

Bulletin Number: WV_IB_0025	Distribution Date: 06/21/2024	Effective Date: 07/11/2024
Contact Point: Metrc® Support	Subject: WV Metrc Industry User Group Invitation – July 11	
Topic: Metrc and the OMC are hosting an Industry User Group in Charleston, WV, on 7/11/2024 for training and feature enhancement discussions.		

Greetings,

Metrc and the West Virginia Office of Medical Cannabis (OMC) are pleased to notify all industry users of the upcoming Metrc Industry User Group being held on Thursday, July 11th, 2024, from 2:00 – 4:00 p.m. EST.

Below you will find key highlights and important information on how to register for the event.

- All licensees attending the Industry User Group must first register for Metrc Learn, the recently redesigned learning management system.
 - Once registered for Metrc Learn, registration for the Industry User Group will be available.
- Licensees are welcome to attend in person or virtually and a link to attend will be sent after registration is completed. In-person space is limited and will be reserved on a first-come, first-served basis.

Please read on for more details.

Register for Metrc Learn

Metrc Learn was recently redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. To register for a Metrc Learn account, take the following steps:

1. Navigate to the Metrc Learn login page by:
 - Using the new link: learn.metrc.com; or
 - From within the Metrc system – Navigate to the Support area dropdown on the navigational toolbar “Sign up for Training”.
2. Click the ‘Register’ link next to ‘New user?’ – **see Figure 1.**

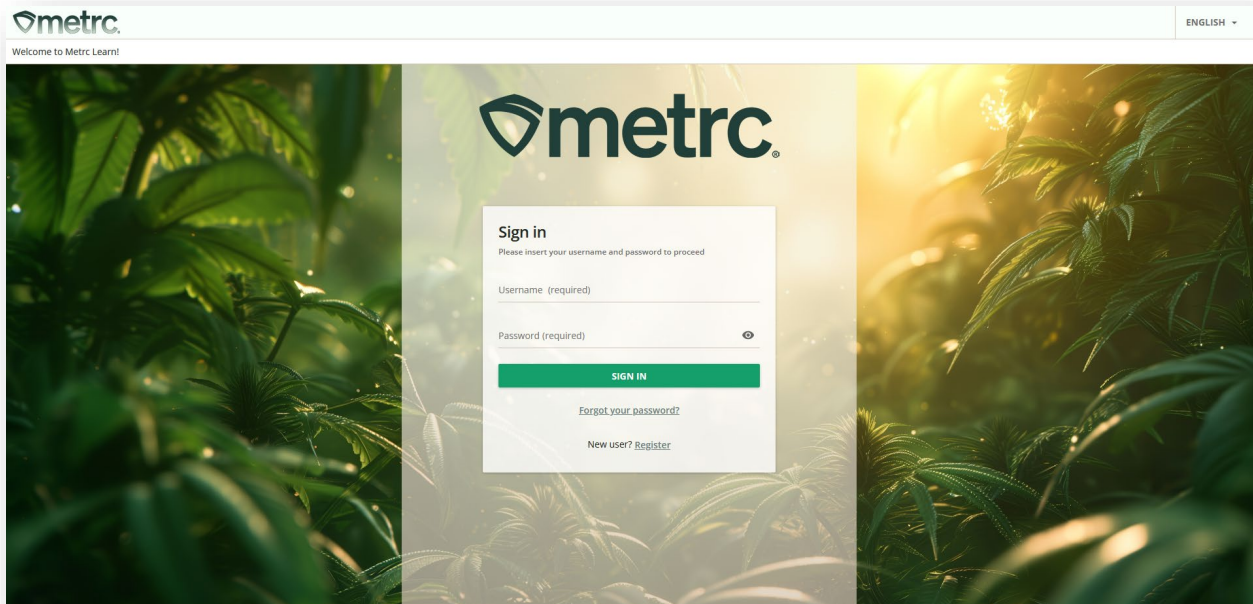
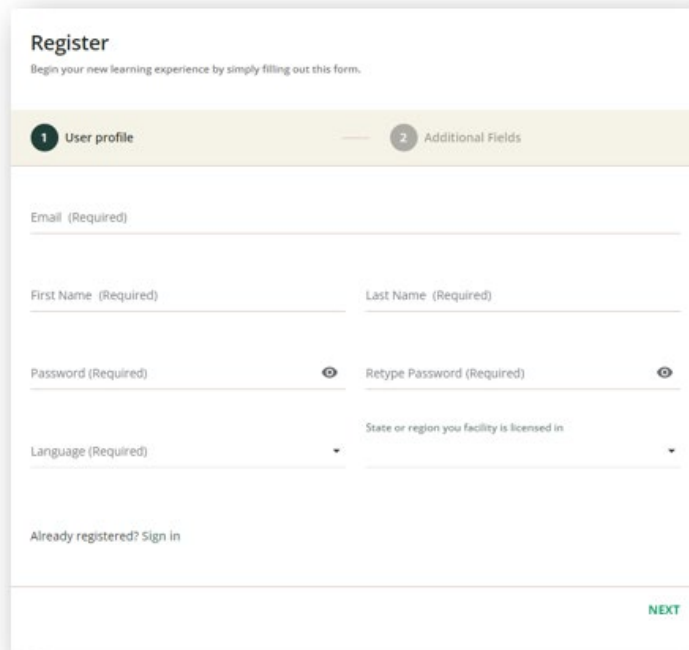


Figure 1: Metrc Learn login page

Once the ‘Register’ link is clicked, the registration page will appear.

