Metrc Support Bulletin

Bulletin Number: OK_IB_0008	Distribution Date: 4/26/22	Effective Date: 4/26/22
Contact Point: Metrc® Support	Subject: Metrc Live Trainings	
Reason: Metrc is providing information on the upcoming live trainings that are available for registration for either in-person or online options.		

Greetings Metrc® Users,

To ensure all industry users are compliant with OMMA's statewide seed-to-sale tracking system prior to the May 26 deadline, OMMA and Metrc will be hosting free educational sessions, both in-person and online, May 3-6, 2022. *These training sessions are optional, but highly recommended to ensure all users are trained on the Metrc system.*

Below you will find more information on how to register for the upcoming training program through our new on-demand training tool, Metrc Learn.

Training sessions will be offered for Grower, Processor, Dispensary, and Transporter/Waste Disposal Facility users.

In-person Training

- Sessions will be held in the Oklahoma Commons Auditorium, 375 N Broadway Ave., Oklahoma City, OK 73102
- **Pre-registration is required.** Each session is subject to a 300-person maximum limit.
- To save your seat, please take the following steps:
  - Register for Metrc Learn. Detailed steps are shared at the end of this bulletin.
  - After receiving a confirmation e-mail from Metrc, you MUST then register for the OMMA training session following the prompts below (at the end of this bulletin).

Online Training – Livestream only

- Online sessions will be available via live webcast. Each session is subject to a 3,000-person maximum limit.
- To register for an online session, please use one of the links below for the session based on your user type. Once registered, you can add the session to your calendar.

User Session Type	Date	Time (CDT)	Registration Link
Grower	Tues., May 3	9:30 – 11:30 AM	Link
	Tues., May 3	12:30 – 2:30 PM	Link
	Fri., May 6	1:00 – 3:00 PM	Link
Processor	Tues., May 3	3:30 – 5:00 PM	Link
	Thurs., May 5	1:00 – 2:30 PM	Link
Dispensary	Wed., May 4	1:00 – 2:30 PM	Link
	Thurs., May 5	10:00 – 11:30 AM	Link
Transporter/Waste Disposal	Wed., May 4	3:30 – 5:00 PM	Link

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*You MUST ensure to have your pop-up blocker turned off when you join the session at the correct time as the live webcast will appear in a new window.

For more information on Required and Optional training, please visit the Oklahoma Medical Marijuana Authority's Seed-to-Sale page.

If you have any questions or have difficulty registering, please contact Metrc Support at support@metrc.com or 877-566-6506. We look forward to seeing you in Oklahoma City and online!
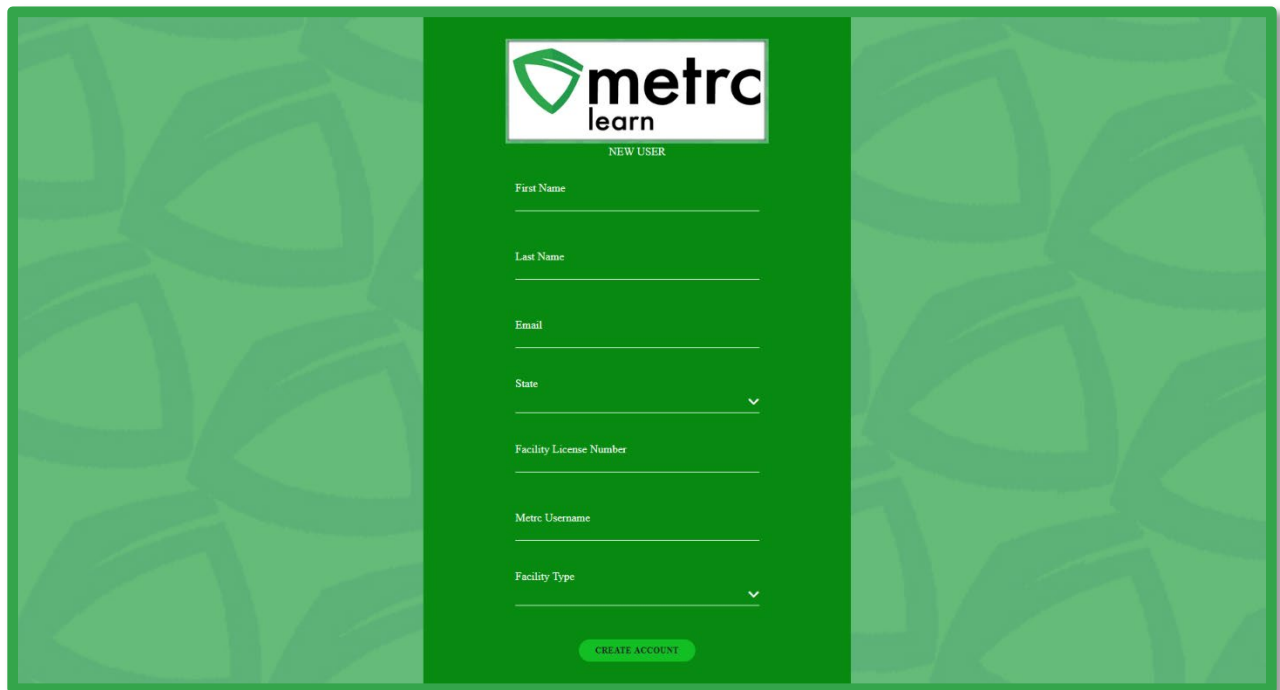
Register for Metrc Learn – An Interactive Learning Management System

