DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION (DBPR)

Building Codes Information System (BCIS)

# CEUWebinar User Guide

BUILDING CODES INFORMATION SYSTEM - BCIS

# **User Guide**

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## Chapter 1 – Webex

This chapter provides an overview of registering with WebEx and selecting classes/ courses

#### What is WebEx?

Webex is an online meeting, web conferencing and videoconferencing application.

### I want CEU's, where do I start?

¬ irst go to <u>www.floridabuilding.org</u> in your web browser. For best results we recommend using
 ✓ Microsoft Internet Explorer for 100% compatibility.

Many events on the BCIS Home page are initiated by hovering over a link or hotspot then clicking the

General Users
Register as an Accreditor
Register as a Training Provider
Find an Accreditor or Training Provider
What's New
FAQ (Getting Started)
View Related Rules and Statutes
Contact Us
Florida Accessibility Code Advancel#straitingLed
Education POC Meetings and Agendas
Upcoming CEU Courses
Energy Courses
Logged In Users
Find a Course
Submit a Course Application
Credit Webinar Courses
Register for Webinar
Affirm Webinar Course
Set Interest Areas and Professional Associations
Manage Course Applications

left mouse button.

Clicking the left mouse button while hovering, redirects you to the address referenced by the link or hotspot.

*Step 2.* Click or hover over "Education and Accreditation"

Step 3. Click on "Upcoming CEU Courses" under the General Users section of the dropdown menu.

This will bring up the timeline page that will have a list of Courses that are available over the next few months Course Title: 2010 Florida Building Code, Energy Conservation: Whats New?

Dates with links to registration

March 19, 2013 March 26, 2013 April 2, 2013 April 16, 2013 April 23, 2013

Course Title: Enforcing the 2010 Florida Building Code, Energy Conservation

<u>May 7, 2013</u> <u>May 21, 2013</u> <u>June 4, 2013</u> <u>June 18, 2013</u> <u>July 2, 2013</u>



Step 6. Click the hyperlink to open the registration page.

#### Event Full

The event is full

The maximum number of registrants for this WebEx event has been reached.

If you have registered for this event, use the email address in your registration to join the event. If you have not registered for this event, try to register for another WebEx event or check for the recording of this event in a few days. To return to the previous page, click here.

You may see a screen that looks like the above where the number of registrants limit has been reached. Please go to the CEU meeting page and select another meeting to attend.

After clicking the link this takes you to the Webex registration screen. Webex is the meeting provider that DBPR uses for large webinars. For more information regarding Webex please visit the Webex website here <a href="http://www.webex.com/">http://www.webex.com/</a>

On this page there will also be information that states if the meeting is full or available. More information is available by clicking on the course link.

*Note:* A calendar page with courses by date is in development so this page may change.

*Note:* These dates are subject to change. They are for example only.

*Step 4*. On the timeline page just select the course you would like to attend and it will take you to the registration detail page.

On the registration detail page there will be specific information for the course you selected.

*Step 4.* Check to see if the course is full marked "Full" If you discover that this course is full or you selected the incorrect course just hit your browsers back button.

*Step 5.* On the detail page take note of which course you are taking.

Also on this page are the registration link and some instructions for going into the meeting

#### Registration

SERVICE	ŝ		
Event Informa	tion: Energy CEU Test Event		
Registration is required to	join this event. If you have not registered, please do so now.		English = New Y
Event status: Date and time: Duration: Description:	Not started (Register) Wechseday, January 25, 20: 211 00 am Eastern Standard Time (New York, GMT-05:00) Change Linn. Zone 1 hour	Join Event Now You cannot join the event now because it has not started. First name: Last name: Email address: (Clase mu.information)	
	Before you join the event, please <u>click here</u> to make sure that you have the ap	Register ppropriate players a view UCF (United al Communications Format) rich media files in the event.	

Step 7. On the far left will be a "**Register**" link or you can click on the button at the bottom to start the registration process

Note: Firefox users will *not* see the registration buttons. We recommend using Internet explorer. See the chapter re; troubleshooting



Step 8. Enter in all of the required fields indicated by an asterisk \* and any other fields that you would like then click submit.