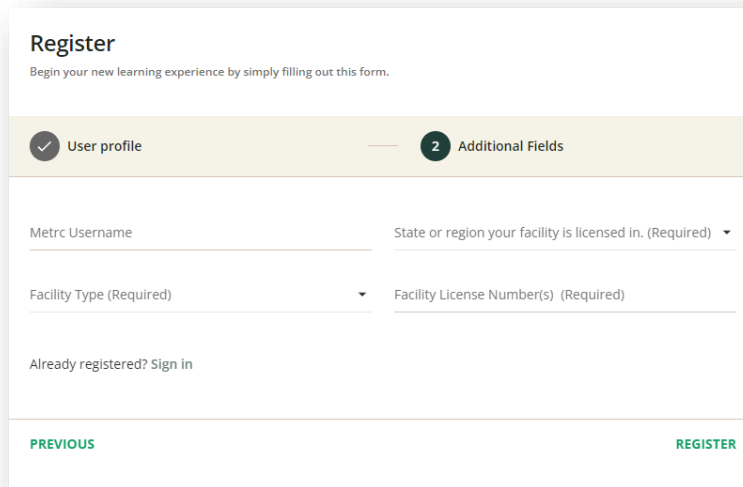
- From the registration page, complete all required information on the form. The password must include at least 9 characters. When complete, click 'Next' – see **Figure 2**.



The screenshot shows the 'Register' form with the title 'Register' and the subtitle 'Begin your new learning experience by simply filling out this form.' Below the subtitle is a progress bar with two steps: '1 User profile' (active) and '2 Additional Fields'. The form contains the following fields: 'Email (Required)', 'First Name (Required)', 'Last Name (Required)', 'Password (Required)', 'Retype Password (Required)', 'Language (Required)', and 'State or region your facility is licensed in'. At the bottom, there is a link 'Already registered? Sign in' and a green 'NEXT' button.

Figure 2: Registration – User profile

- On the next page, fill in all additional fields and click 'Register' – see **Figure 3**.



The screenshot shows the 'Register' form with the title 'Register' and the subtitle 'Begin your new learning experience by simply filling out this form.' Below the subtitle is a progress bar with two steps: '1 User profile' (completed) and '2 Additional Fields' (active). The form contains the following fields: 'Metrc Username', 'State or region your facility is licensed in. (Required)', 'Facility Type (Required)', and 'Facility License Number(s) (Required)'. At the bottom, there is a link 'Already registered? Sign in', a green 'PREVIOUS' button, and a green 'REGISTER' button.

Figure 3: Registration – Additional fields

Upon approval of active Metrc Learn status, which can take up to 48 hours, or 2 business days, 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.

Once the email invitation is received, navigate to the [Metrc Learn login page](#) to sign in and access training.

How to register for the July Industry User Group session

Registration for the upcoming July 11th, 2024, Industry User Group session will be facilitated through Metrc Learn.

Upon login, the Dashboard should show the “WV Metrc Industry User Group 7-11” module or, alternatively, registration is available in the “Course Catalog” – **see Figure 4.**

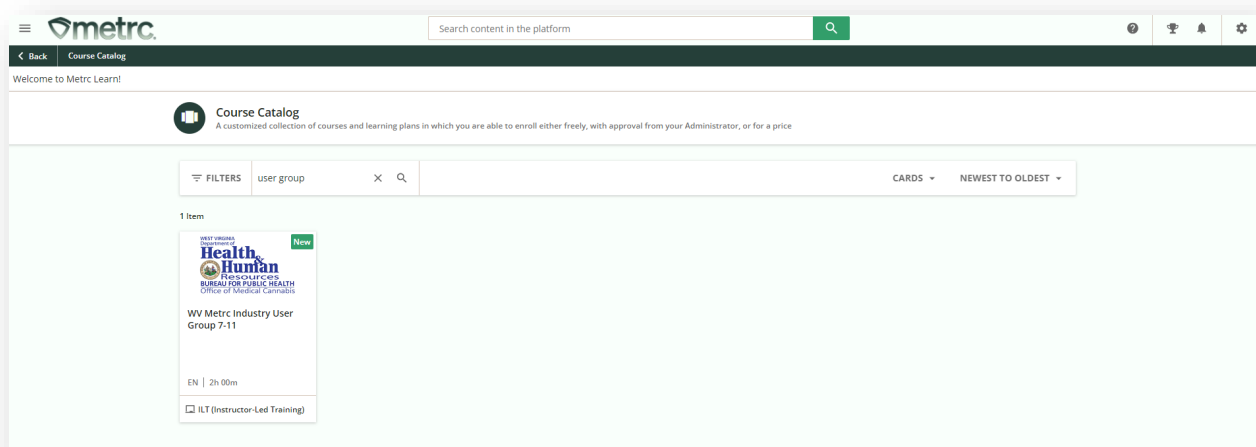


Figure 4: Metrc Learn Course Catalog

After selecting the “WV Metrc Industry User Group 7-11” module, registration confirmation will be required. To complete registration, click on the “WV Metrc Industry User Group 7-11” event, then click on the “Enroll” button – **see Figure 5 below.**

