

Welcome to the IMWCA Online University, we are glad you are training with us! We wanted to provide you with a step-by-step guide to access the IMWCA Online University and to enroll in courses.

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## Step 1: Access the Site

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Once you have registered into the IMWCA Online University, you can access the site 24/7 from any computer with internet access.

1. Go to <http://firstnetcampus.com/IMWCA2/entities/IMWCA/logon.htm>
2. Enter you User Name and Password
3. You are now in the University that lists the five Workplace Colleges (Public Safety, Public Works & Utilities, Parks & Recreation, Administrative & Office, Mgmt. & Elected Officials)

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## Step 2: Enroll in Courses

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To enroll in courses, click on the Workplace College that best represents your occupation:

1. Click on the course title listed on the left hand side of the page
2. Click on the "Enroll" button located in the description (middle column)
3. Once you have enrolled, click on the "My Training" tab at the top of the page
4. To launch the course, click on the title of the course you would like to access

\*Note – you have already been assigned courses based on your job, as part of your onboarding. Click on "My Training" to access and complete these courses.

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## Step 3: Track Progress

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Now that you have taken courses, you can track your progress in one of two ways through the Student Center:

*Transcript Report* – This shows a summary of all tests that have been attempted:

1. Choose the time period you want to see results for, by either using the drop down menu or entering specific dates
2. Select the different ways you want to sort the information by using the drop down menus
3. Either leave the box checked to view all courses or select specific ones from the list. (Hold the "Control" key to select more than one)
4. Click "Submit"

*Activity Report* – This shows activity on all courses your employees have been assigned:

1. Choose the time period you want to see results for, by either using the drop down menu or entering specific dates
2. Select the different ways you want to sort the information by using the drop down menus
3. Either leave the box checked to view all courses or select specific ones from the list. (Hold the "Control" key to select more than one)
4. Click "Submit"

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## Step 4: Print Certificate of Completion

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Once you have completed courses, you can print your Certificate of Completion for your records through the Student Center:

1. Select the course certificates you want to print
2. Click View Certificate
3. Print out the certificates in the pop up window, making sure your printer orientation is set to "Landscape" mode

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If you experience any difficulty call the help desk at 888-948-4949 x1.