



Because of ongoing problems with our previous on-line training site, MacNeil Environmental has switched over to what we hope will be a much easier and faster on line training process. This new training site is hosted by Go To Meeting/ Go To Webinar.

Here are the instructions for you and your staff for this training site. Please call our Office at 800-642-6730 with any questions or problems.

In order to watch these trainings from your computer you will need to:

1. Install GoToMeeting Codec:

The GoToMeeting codec allows you to watch recorded meetings (videos) without subscribing to GoToMeeting. By using the GoToMeeting codec, attendees can view recordings of meetings in the GoToMeeting format:

Go to: <http://www.gotomeeting.com/codec>

If you have a PC please click on: Install GoToMeeting Codec

When this download starts it may ask you to save the file. If it does, please answer yes and save it to your desktop. Open this small exe. file to download the program to view the trainings. Once this is done on a computer it will not have to be done again unless the program is uninstalled. The install may start itself also depending on the settings on your computer. If so, just let it run until it is installed.

***If you are using a Mac please follow the link to download the "Windows Media Components" to view trainings.

2. Check to make sure your pop-up blocker is off.

You will find the pop up blocker controls on your web browser home page (usually under "tools").

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3. Enter the link for the training that you would like to view.

The URL (web address) for each training is found below:

- a. Blood Borne Pathogen Training for Minnesota and Wisconsin Clients:
<https://www1.gotomeeting.com/register/209430144>
- b. Right to Know Training for Minnesota Clients:
<https://www1.gotomeeting.com/register/354943288>
- c. Right to Know Training for Wisconsin Clients:
<https://www1.gotomeeting.com/register/881965720>

When you enter the link for any training it will bring you to a screen that asks for your email address. Enter email address and hit submit.

This will take you to a registration screen which asks for your name, email address, school district #, school district name, and date. Once you have filled this out click Register.

This will take you to the Screen showing what video you are watching. Click “View Recorded Webinar”.

*Please note: if a notice comes up about encryption please click continue.

*If a box asking for what type of player to view video appears – choose “Windows Media Player” from the dropdown list.

Your training video should appear in the media player window and start to play.

If you are an employee of a different type of organization (4 year college, 2 year college, city, township, county) please make sure to fill out the school district box with YOUR information.

TO VIEW ANOTHER TRAINING, SIMPLY TYPE IN THE CORRESPONDING (WEB ADDRESS) URL ADDRESS.

4. Training Verification

Your district will receive an updated training roster each month showing a list of the participants and their date of training. If you would like your own verification please email groffice@mac-env.com.

Please do not hesitate to call our office with any questions.

Thank you.