

IDAHO POST & THE PUBLIC AGENCY TRAINING COUNCIL FREE WEBINARS

Registration and Log-in Information

(All webinar sessions: 45-60 minutes in length)

Webinar Log-In Information

First Time Users: One-time Registration Required

1. Access the Idaho POST website at www.post.idaho.gov
2. On left side of home page – click on *Distance Learning*
3. Click – *Webinar portal*
4. Click webinar series of choice
5. You will be taken to the Idaho POST log-in page
6. If you've not previously taken a POST/PATC course, click on “*create your free-all-access account*”
7. Create your user name and password – complete remaining information – click on “*create my new account*”
8. An email will be sent to your email address confirming your new account. **CLICK** on the **LINK IN THE EMAIL CONFIRM YOU NEW ACCOUNT.**
9. Once account is confirmed, follow directions below for accessing the Idaho POST/PATC webinars

Accessing Live or Recorded Webinar Sessions

1. Access the Idaho POST website at www.post.idaho.gov
2. On left side of home page – click on *Distance Learning*
3. Click – *Webinar portal*
4. Click webinar series of choice
5. Log-in with previously established user name and password (see first time users above)
6. Read pop-up disclaimer (if available), then click OK
7. You will be taken to the POST/PATC on-line training portal. Click on your selected webinar from the webinar list
8. If more than one session available – click on selected session, then follow site directions

Obtaining POST Credits

- One (1) credit for each different webinar session attended
- Five (5) additional credits for successful completion of the final exam (if available)

How to Receive POST Credits

1. Attend the entire webinar session
2. Successfully complete webinar quiz (if available)
3. Complete webinar student evaluation form
4. Print Certificate-of-Completion
5. Mail, fax or email the certificate-of-completion to Marti Monk at address below:

Marti Monk
Idaho POST
700 South Stratford Drive
Meridian, ID 83642

208-884-7321 (office)
208-484-9971 (cell)
208-884-7295
marti.monk@post.idaho.gov