4

istration Confirmed  rou for registering.  row registered for the event: Education CEU TEST 2  receive a confirmation email message that contains detailed information about joining the event.  rt will start at 11:30 am New York Dme on January 23, 2013.	ourse name	
vou for registering.	ourse name	
now registered for the event: Education CEU TEST 2		
I receive a confirmation email message that contains detailed information about joining the event.		
nt will start at 11:30 am New York Dime on January 23, 2013	Remember the	
join the event on time.	webinar time	
Done		
clicking submit you should see a confirmation screen like above		
Hello Steve Smith,		
Your registration was approved for the following Web seminar. We will start the event on time. Please join it at least 10 minutes before the scheduled starting time so you won't miss valuable information.	5	
Topic: Education CEU TEST 2		
Date and Time:		
Wednesday, January 23, 2013 11:30 am, Eastern Standard Time (New York, GMT-05:00) Event number: 640 365 066		
Registration ID: 728137 Event password: This event does not require a password.		
To join the online event		
Click here to join the online event.		
Or copy and paste the following link to a browser: https://suncom.webex.com/suncom/onstage/g.php?d=640365066&t=a&if=1&rld=728137&EA=ioe.bigelow%		
40dbpr.state.fl.us&ET=e91e5dae418b76746dcb5b32c4c41b13&ETR=ecc57efc8e3e8749e119be4c529e0a46&RT=MiMxMQ==&p	2	
To view in other time zones or languages, please click the link:		
nitps_r/suncom.webex.com/suncom/onstage/g.pnp/d=b4u3b3b4b&t=a&jt=1&rd=r/2813r&EA=joe_bigelow% 40dbpr.state.fl.us&ET=e91e5dae418b76746dcb5b32c4c41b13&ETR=ecc57efc8e3e8749e119be4c529e0a46&ORT=MiMxMQ==8	<u>&amp;p</u>	
To join the teleconference only		
To receive a call back provide your phone number when you join the event, or call the number below and enter the access cod	le l	

*Step 9.* Check your email for the confirmation email (see above example of email). After registering you should receive an email back that has a link to join the event.

#### Event Full

The event is full
The maximum number of registrants for this WebEx event has been reached.
If you have registered for this event, use the email address in your registration to join the event. If you have not registered for this event, try to register for another WebEx event or check for the recording of this event in a few days.
To return to the previous page, click here.

Reminder: You may see a screen that looks like the above where the number of registrants limit has been reached. Please go to the CEU meeting page and select another meeting to attend.

Note: If you do not receive this confirmation email within a few minutes check your email spam folder. If it has not been received at all you may want to contact our office at 850-487-1824.

# Chapter 2 – Registration (BCIS)

This chapter provides an overview of registering with webex and selecting which class to take

#### What is the BCIS?

The BCIS or Building Code Information System is the Florida Building Codes and standards website. It includes many construction related modules, please feel free to browse.

Step 1. Second go to www.floridabuilding.org in your web browser.

	Product Approval Welcome to th Commission	e Florida I on Web S	Step 2. Click or hover over "Education and Accreditation"
	Education and Accreditation	cursor ov tions and nenu that	Step 3. Go down to "Register for webinar" and click the link
	General Users		
	List / Describe All Options	_	
	Register as an Accreditor	terpretati	
	Register as a Training Provider		
	Find an Accreditor or Training Provider		
	What's New	Tallahasse	
a is	FAQ (Getting Started)	Florida. :	
VO	View Related Rules and Statutes	cords rea	
, F	Contact Us	icensed u	
are	Building Code Core Course	55, F.S.,	
	Logged In Use <del>r</del> s		
	Find a Course	METRICS'	
	Submit a Course Application	SÂFE	
	Credit Webinar Courses		
	Attack for Wohiner Course		
C	Register for Webinar		
	Set Interest Areas and Professional Associations		
	Manage Course Applications		

BCIS Home | Log In | User Registration | Hot Topics | Submit Surcharge | Stats & Facts | Publicati



You should see a page that looks like this

*Step 4.* If you are registered with the BCIS click *login.* There will be a forgot password option if you have forgotten your password

If you aren't already a registered BCIS user with a login click Register and see the instructions below

