Metrc Support Bulletin

Bulletin Number: NJ_IB_0024	Distribution Date: 08/06/2024	Effective Date: 08/15/2024
Contact Point: Metrc® Support	Subject: August virtual Industry User Group	
Topic: Metrc is hosting a virtual Industry User Group on August 15th for training and feature enhancement discussions.		

Greetings,

Metrc is pleased to notify all industry users of the upcoming Metrc Industry User Group being held on Thursday, August 15th, 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, licensees must complete the New Business Training.
    - Upon completing New Business Training, the course titled **New Jersey Industry User Group 8/15** will be available.

- Licensees will be able to join the User Group meeting via the Microsoft Teams link provided in Metrc Learn once registered for the event. If there are any issues joining the virtual meeting, please call Metrc Support at 877-566-6506 or email learn@metrc.com.

Please read on for more details.

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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".

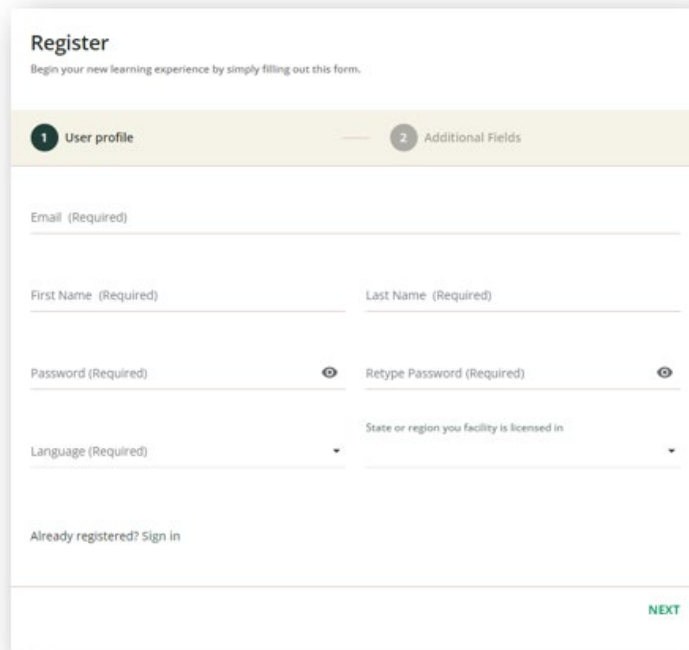2. Click the 'Register' link next to 'New user?' **– see Figure 1**.
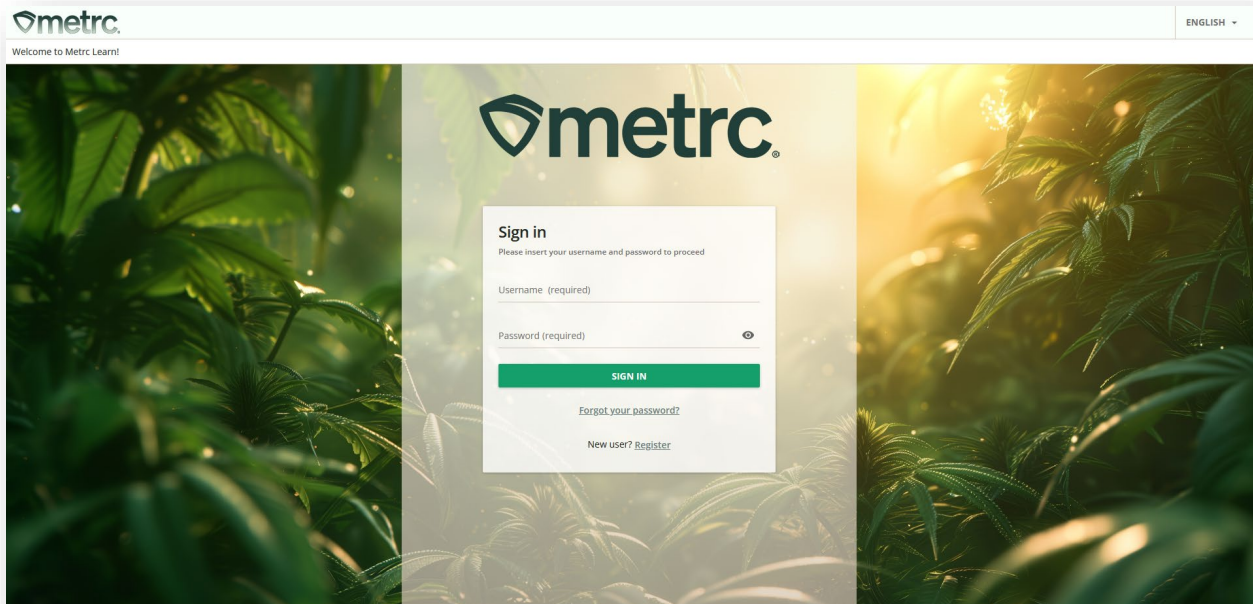
Figure 1: Metrc Learn login page

