

Alaska - Metrc Support Bulletin



Bulletin Number: AK IB 022_083019	Distribution Date: 08/30/19	Effective Date: Included below
Contact Point: Support@metrc.com	Subject: In-Person Training Workshops	
Reason: Metrc is providing details on upcoming in-person training.		

Greetings Metrc Users,

The purpose of this bulletin is to notify you all of upcoming, in-person, Metrc training coming up in October 2019. These training workshops will be facility specific and should be attended by at least one employee from every licensed facility, but we also ask that each licensee limit the number of attendees to 3 people per class, per organization in order to ensure room for all.

Training Agenda

These training classes are intended for advanced users who have taken the Level 1 'New Business' Metrc training online.

- Introduction
- Common Errors
 - *Highlight errors encountered by Metrc & AMCO and how to address them.*
- New Features
- Training & Support
- Metrc Test
 - *Metrc will be emailing a link for a test after the training classes*
 - *This test is multiple choice but will centered around content covered in the classes.*
- Additional agenda items may be added without notice before the workshops or on a case-by-case basis.

Training Registration

All attendees must register for the classes 48+ hours in advance via the Metrc website. You may register for training classes at the link below:

[Metrc Training Workshop Registration](#)

Please note that if you have not registered beforehand you may be denied entry into the classes.

Dates, Times & Locations

Fairbanks, AK

Monday, October 7th

DOT - K2 Training Room

27020 Picket Place Fairbanks, AK

Retail Stores – 9:00 AM – 11:00 AM

Cultivators - 12:00 PM – 2:00 PM

Manufacturers – 2:30 PM – 4:30 PM

Kenai, AK

Wednesday, October 9th

Kenai Peninsula College - Room WARD 102

156 College Rd., Kenai, AK

Retail Stores – 9:00 AM – 11:00 AM

Cultivators - 12:00 PM – 2:00 PM

Manufacturers – 2:30 PM – 4:30 PM

Anchorage, AK

Thursday, October 10th

The Job Center in Midtown

Conference Room #104

3301 Eagle Street #103 Anchorage, AK

Retail Stores – 9:00 AM – 11:00 AM

Cultivators - 12:00 PM – 2:00 PM

Manufacturers – 2:30 PM – 4:30 PM

Metrc – Industry Training

Metrc provides industry training and education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: [Metrc.com/Alaska](https://metrc.com/Alaska)
- *You must attend at least one New Business (Level 1) class online before you may register for other classes*
- *We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes*

Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2)
- Metrc Advanced (Level 2) – Testing Labs (Labs must request training via email)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can 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 when you login to Metrc.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.