Metrc Learn is designed to provide users with skills on the functionality available within Metrc needed to use the system effectively and similar to the New Business and Advanced Trainings. Metrc Learn is organized into role-specific programs that are made up of various courses, with each course being focused on one function in Metrc. For example, the Grower, or Cultivator, program might include different courses, such as "Creating an Immature Plant Batch," "Tracking Additives," "Reporting Waste," etc.

At this time, we will facilitate the registration for the upcoming May 2022 Live Trainings through the Metrc Learn tool as shown below. **Note:** These are separate registrations.

To access Metrc Learn, the user will register their account (Metrc Learning Registration). You can enter your "Agent Registration Number" in place of the "Facility License Number". Upon approval of Metrc status, you will be sent an email invitation to set your password. If a user is working in multiple licenses, you should register for the program that reflects the area of the role you are looking to have additional training on first. This registration page is shown below:

Figure 1.

Figure 1: Metrc Learn Registration Page

Please Note: *For registration, users are encouraged to use an accessible email address, regardless of business association, to ensure that training transcripts are still accessible if email access is no longer available.*

Register for OMMA May 2022 Live Trainings

Once you have access to Metrc Learn you will be directed to the Dashboard (shown below) and will see options for the different in-person training sessions. Alternatively, you can register for the training by heading to the "Training Calendar" tab as shown below:
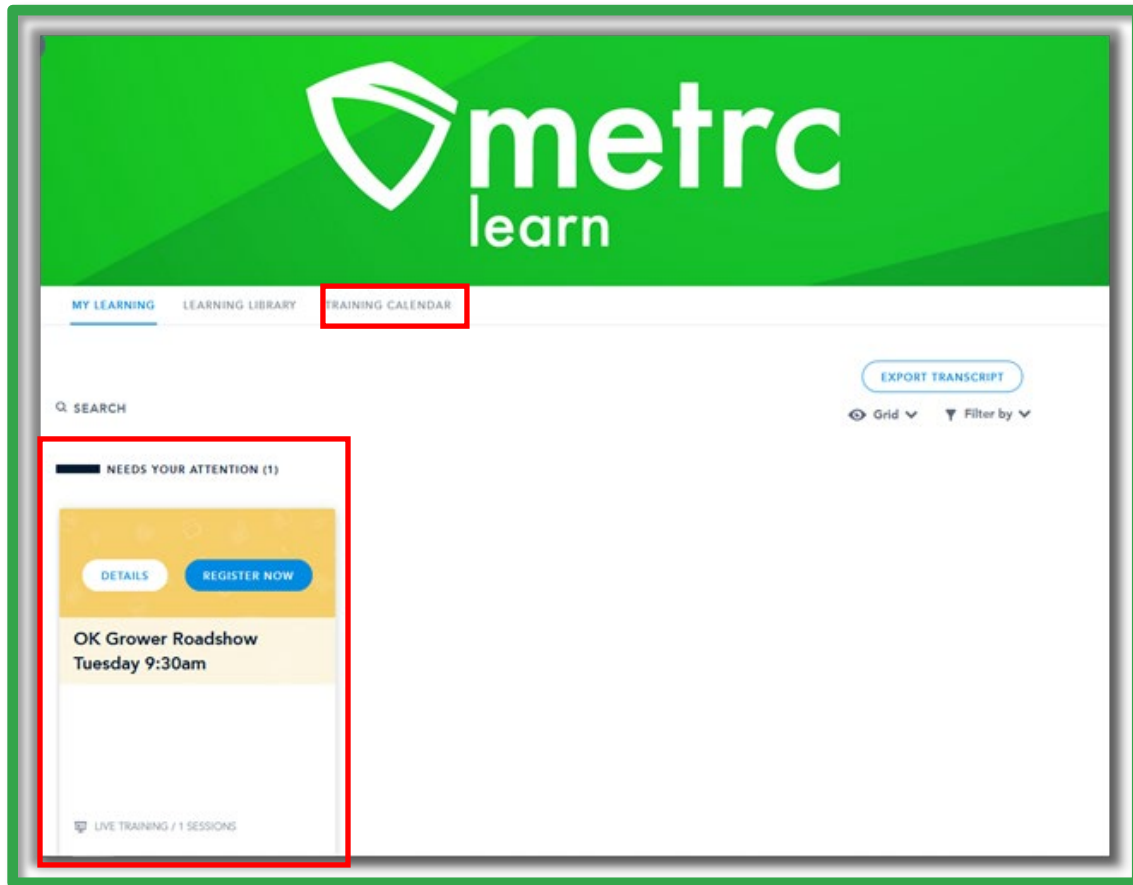

Figure 2: Metrc Learn Registration Dashboard

After selecting the desired session, you will be taken to the following screens to confirm registration for the desired training as shown below:
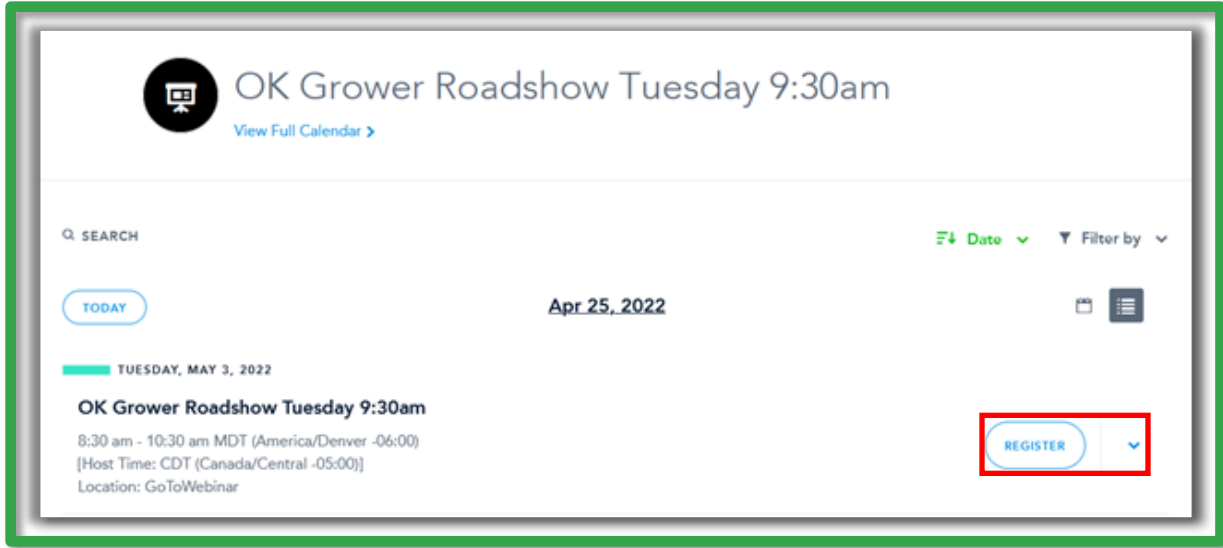
Figure 3: Register for In-Person Training Session

