

DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION (DBPR)

Building Codes Information System (BCIS)

CEU Webinar 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?

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

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

[May 7, 2013](#)

[May 21, 2013](#)

[June 4, 2013](#)

[June 18, 2013](#)

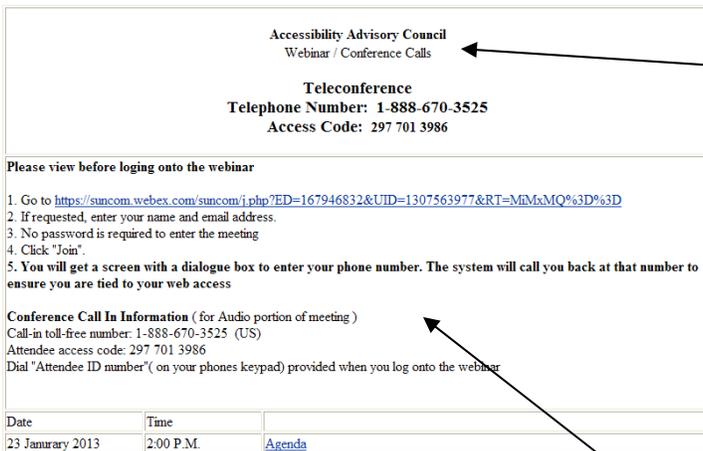
[July 2, 2013](#)

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/>

Registration

Event Information: Energy CEU Test Event
Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))
Date and time: Wednesday, January 23, 2013 11:00 am Eastern Standard Time (New York, GMT-05:00) [Change time zone](#)
Duration: 1 hour
Description:

Join Event Now
You cannot join the event now because it has not started.

First name:
Last name:
Email address:
(Clear my information)

Before you join the event, please [click here](#) to make sure that you have the appropriate player to view UCF (Universal 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

Register for Energy CEU Test Event

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:
* Email address:
* Confirm email address:
Company:
Address 1:
Address 2:
City:
ZIP/postal code:
Country/region:
Number of employees:
Would you like to receive information about future seminars?
 Yes No

* Last name:
* Phone number:
Title:
State/province:

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

EXAMPLE

Registration Confirmation

Registration Confirmed

Thank you for registering.

You are now registered for the event: **Education CEU TEST 2** Education CEU TEST 2 Course name

You will receive a confirmation email message that contains detailed information about joining the event.

The event will **start at 11:30 am New York Time** on January 23, 2013. Remember the webinar time

Please join the event on time.

Done

After 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.

Topic: Education CEU TEST 2
 Host: Ila JONES
 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&jf=1&rd=728137&EA=joe_bigelow%40dbpr.state.fl.us&ET=e91e5dae418b76746dcb5b32c4c41b13&ETR=ecc57efc8e3e8749e119be4c529e0a46&RT=MIMxMQ==&p

To view in other time zones or languages, please click the link:
https://suncom.webex.com/suncom/onstage/g.php?d=640365066&t=a&jf=1&rd=728137&EA=joe_bigelow%40dbpr.state.fl.us&ET=e91e5dae418b76746dcb5b32c4c41b13&ETR=ecc57efc8e3e8749e119be4c529e0a46&ORT=MIMxMQ==&p

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 code.
 Call-in toll-free number: 1-888-670-3525 (US)

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

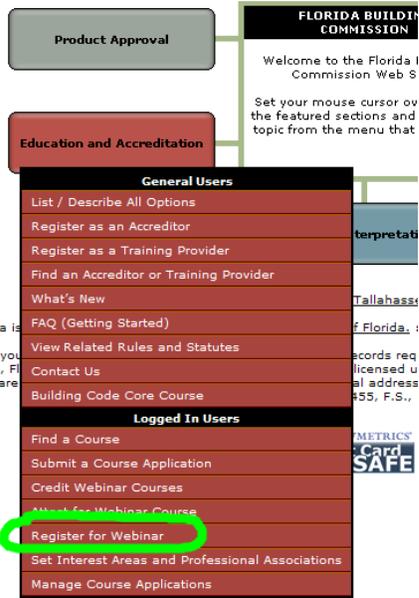
Chapter 2 – Registration (BCIS)

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

[BCIS Home](#) | [Log In](#) | [User Registration](#) | [Hot Topics](#) | [Submit Surcharge](#) | [Stats & Facts](#) | [Publicati](#)

 **Florida Building Code Online**
USER: Public User

[BCIS Home](#) > Error

Access Denied

You must be logged in to Access this page. Click here to [LOGIN](#).
If you do not have a login click here to [REGISTER](#)

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

User Registration
USER: Public User

[BCIS Home](#) > Register User

Individual Information

* Required fields

Login*

Password*

Confirm Password*

Last Name*

First Name*

Middle Name

Suffix (Jr, III...)

