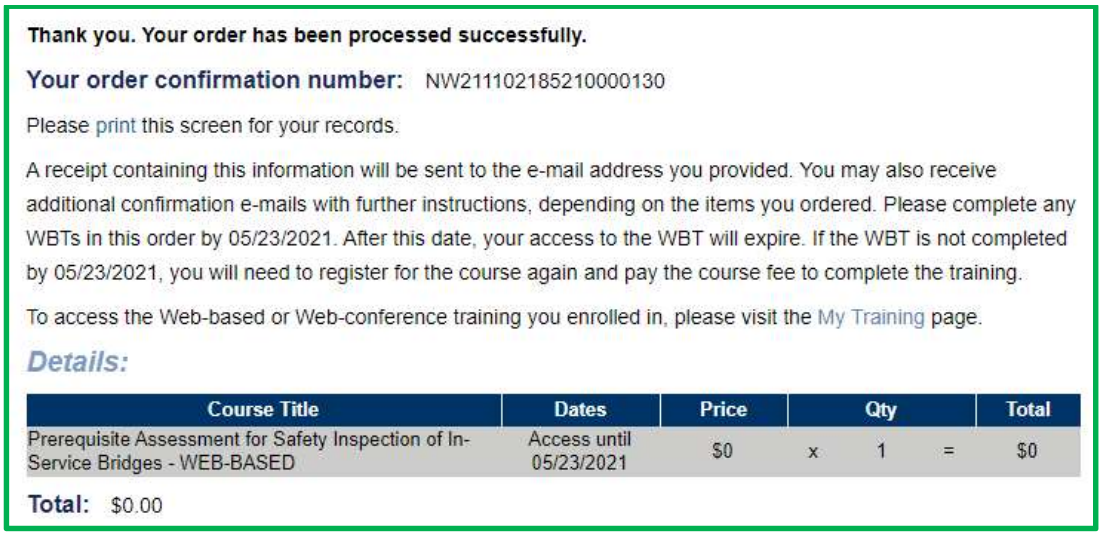


6. Next you are going to confirm you email address and select submit. The “email course information to this address” section will be automatically filled out with your email address.

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



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: NW2111021852100000130

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

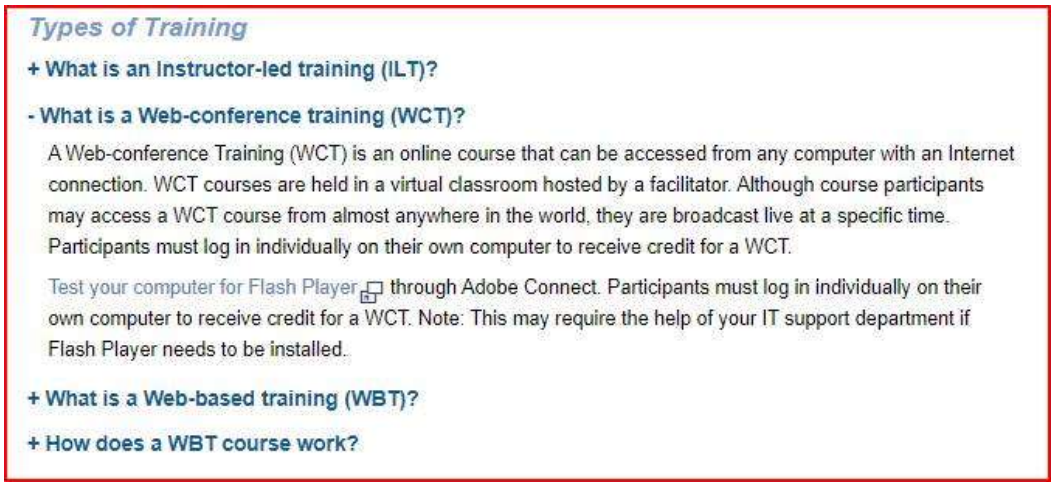
B. FLASH PLAYER THROUGH ADOBE CONNECT SOFTWARE TEST

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?