



INSTRUCTIONS

Texas Water Conservation Association Risk Management Fund



ONLINE TRAINING - STEPS FOR FIRST-TIME USERS

1. Click (<http://firstnetcampus.com/twcarmf/campus/courses.asp?home.htm>) open a new browser window at First Net Learning.
2. Click on any of the four areas of training: General Safety Training; Driver Training; Spanish Language Courses; or All Courses.
3. Click on “New User Registration” in the Login Area.
4. Enter the employer account code for your water district or authority. (If you do not know your employer code, contact the Fund’s vendor, First Net Learning’s Customer Service toll-free: (888) 948-4949 x 1.)
5. Follow the instructions for establishing your individual username and password.
 - a. You will create and enter your own username and password in the spaces provided. You will also need to include your first and last names and e-mail address. (If an individual e-mail address is not assigned to you, use a general e-mail address.)
 - b. After you submit this information you will receive an e-mail confirming your registration. This confirmation message will include your username and password as well as other information.
6. After you complete the registration, return to the online training home page.
7. Click on your area of interest from any of the four boxes: General Safety Training; Driver Training; Spanish Language Courses; or All Courses.
8. Enter your username and password in the “Login Area” box.
9. Click on the title of the course you wish to take. A course description should appear on the right side of the page.
10. Click on the “Enroll” button in order to begin the course.
11. After you have enrolled in one or more courses, you can exit the web site and come back at any time. When you re-enter, click on the “My Online Courses” button to access your courses.
12. Most of the courses include audio narration that tracks the written text. Sound is not required to complete the courses. Users can either listen to the audio or turn it off and advance through the screens at their own pace.