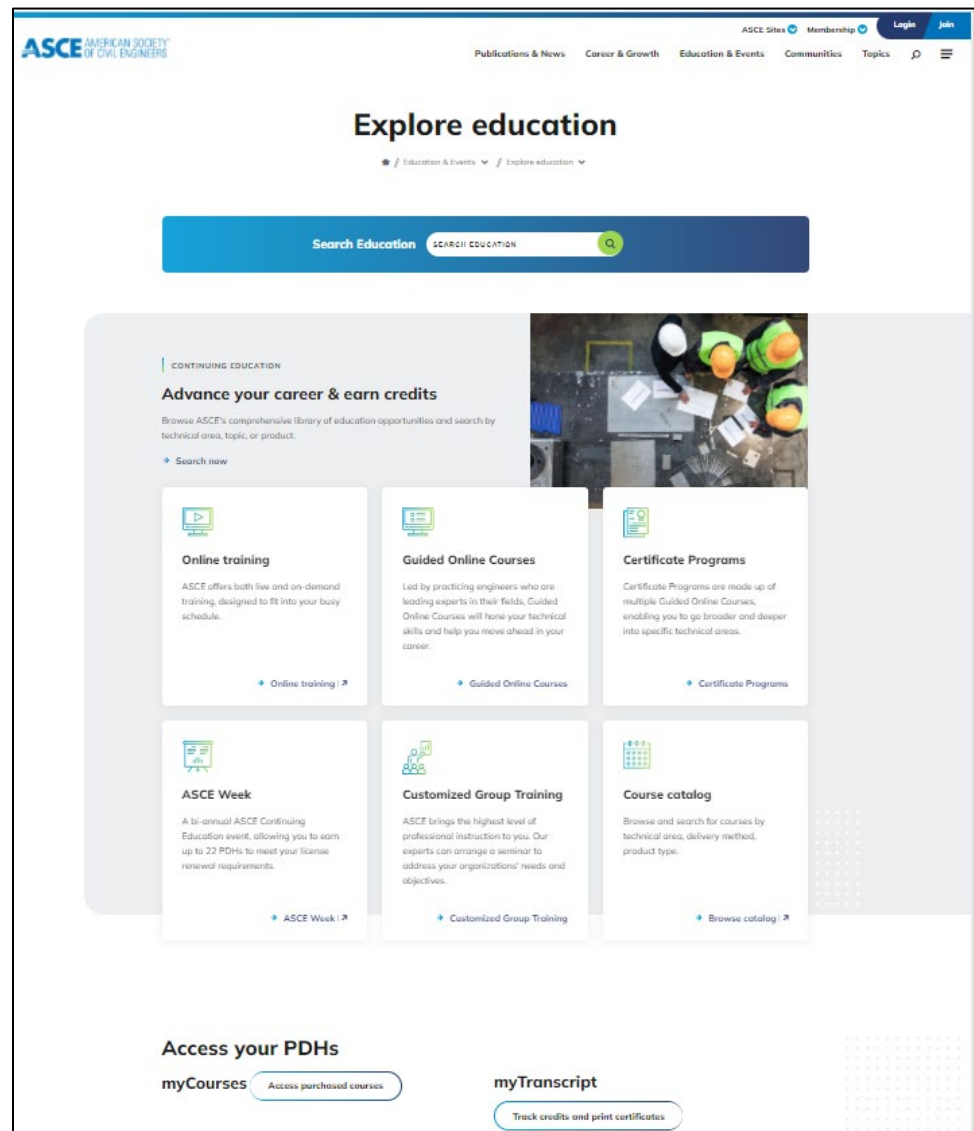


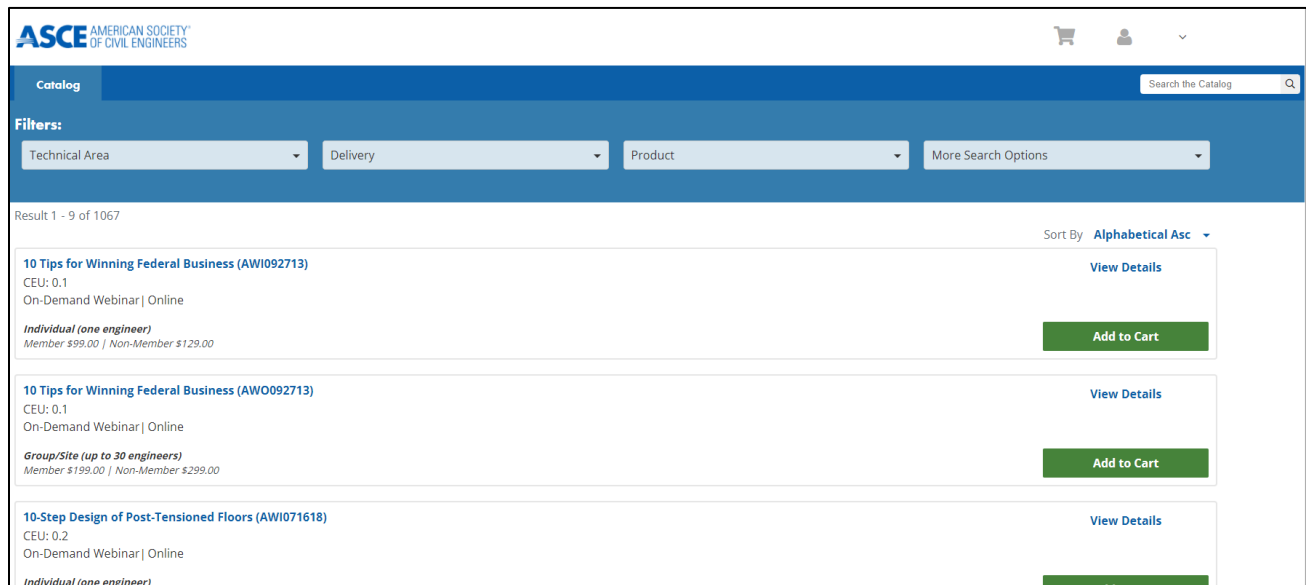
# Accessing ASCE Continuing Education Live and On-Demand (pre-recorded) Webinars (2021 – 2023 Subscription)

**Prior to ordering webinars, commit to completing them within the time constraints (within one year of the order date). Offering these courses under the pre-paid subscription represents a significant financial commitment by NRCS. Enrolling and not completing the webinars prevents others who would complete them from having access.**

1. Access the ASCE Explore Education website at: <https://www.asce.org/education-and-events/explore-education>. Click the “Online training” link to access the full course offerings catalog.



- From the Catalog webpage, filter by Technical Area, Delivery (On-Demand or Live), or Product; or use the Search the Catalog box at the upper right-hand corner of the page to search the catalog for webinars you want to view.



