Metrc Support Bulletin

Bulletin Number: RI_IB_0017	Distribution Date: 10/20/2023	Effective Date: 11/02/2023
Contact Point: Metrc® Support	**Subject:** Industry User Group Invitation	
Topic: Metrc and the OCR are hosting an Industry User Group for training and feature enhancement discussions.		

Greetings,

Metrc and the Office of Cannabis Regulation (OCR) are pleased to notify all industry users of the upcoming Metrc Industry User Group on Thursday, November 2nd, 2023 from 2:00 – 4:00 p.m. EST. Below you will find key highlights and more information on how to register for the upcoming event.

- All licensees attending the Industry User Group must first register for the Metrc Learning Management System if you have not already.
    - Once registered for Metrc Learn, you can then register for the Industry User Group though the Metrc Learning Management System.
- Licensees are welcome to attend either in person or virtually – a link to attend will be sent after registration is completed.

Please read on for more details.

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For additional support:
Email Support@metrc.com or call 877-566-6506
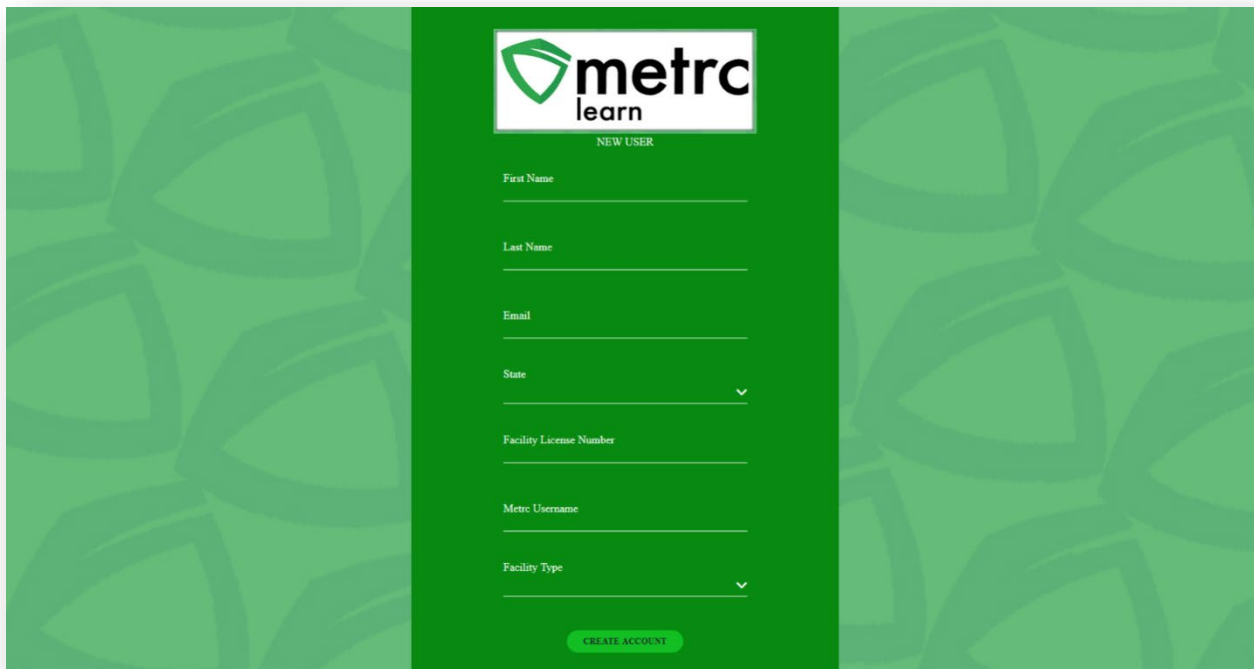
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Register for Metrc Learn – An Interactive Learning Management System

Metrc Learn is designed to provide users with skills on the functionality available within Metrc they need to use the system effectively similar to the New Business and Advanced Facility Specific Trainings. Metrc Learn is organized into facility-specific journeys that contain various programs and courses. For example, the Cultivator program might include specific courses, such as "Creating an Immature Plant Batch," "Tracking Additives," and "Reporting Waste".

To register for Metrc Learn, please take the following steps:

- Navigate to the **Metrc Learning Registration** link – **see Figure 1**.
- Enter the required information. Please enter the "Agent Registration Number" in place of the "Facility License Number".
  - o **Note:** Users are encouraged to use an email they will have access to regardless of business association for their registration to ensure that any training transcripts are still accessible if email access is no longer available.
- Click on the 'Create Account' button to submit registration for Metrc approval.
  - o **Note:** Please allow up to 48 hours (Monday – Friday) for registration approval to be granted.