Title

Mailing Address*

City*

State* (Select One)

Zip Code*

County* (Select One)

Foreign Region/Province

Foreign Zip Code

Country

Primary Phone*

Alternate Phone

Email*

Do not include me in system emails

Fax

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

[BCIS Home](#) > Confirmation

You have been successfully registered as

Login joetest3
Name Smith Joe
Primary Phone (850) 922-9160
Email joe.bigelow@dbpr.state.fl.us

Finish

After clicking **"Next"** you should see a confirmation screen that looks like this

Access Denied

You must be logged in to Access this page. Click here to [LOGIN](#).
If you do not have a login click here to [REGISTER](#)

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”



Please fill out the form below in order to register for a webinar.

* Required fields

Login

Webex Registration ID*

Confirm Webex Registration ID*

Mother's Maiden Name *

license * * -

Course Name *

Course * *

"I hereby Affirm by Written Declaration that I will personally attend and complete the above webinar course and all information contained on this form is true and correct."
Signature *(Name as it appears on your license)

First: Middle: Last: Title:

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

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, [click here](#) to have it sent to you again.

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

 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.

Topic: Education CEU TEST 2
 Host: Ila JONES
 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/onsite/g.php?d=640365066&t=a&jl=1&rd=728137&EA=joe.bigelow%40dopr.state.fl.us&FT=e91e5dae418b76745dcb5b32c4c41b13&ETR=ecc57efc9e3e9749e119be4c529e0a46&RT=MMXMQ==&p>

To view in other time zones or languages, please click the link:
<https://suncom.webex.com/suncom/onsite/g.php?d=640365066&t=a&jl=1&rd=728137&EA=joe.bigelow%40dopr.state.fl.us&FT=e91e5dae418b76745dcb5b32c4c41b13&ETR=ecc57efc9e3e9749e119be4c529e0a46&ORT=MMXMQ==&p>

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 code.
 Call-in toll-free number: 1-888-670-3525 (US)

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

Chapter

4



Affirming (BCIS)

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

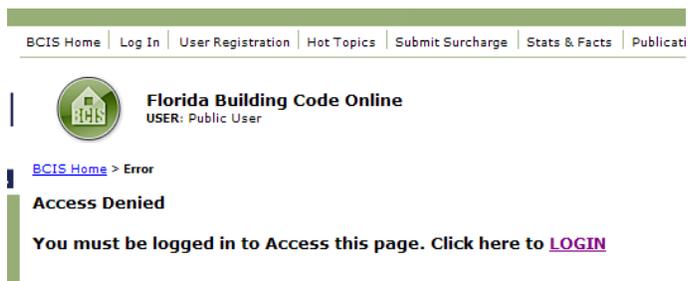
Chapter 4 – Affirming to attending the webinar

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.



Please select a course then attest that all information is true and correct.

Login	joetest3
Last Name	Joe
First Name*	Smith
Mother's Maiden Name *	smith
Course Name*	(Select one)
Webex Password*	(Select one)
Course # *	
Licence #	

"I hereby attest that I have personally attended and completed the above webinar course and all information contained on this form is true and correct."
Signature * (Name As it appears on your license)
First* Middle: Last*

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.
 1 2 3 4 5

(3.) Quality of training materials provided.
 1 2 3 4 5

(4.) Knowledge of trainer in the subject area.
 1 2 3 4 5

(5.) Presentation skills of the trainer.
 1 2 3 4 5

Any additional comments? (optional)

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

william Marshall

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

<u>Course Title:</u>	<u>Course Number:</u>	<u>CEU:</u>
<u>2010 Changes to the Florida Energy Code</u>	<u>5007668</u>	<u>1</u>

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

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 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>