#### Registration

Inclusion	User Registration USER: Public User	Make sure to fill in all of the Blue fields marked with an asterisk these
• Control       Inclusion Control         • Second Research       Inclusion Contre	BCIS Home > Register User	required fields Choose a unique 1
Interpretation       and password.         representation       password.	Individual Information	and password
starsert   stars	* Required fields	and password.
Image: The second se	Login*	
contraction       Image: Contraction         contraction       Image: Contrecontraction         contrecti	Password*	
active trans-       Reminder: The login is not case sensitive         inter (r, n)       inter (r, n)         inter (r, n)	Confirm Password*	
Interview	Last Name*	Reminder: The login is not case sens
index uses       index is in the character in the type of the c	First Name*	but the password is so ensure that
suff cy may   predict defer   <	Middle Name	
This       password as "graiff'e" but you type         Cyr*       graffe" when logging in, it will no         State       recognize the password as correct.         Cyr*       graffe" when logging in, it will no         Contry       graffe" when         Contry       graffe" when         Contry       graffe" when         Contry       graffe" when         You have been successfully registered as       graffe" when         Login       graffe" when         Stations - confermatio	Suffix (Jr, III)	remember your password. If you set
this will address*  <	Title	password as "giraFFe" but you
<pre>complex the password as correct. </pre> <pre>recognize the password as correct. </pre> <pre>Once you are done click the "Next" </pre> <pre>Buttoo at the bottom of the page </pre> <pre>recognize the password as correct. </pre> <pre>recognize the password</pre>	Mailing Address*	"giraffe" when logging in. it will
or       It cognize the password as concet.         records regin worked       Image: Second Se		recognize the password as correct
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Image: Second Secon	State*	(Select One)
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reage zgo code       Control       Once you are done duck the INEX Button at the bottom of the page         ready floor*       Button at the bottom of the page         aternate floore       Ext.         Button at the bottom of the page         for or know floore       Ext.         Button at the bottom of the page         for or know been successfully registered as         Login       joetest3         Name       Smith Joe         Primary Phone       (850) 922-9160         Final       joe bigelow@dtbpr.state.fl.us         Primary Phone       (850) 922-9160         Email       joe bigelow@dtbpr.state.fl.us         Primary Phone       (Bit holders)         State floore       Final         Primary Phone       If you are already registered         If you are already registered with the system you can just click login	Foreign Region/Province	Once you are done didy the "N
country       Button at the bottom of the page         Primary Proce*       Ext.         Atternate Proce       Ext.         Staturate Proce*       Ext.         Do not hudde me in system emails       Image: Staturate Proces         Fax       Image: Staturate Proces         You have been successfully registered as       Image: Staturate Procession         Login       joetees3         Name       Smith Joe         Primary Phone       (BSD) 922-9100         Email       joet.biglow@uddpr.state.fl.us         Primary Phone       (BSD) 922-9100         Email       joet.biglow@uddpr.state.fl.us         Primary Phone       Image: State Areas         Primary Phone       State Areas         First Building Code omine       joet.biglow@uddpr.state.fl.us         First Building:       State Areas         State Building:       First State User         State Building:       If you are already registered with the system you can just click login	Foreign Zip Code	Once you are done there in
New Proce*   Adverse Proce*   Adverse Proce*   Cost*   Cost*   To not include me in system emails   Fat	Country	Button at the bottom of the page
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Image: Instance     Image: Instanc	Email*	
Fax         ECIE Home > Confirmation         You have been successfully registered as         Login       joetest3         Name       Smith Joe         Primary Phone       (850) 922-9160         Email       joe.bigelow@dtpr.state.fl.us         Image: Login Login Code online       Finith         Finith Discusses       Finith         Image: Login Login Code online       State & Face         Forde Statisting Code online       Finith         State State       Image: Login Code online	Do not include me in system emails	
BCIS stoms > Confirmation       After clicking "Next" you should see a confirmation screen that looks like this         You have been successfully registered as       Confirmation screen that looks like this         Login       jpetesi3         Name       Smith Joe         Primary Phone       (850) 922-9160         Email       jpeteiglebw@dbpr.state.fl.us         reme       Login to the Topics         Specific huilding Code Online       Funktor         Specific       Specific         Specific       Funktor         Specific       Funktor         Specific       Funktor         Specific       Funktor         Specific       Funktor         Specific <td< th=""><th>Fax</th><th></th></td<>	Fax	
Name Smith Joe   Primary Phone (850) 922-9160   Email joe.bigelow@dbpr.state.fl.us     Finish     Finish     Finish     Already Registered   User Registration   Hot Topics   Submit Surcharge   State & Facts   Publicati     If you are already registered with the system you can just click login	BCIS Home > Confirmation You have been successfully registered as	After clicking " <b>Next</b> " you should se confirmation screen that looks like this
Primary Phone (850) 922-9160 joe.bigelow@dbpr.state.fl.us  Finish  Inish  Already Registered If you are already registered with the system you can just click login	Name	Smith Joe
Email joe.bigelow@dbpr.state.fl.us Finish Fi	Primary Phone	(850) 922-9160
Image: Log In User Registration   Hot Topics Submit Surcharge Stats & Facts Publication     Finish  Already Registered  If you are already registered with the system you can just click login	Email	joe.bigelow@dbpr.state.fl.us
ome   Log In   User Registration   Hot Topics   Submit Surcharge   Stats & Facts   Publicati       Already Registered         Florida Building Code Online USER: Public User ss Denied       If you are already registered with the system you can just click login		Finish
If you are already registered with the system you can just click ss Denied	Iome   Log In   User Registration   Hot Topics   Submit Surcharge   Stats & Florida Building Code Online USER: Public User	Already Registered
iss Denied		It you are already registered with the system you can just
	<u>nome</u> > Error	/ login
	ss benied	K J