Upon approval of active Metrc Learn status, an email invitation will be sent to the email provided to set a password. **Note:** If working in multiple licenses, enter all licenses on the lines provided, and then select the license type that reflects the area of the role requesting access to Metrc training.

Figure 1: Metrc Learn Registration Page

How to register for the November Industry User Group session

Registration for the upcoming November 2nd, 2023, Industry User Group session will be facilitated through the Metrc Learn LMS.

Once access is approved to Metrc Learn and the user account password is setup, please log in to Metrc Learn. Upon login, the Dashboard should show the "RI Industry User Group 2023" module or, alternatively, registration is available in the "Training Calendar" tab – see **Figure 2.**
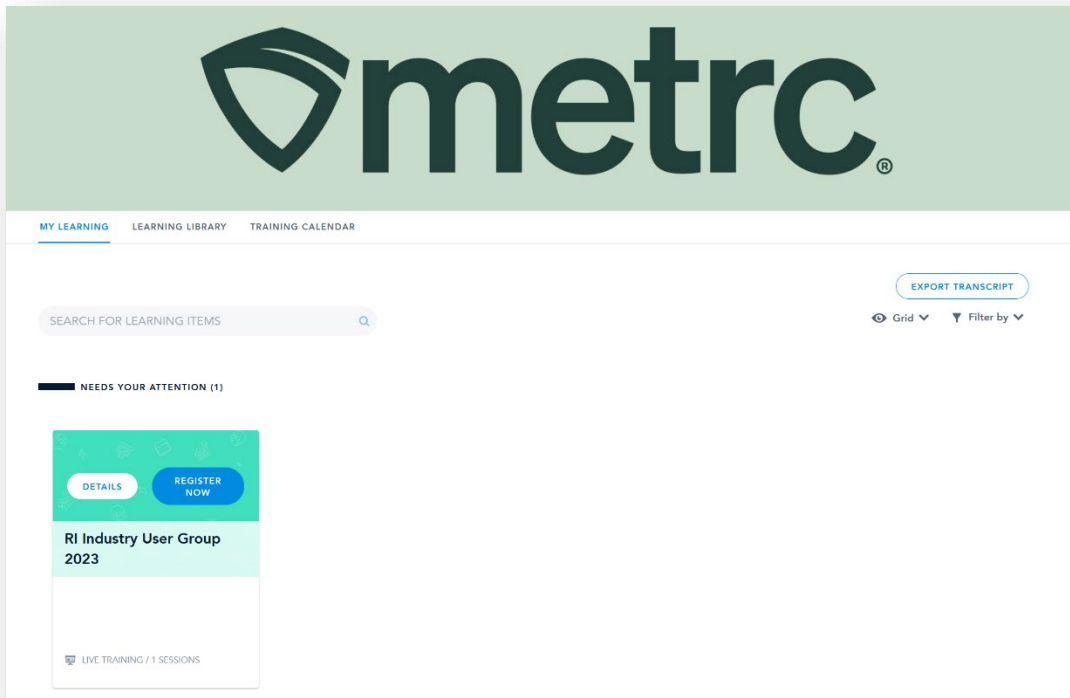

Figure 2: Metrc Learn Registration Dashboard

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After selecting the "RI Industry User Group 2023" module you will be taken to the following screen, which is located in the "Training Calendar" tab, to confirm registration for the event – see **Figure 3.**