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

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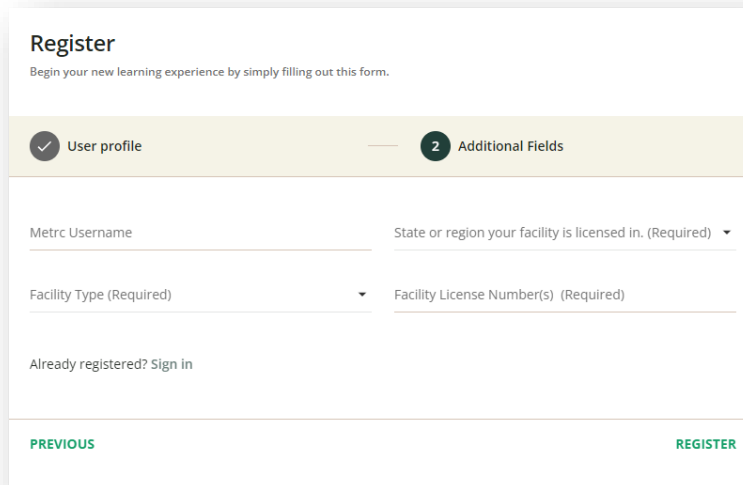For additional support,
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3. From the registration page, complete all required information on the form. The password must include at least 9 characters. When complete, click 'Next' – **see Figure 2.**

Figure 2: Registration – User profile

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

Figure 3: Registration – Additional fields

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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 August Industry User Group session

Registration for the upcoming August 15th, 2024, Industry User Group session will be facilitated through Metrc Learn.

Upon login, the Dashboard will show the "**New Jersey Industry User Group 8/15**" module or, alternatively, registration is available in the "Course Catalog" – **see Figure 4.**
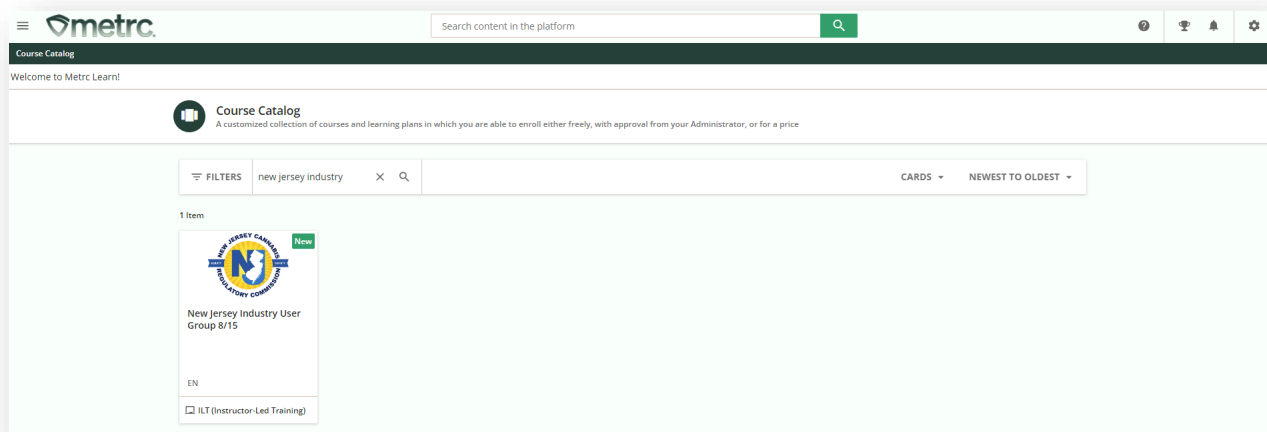

