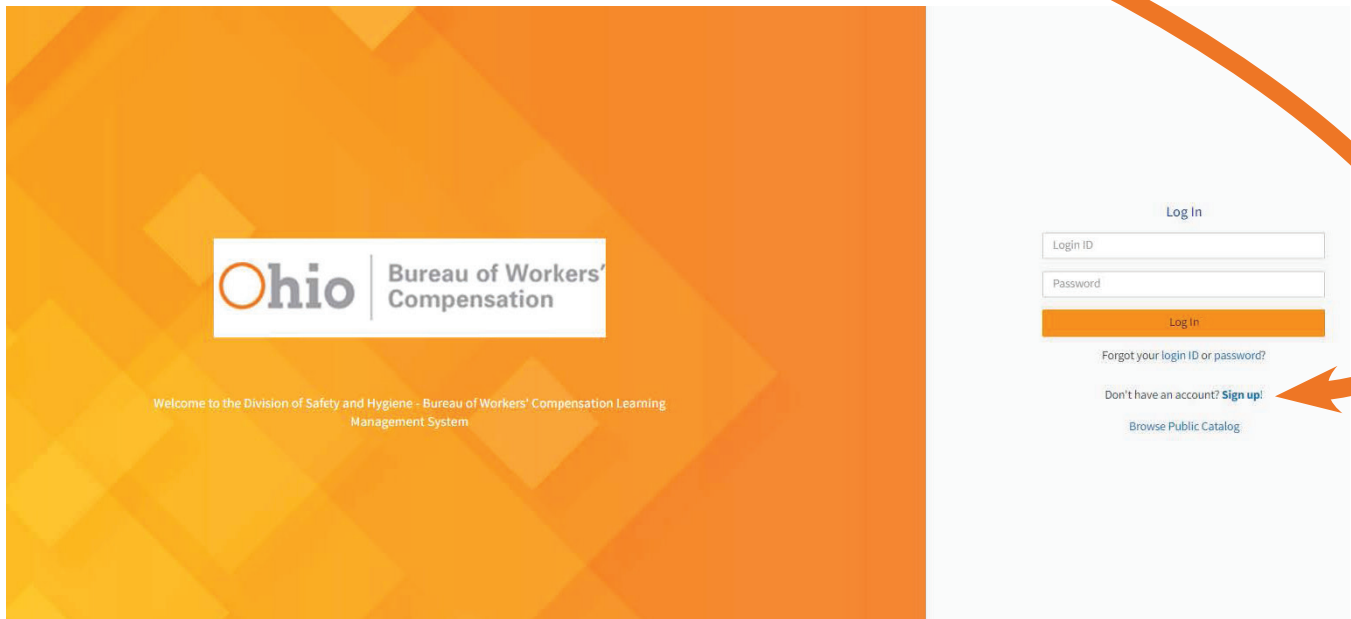


How to Create an Account on the BWC Learning Center

1. BWC's Division of Safety & Hygiene offers training on various safety topics. The BWC Learning Center houses all our training opportunities. The website is simply www.bwclearningcenter.com. It is not connected to the main BWC website.
2. We advise that each person using the Learning Center has their own account. You do need your BWC policy number in order to create an account.
3. Go to the website and click "**Sign up!**"



4. Enter your BWC policy number and click "Next."

Create New Account

Select Policy Number

Enter your Policy Number to continue registration.

*Policy Number

Back

Next

5. When entering your policy number please be advised to not include any leading zeros or the -0 that is often attached on documents. For example, if your policy number is usually written as "00123456-0", you would only type in "123456."

6. You will see the “Create New Account” screen as seen below. Enter all required information. Click **“Create.”**

- We advise entering in a valid email address as it is the most common way we communicate with students regarding the classes they are registered for or if there is an issue with their account.
- Email addresses can only be used once in the Learning Center, so each account must have its own unique email attached to it.
- The required phone number does not have to be a work number. Please enter which phone number you prefer to be contact at.

Create New Account

*Login ID	Email Address	Confirm Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Password	*Confirm Password	
<input type="text"/>	<input type="text"/>	
*First Name	Middle Name	*Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
City	U.S. State	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	*Work Phone	Mobile Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Title
<input type="text" value="Select"/>

*Time Zone	*Region
<input type="text" value="(UTC-05:00) Eastern Time (US & Canada)"/>	<input type="text" value="English (United States)"/>
	*# of Records (per page)
	<input type="text" value="50"/>

Enable Accessibility


7. You will then see this screen. Click **"Let's get started"** to be taken to the homepage.

Ohio Bureau of Workers' Compensation

Home Current Training Transcript

Catalog Search Catalog

Home



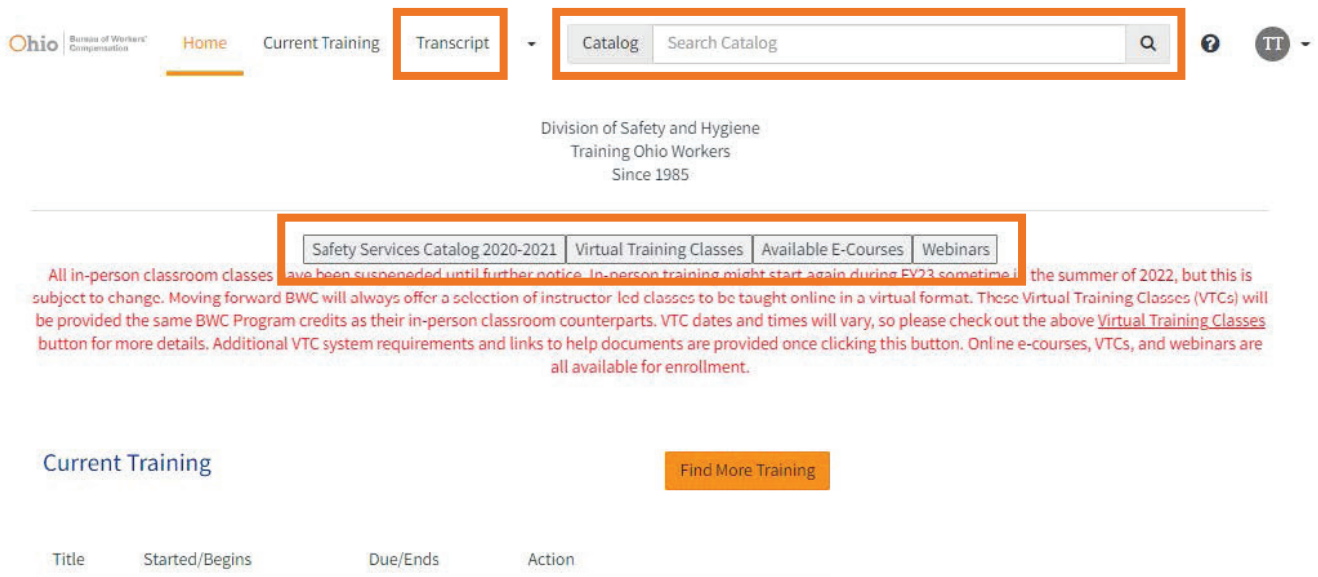
Welcome

Welcome to the Division of Safety and Hygiene - Bureau of Workers' Compensation Learning Management System

Let's get started

8. The homepage will look similar to this.

- You can search training in the **“Search Catalog”** box, view our catalog, check upcoming webinars and virtual training classes, see the available online e-courses, and view your transcript.
- We do our best to keep the gray buttons up to date with what is available.



9. For assistance creating an account you can email dshcc@bwc.state.oh.us or call the Customer Contact Center at **1-800-644-6292**.