After clicking "Register" for the desired training session you will receive an e-mail from Notifications@metrclearn.bridgeapp with the prompt to complete registration. This is shown below:
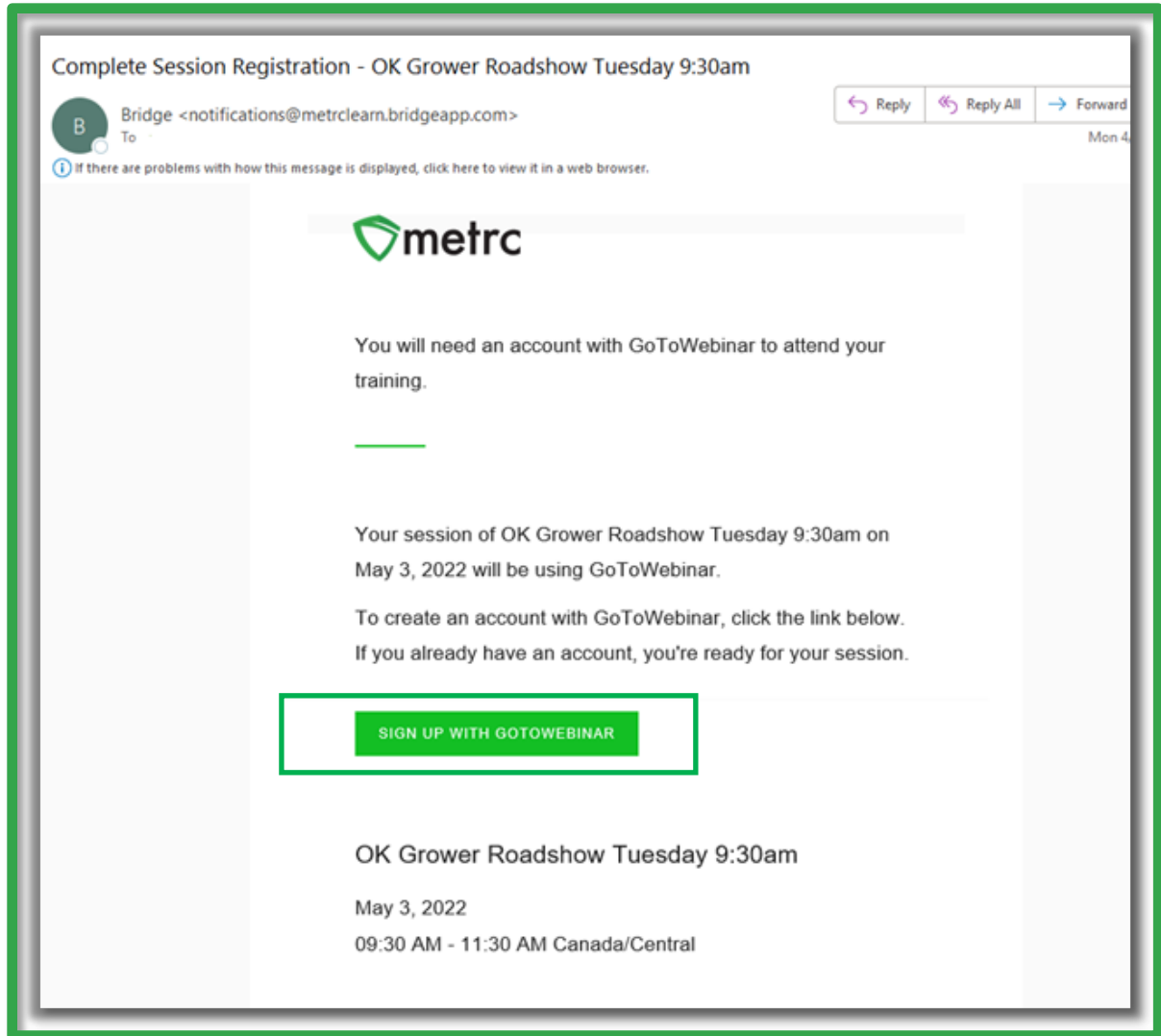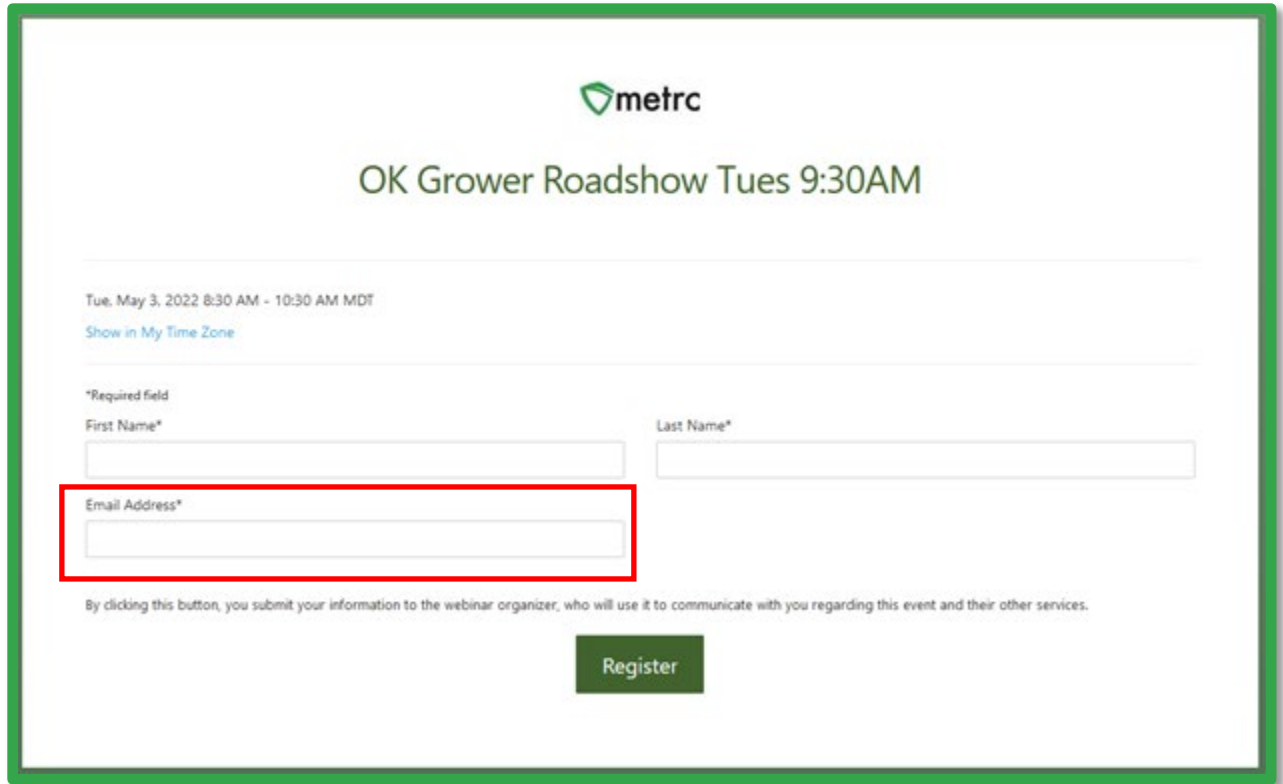
Figure 4: Register for OK Training from e-mail prompt

In the past, we have experienced Licensees join the training as a group. Please make sure each attendee **registers individually** for Metrc Learn, the training session, as well as include all individual e-mails under the Questions section in order to receive credit.

Figure 5: Final Screen to Register for OK Training

Make sure to use the same e-mail address for Metrc Learn registration and for the live training registration. For additional help, please contact our support team at support@metrc.com.

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Metrc – Industry Training

Metrc provides online industry training and educational training as well as resource guides and videos.

- Register for online trainings or classes at: **www.metrc.com/partner/oklahoma**

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

Check under the "Support" tab for additional resources.

Please be advised that the new *CSV Formatting Guide* and *Industry Reports Guide* are now located under the Support Tab.

Please contact Metrc Support at support@metrc.com or 877-566-6506 with any questions.