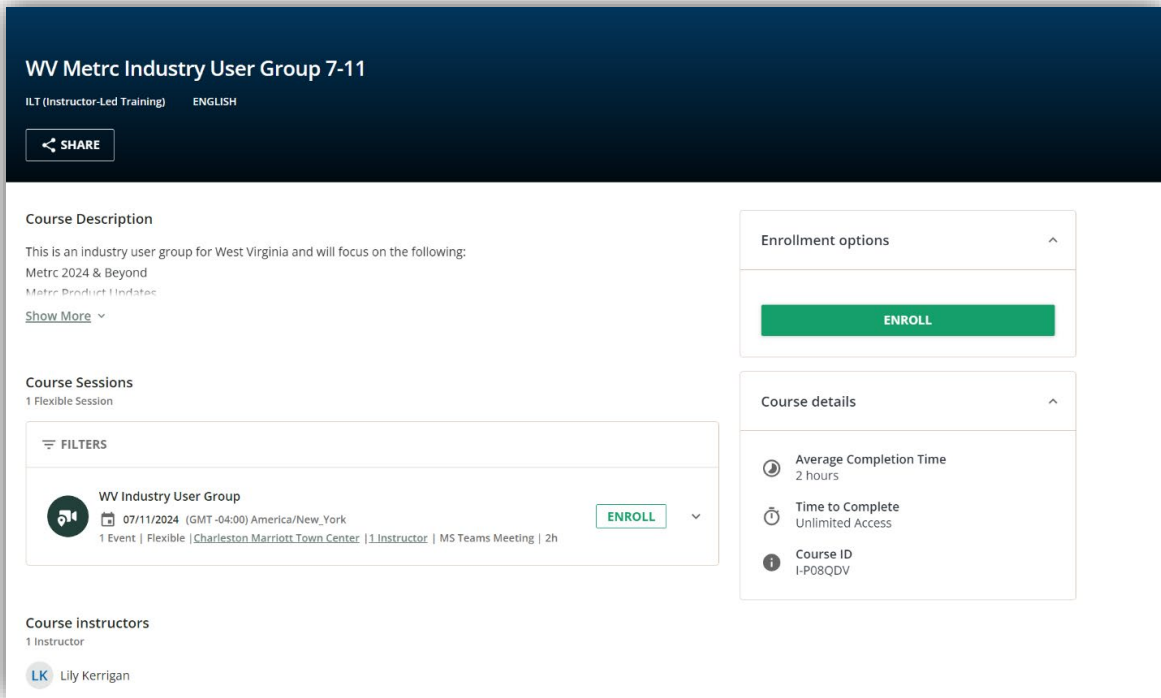


Figure 5: Register for “WV Metrc Industry User Group 7-11”

Once registered, a confirmation e-mail will be sent from learn@metrc.com with a link to join the virtual event at the designated time – see Figure 6.

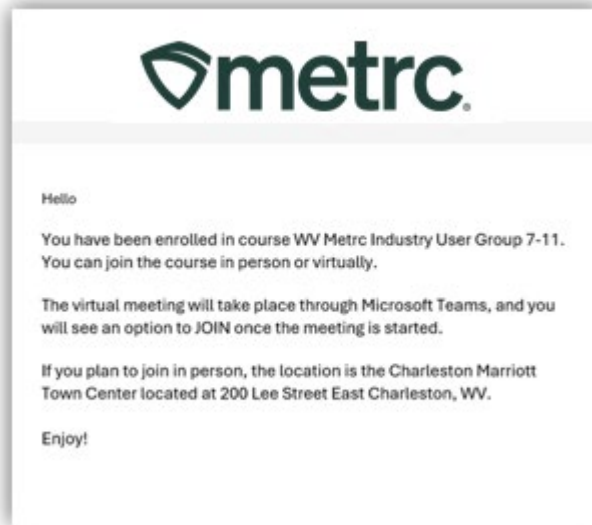


Figure 6: Registration confirmation email

Important notes:

- Click on the 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 include all appropriate e-mail addresses under the comment section. However, licensees are welcome to group together to attend the Industry User Group virtually.

For more information on Metrc Learn, please reference [bulletin WV IB 0019](#).

Industry User Group details

Thursday, July 11th, 2024

2:00 PM – 4:00 PM EST

In-person attendance:

Please arrive at least 15 minutes ahead of time at the following location:

**Charleston Marriott Town Center
200 Lee Street East
Charleston, WV 25301**

Virtual attendance:

Please reference the registration confirmation email for the link to attend virtually.

We look forward to seeing you there!