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	It will take you to a page that looks like this.
Log In USER: Public User	Enter in your login and password then click "Login"
BCIS Home > Log In	
Enter your Login and Password, then click Log In.	
Login	
Password (case-sensitive)	
Forgot Password?	
Cancel Register Change Password Log In	
Please fill out the form below inorder to register f	ior a webinar.
* Required fields	
Login	oetest
Webex Registration ID*	
Confirm Webex Registration ID*	
Mother's Maiden Name *	
license # *	··· 🛛 .
Course Name *	(Select One)
Course # *	
"I hereby Affirm by Written Declaration that I will Signature "(Name as it appears on your license)	personally attend and complete the above webinar course and all information contained on this form is true and correct."
First:	Middle: Last: Title: Y
	Cancel Affirm

Step 5. Fill in all fields. Webex password is the Webex Registration ID number received in your webex confirmation email.

Step 6. Click "Affirm"

## Attending the webinar

This chapter provides an overview of attending the webex webinar

Step 1: Click the link in the confirmation email or you can go to the upcoming meetings page and click on the session you registered for.

	Join Event Now	Step 2: You should see a registration and login screen
	If you have registered for this event, provide the following information to join now. If you have not, click Register.  Registration ID: Join Now Please see your registration confirmation for the registration ID. If you lost your registration ID, <u>click here</u> to have it sent to you again.	On the far right it should be asking for your registration ID number
Hello Your r before Topic Host	Steve Smith, egistration was approved for the following Web seminar. We will start the event on time. Please join it at least 10 minutes the scheduled starting time so you won't miss valuable information Education CEU TEST 2 Illa JONES	
Date a Wedn Event Regis Event	Ind Time: esday, January 23, 2013 11:30 am, Eastern Standard Time (New York, GMT-05:00) number, 640 365 066 indiano, 107, 2013 This event does not require a password. 	<i>3:</i> Enter in your Registration ID nber found in your confirmation
Click M Or co https: 40dbp To vie https: 40dbp	Ime cruine event     cmm;       term cruine event     cmm;       term cruine event     cmm;       term cruine event     cmm;       yand paste the following link to a browser.     reggi       transmission webex, com/sumorn/onstage/g php/d=64035096881=a8jf=18/ld=7201378EA=joe.bigefom%;     reggi       transmission webex, com/sumorn/onstage/g php/d=64035096881=a8jf=18/ld=7201378EA=joe.bigefom%;     reggi       win or other time zones or languages, please click the link:     but       //am.com/webex, com/sumorn/onstage/g php/d=64035096881=a8jf=18/ld=7201378EA=joe.bigefom%;     but	ail you should have received after istering. Then click the " <i>Join Now</i> " ton. You should see an an ActiveX
To join To rec Call-in	the teleconference only new provide your phone number when you join the event, or call the number below and enter the access code.	e to install this plugin. If you have uble with the ActiveX install check

the troubleshooting Chapter in this guide.

confirmation received after ne "Join Now" an an ActiveX r screen. Be If you have install check

#### Polls and quizzes

Step 4. This is a very important step. During the webinar you will be prompted for polls and quizzes to ensure 100% attendance at all times. Quizzes and tests will not be graded to determine a pass fail but will be used to ensure you are paying attention to the presentation. The Webex software monitors attention level. If you click away from the presentation to browse, it will know! The use of polls and quizzes will determine if the attendee viewed the entire (100%) webinar.

