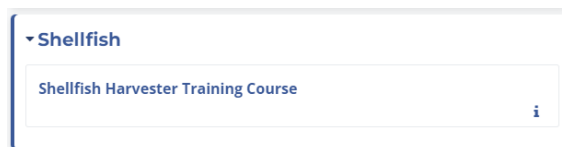


Shellfish Harvester Education Training Online Course Access Guidance Document

<https://learningmyfwc.remote-learner.net/>

This guidance document helps users navigate their way through the Shellfish Harvester Education Training online course through myFWC.com. The Training allows Florida's shellfish industry to meet National Shellfish Sanitation Program (NSSP) requirements for food safety training related to harvest and post-harvest handling practices to minimize the growth of *Vibrio* and reduce the risk of consumer illness. For any questions, please contact the Florida Department of Agriculture and Consumer Services, Division of Aquaculture at (850) 617-7600 or Aquaculture_Certificate@FDACS.gov.

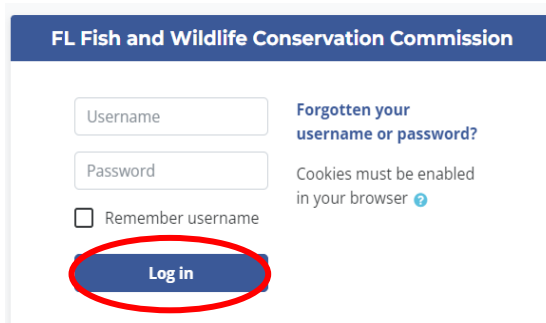
1. **It is recommended to complete the Shellfish Harvester Education Training on a desktop or laptop.** Go to the default browser and type in the above website. **Google Chrome or Microsoft Edge browsers recommended.** We are aware of common technical issues with Internet Explorer and do not recommend using this browser for the training course.



2. Scroll down and click on the Shellfish Harvester Training Course.

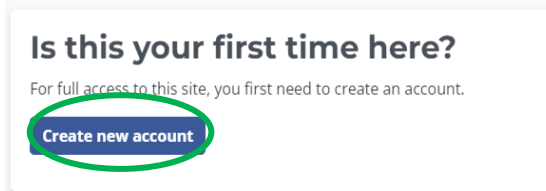
3. **Log in** if you created a profile previously.

Existing Login Account – login, scroll down, and click on Shellfish Harvester Training Course. You may retrieve your password below the login if needed. Enroll in the course if prompted.



4. Press **“create new account”** if this is your first time taking any online training through the FWC portal.

a. **Creating a new account** – complete the new account information then go to your email and click on the link to log in and get into the training. Follow steps

A screenshot of the 'New account' registration form for the FL Fish and Wildlife Conservation Commission. It includes sections for 'Choose your username and password' (with fields for Username and Password), 'More details' (with fields for Email address, Email (again), First name, Surname, City/town, and Country), and a section for 'For Vessel Livery Course ONLY (Personal Water Craft)' with 'Create my new account' and 'Cancel' buttons.

- b. **Email Address** – Each person watching must have their own separate email/FWC account. A certificate will only print the name of the individual registered with FWC to an email address. Be sure to check your junk/spam folder if you do not see the confirmation email once you create a new account. **First and Last Name should match your application information for an Aquaculture Certificate of Registration.**



Important Notes:

- ♦ You must use individual email addresses for each person taking the course and must create a separate email if you share your email with multiple people. The completion certificate is only associated with the account logged in the FWC portal.
- ♦ Profile information must be complete prior to starting the training. Review and update your profile (see #5 below for “Step 1”).

5. Click “Step 1” – Enter profile and ID information. Click “Answer the questions...” (even if information is prepopulated, double check and verify it is accurate or re-type profile information. Sometimes a certificate will not print if something in this step is missing).



6. Click “Step 2” – View Shellfish Presentation – Click on Yellow Box to start the Shellfish Harvester Education Training.

7. **Watch the training** – Click the yellow arrows to proceed. Continue through the entire training, including the review questions. Click the yellow box at the end to finish.



8. Click the blue button to **view** your certificate.

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

9. Your certificate will pop up in a new window (example to the right) and your PDF reader should have a print or save option on the bottom of the certificate (click the Printer Icon at the bottom). If no icon pops up, please right-click on the certificate and then click “Print.”



If technical issues with the Shellfish Harvester Training online course persist, please email clearning@myFWC.com.



Florida Department of Agriculture and Consumer Services