To complete registration, click on the "RI Industry User Group" event, then click on the "Register Now" button.
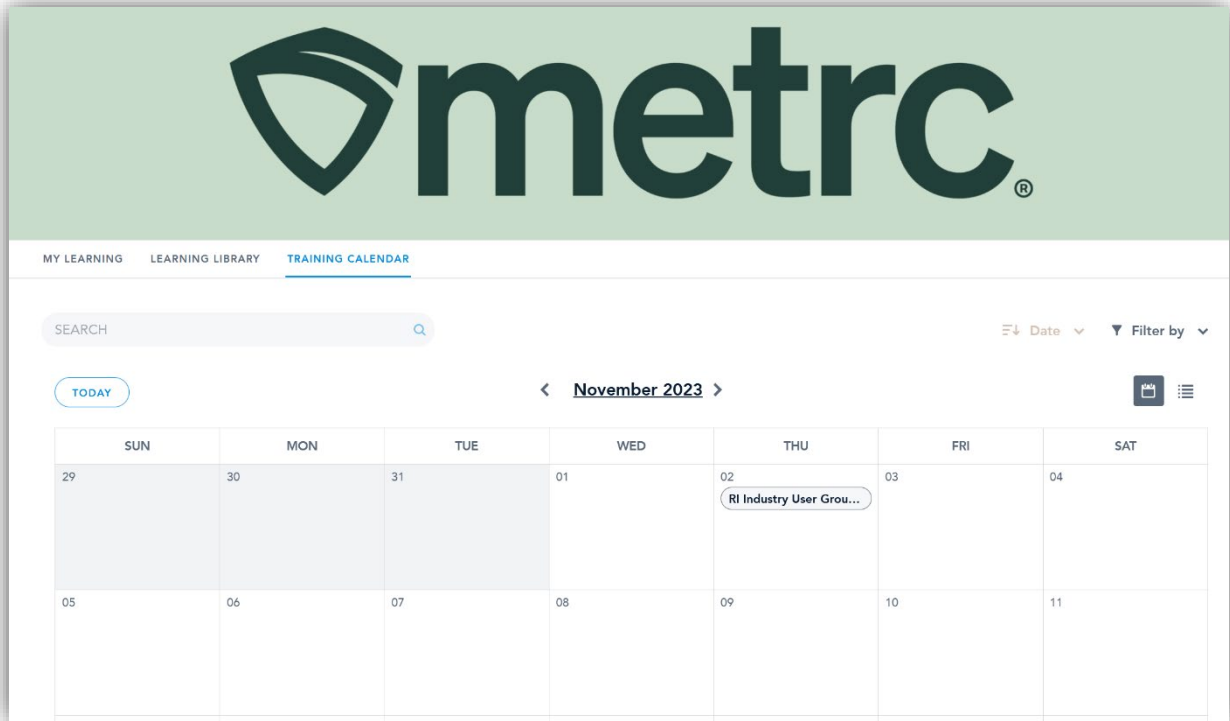

Figure 3: Register for "RI Industry User Group 2023"

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Users will have the option to download the invitation to their calendar or use the drop-down arrow to open the web conference at the time of the event shown in **Figure 4 below.**
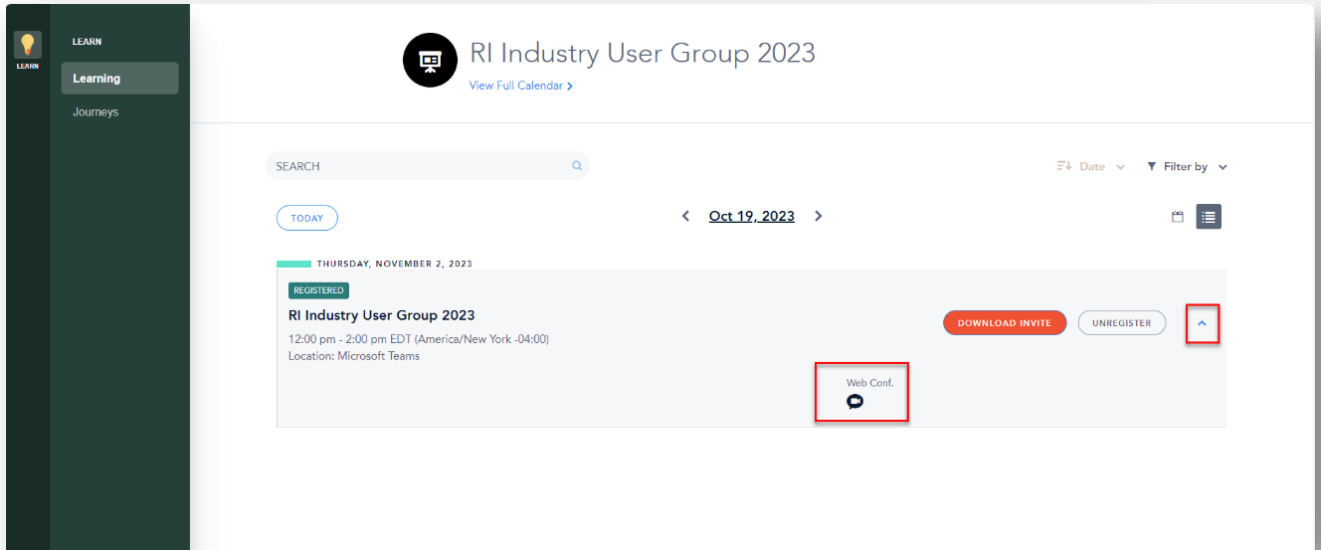