Figure 4: Metrc Learn Course Catalog

After selecting the "**New Jersey Industry User Group 8/15**" module, registration confirmation will be required. To complete registration, click on the "**New Jersey Industry User Group 8/15**" event, then click on the "Enroll" button **– see Figure 5 below.**

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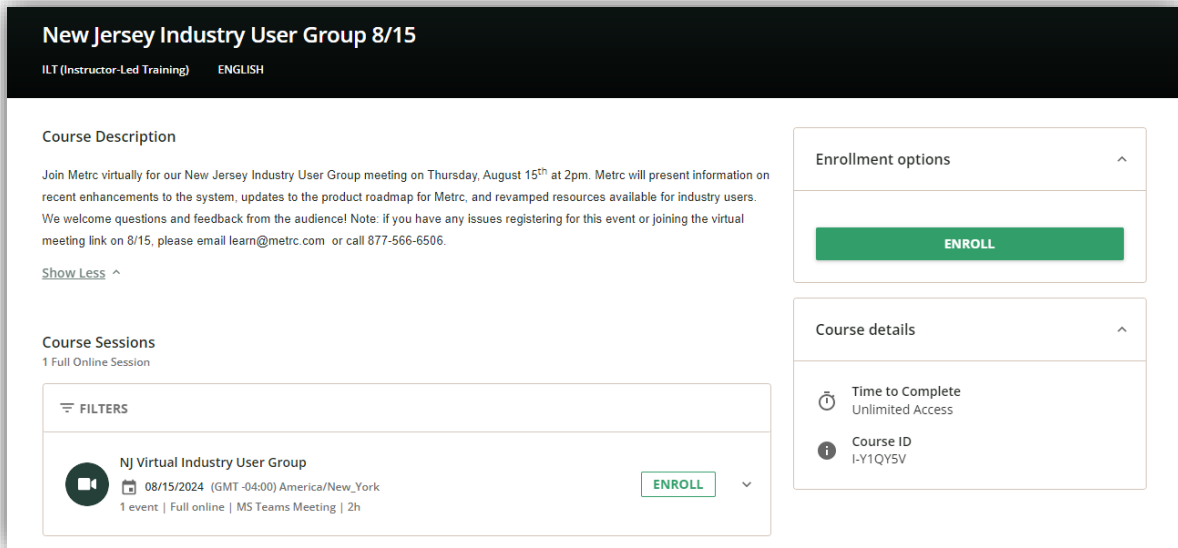please visit Support.Metrc.com

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Figure 5: Register and enroll for "New Jersey Industry User Group 8/15"

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.**
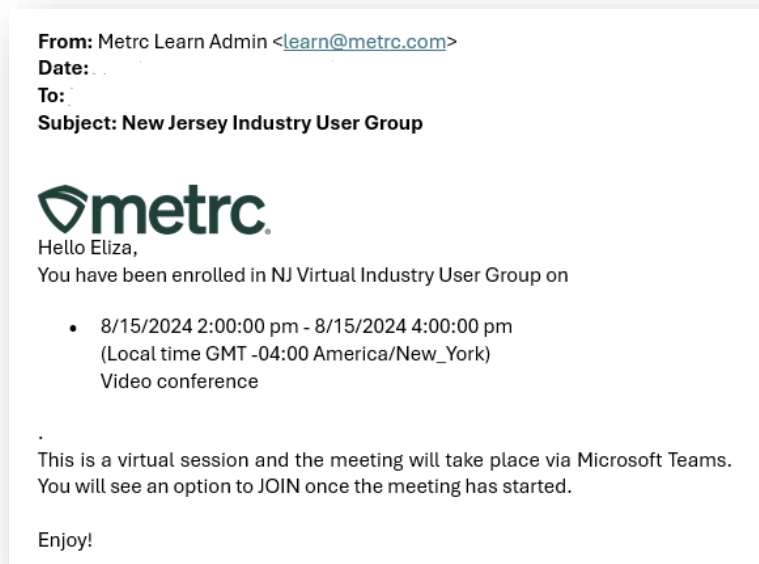

Figure 6: Registration confirmation email

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Important notes:

- Click on the attachment in the registration confirmation email 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 NJ Industry Bulletin #15 and NJ Industry Bulletin #21

Industry User Group details

Thursday, August 15th, 2024

2:00 PM – 4:00 PM EST

Virtual attendance:

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

We look forward to seeing you there!

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