



WebEOC®



Instructions for Completing the Virtual WebEOC Essentials Training Program

1. Click on the link that displays the module number and module description of the course. The modules are ordered numerically. The module should automatically start as soon as the link is clicked. This is a self-directed course. You are welcome to review any module and take the final exam at any time.
2. For each module, you can navigate, pause, and start at any point by using the navigation keys and by clicking any place in the progress bar found at the bottom of the screen.
3. After completing the viewing screen of a module, click on the “play” or the “forward” arrow to move to the next slide.
4. When you are completed with a module, close the window to move on to the next module by clicking the “X” button at the bottom of the slide or at the top right hand side of the window.
5. After completing all 5 modules open the WebEOC Essentials Final Exam and take the 10 question test. Upon completion of the exam your results will display.
6. Click “Print Screen” on your keyboard and then paste the results in an email to webeochelp@pbcgov.org. Along with the exam results, attach a completed WebEOC Access Request form which is found in the training site. Approval from the PBC EOC Supervisor or Section Chief Liaison (i.e., Unit Leader, Branch Director, or Section Chief) must be obtained. Assignment of the WebEOC® position must be specified in the form.
7. Please allow up to 5 working days to receive a WebEOC® username and password.

Enjoy the course!