Figure 4: Web Conference Session Link

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Once registered, a confirmation e-mail from Bridge, or notifications@metrclearn.bridgeapp.com, will be sent with a link to join the virtual event at the designated time – **see Figure 5.**
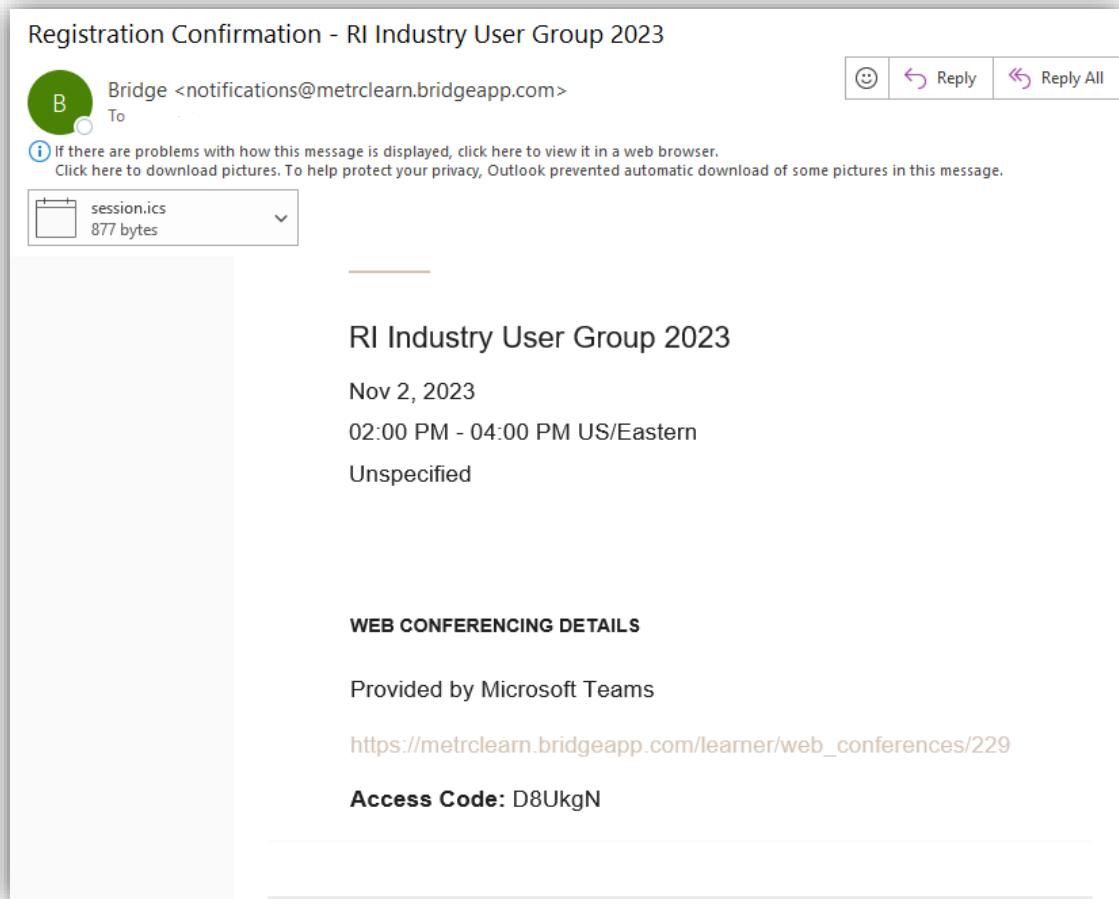

Figure 5: Confirmation Email

Important notes:

- Click on attachment in the registration confirmation to save the event invitation to your calendar.
- To receive credit for attending virtually, it is recommended that individuals submit an individual registration as well as including all appropriate e-mail addressed under the comment section. However, licensees are welcome to group together to attend the Industry User Group virtually.

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Industry User Group Details

Thursday, November 2nd, 2023

2:00 PM – 4:00 PM EST

In-person attendance:

Please arrive at least 15 minutes ahead of time

Office of Rhode Island Department of Review

560 Jefferson Blvd

Warwick, RI 02886

Virtual attendance:

Please reference the registration confirmation email.

We look forward to seeing you there!

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