Warning: Failure to submit poll questions and inadequate attention level will be calculated and may determine ineligibility for receiving CEUs for that session. If 100% attendance cannot be confirmed the attendee may be required to take another course to receive CEUs

General Users
Register as an Accreditor
Register as a Training Provider
Find an Accreditor or Training Provider
What's New
FAQ (Getting Started)
View Related Rules and Statutes
Contact Us
Florida Accessibility Code AdvanceldsTraitbirgLed
Education POC Meetings and Agendas
Upcoming CEU Courses
Energy Courses
Logged In Users
Find a Course
Submit a Course Application
Credit Webinar Courses
Register for Webinar
Affirm Webinar Course
Set unterest areas and Professional Associations
Manage Course Applications

# 4

# Affirming (BCIS)

This chapter provides an overview of affirming on the BCIS for CEU

Chapter 4 – Affirming to attending the webinar

Step 1: Go to www.floridabuilding.org in your web browser.

*Reminder:* Our website is not compatible with other browsers. For best results we recommend using Microsoft Internet Explorer for 100% compatibility.

Clicking the left mouse button while hovering, redirects you to the address referenced by the link or hotspot.

Step 2. Click on "Affirm Webinar Course" under the Logged In Users section of the dropdown menu.



Note: If you aren't logged in to the system you will be asked to log in first

Step 3. Fill in the appropriate boxes. The system may auto-fill in some of the fields.



Step 4. Fill in your first, middle, and last name as it appears on your license

Step 5. Click "Affirm"

	Help us improve our service to you! Fill out the survey below to complete your application.
(1.) Relevance of course.	
○1 ○2 ○3 ○4 ○5	
(2.) Quality of information presented	d.
01 02 03 04 05	
(3.) Quality of training materials pro	vided.
01 02 03 04 05	
(4.) Knowledge of trainer in the subj	ect area.
○1 ○2 ○3 ○4 ○5	
(5.) Presentation skills of the trainer	х.
○1 ○2 ○3 ○4 ○5	
Any additional comments? (ontional	D
	2
Submit Back	

*Step 6.* After clicking affirm, you will be asked to fill out a short survey. The survey is optional but it helps us improve our webinars for the future.

Step 7. If approved you should receive your Certificate within two business days via email.

<u>Yan kan an a</u>	YYYYYY	<u> XXXXXX</u>
artificate of Co	mnleti	
	mpttl	υn
This is to certify that		
william Marshall		
has successfully completed the class time to recieve continuing educa	tion credit for the follo	owing modules
Course Title:	Course Number:	CEU:
2010 Changes to the Florida Energy Code	5007668	11
	Florida De	partment
	Busin	iess ()
Date Completed: 01/23/2013	Regula	ation
Provider Name and Number 1042 DBPR Codes and Standards	License efficie	ently. Regulate fairly.
Andre kunne ku	nin - Yann - Yann - Yann - Yann - Yann - Yann	and house house house house

# Troubleshooting

This chapter provides an overview of troubleshooting problems and contact information if you have any

#### Part 1 – Browser

We recommend using Internet explorer. The BCIS was designed to be 100% compatible with Microsoft Internet Explorer and other browsers may not do certain functions.

One issue with Firefox browsers is Firefox users will not see the registration buttons.

Problems using Webex should go to the Webex site at www.webex.com

Webex minimum system requirements can be found here

https://support.webex.com/MyAccountWeb/systemRequirement.do?root=Tools&parent=System

Part 2 – Java

The BCIS uses Java on the website for certain functions. We recommend using the latest Java to ensure 100% compatibility. The latest Java can be downloaded at the following link

http://www.java.com/en/

Part 3 - Windows - Administrator Rights for Webex

Webex uses a plugin for Internet Explorer. This plugin, (ActiveX) requires administrative rights to install. Each time you join the webinar you will need to have these administrative rights/privileges to install and run Webex.

Part 4 – ActiveX –

Webex is installed using an AciveX plugin. Your browser may prompt you to install to prevent unauthorized installation of browser plugins. This file is safe but you may have to have you IT department enable privileges if you are on a company or government machine.



If you see a Cisco webex screen (pictured above) but Webex doesn't show up after a few minutes, you may not have sufficient rights or priveleges to run Webex. If on a corporate or government PC, you may have to speak with your system administrator.

Part 5 – Webex

Problems using Webex - users should go to the Webex site at www.webex.com

Webex minimum system requirements can be found here

https://support.webex.com/MyAccountWeb/systemRequirement.do?root=Tools&parent=System