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?
First go to www.floridabuilding.org 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 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.
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 which we will cover later.

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 http://www.webex.com/
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.
After clicking submit you should see a confirmation screen like above.

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.

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.

Step 2. Click or hover over “Education and Accreditation”

Step 3. Go down to “Register for webinar” and click the link.

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

Make sure to fill in all of the Blue text fields, marked with an asterisk these are required fields. Choose a unique login and password.

Reminder: The login is not case sensitive but the password is, so ensure that you remember your password. If you set your password as “giraFFe” but you type “giraffe” when logging in, it will not recognize the password as correct.

Once you are done click the “Next” Button at the bottom of the page

After clicking “Next” you should see a confirmation screen that looks like this

Already Registered

If you are already registered with the system you can just click login
It will take you to a page that looks like this.

Enter in your login and password then click “Login”

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**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.

**Step 2:** You should see a registration and login screen. On the far right it should be asking for your registration ID number.

**Step 3:** Enter in your Registration ID number found in your confirmation email you should have received after registering. Then click the “Join Now” button. You should see an ActiveX message pop up on your screen. Be sure to install this plugin. If you have trouble with the ActiveX install check the troubleshooting Chapter in this guide.
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.
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”

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.
Certificate of Completion

This is to certify that

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has successfully completed the class time to receive continuing education credit for the following modules:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>CEU</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Changes to the Florida Energy Code</td>
<td>5007568</td>
<td>1</td>
</tr>
</tbody>
</table>

Date Completed: 01/23/2013

Provider Name and Number 1042 DBPR Codes and Standards
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](http://www.webex.com)

Webex minimum system requirements can be found here


**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


**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 ActiveX 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 your IT department enable privileges if you are on a company or government machine.
Thank you for attending a Cisco WebEx meeting.

Count on WebEx every day to get more done - faster and more cost-effectively - by meeting online with anyone, anywhere.

Submit a support ticket

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 privileges 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