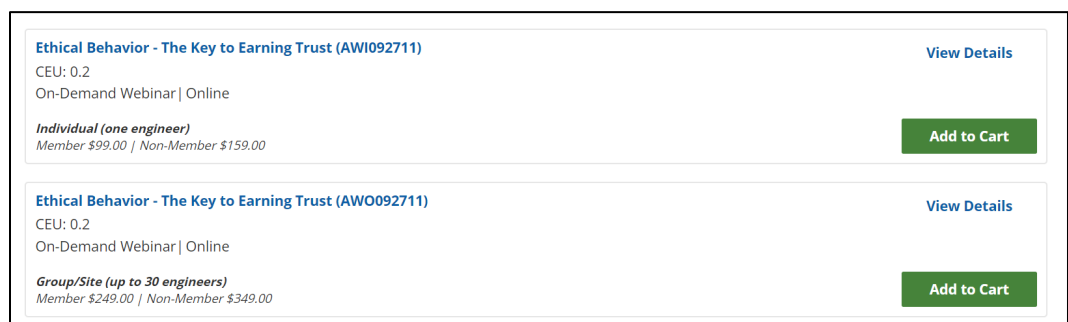
**Notes:** The NRCS subscription allows access to both individual and group webinars. If you are going to view a webinar by yourself, select Individual.

If you are going to gather a group to view the webinar (for example, through a “lunch and learn” or other group training activity), select Group/Site. Typically Group webinars are available for up to 30 attendees. Group attendees with a usda.gov account can earn PDHs for webinars by:

- Obtaining the “order number” for the webinar from the purchaser or coordinator,
- Logging into their own account
- Entering the order number
- Selecting the webinar they viewed, and
- Verifying their attendance (may require taking a test).

For full information see the “Registration, confirmation, and group attendee” information on the “Policies and system requirements” website at <https://www.asce.org/continuing-education/on-demand-learning/>.

- When you find a webinar you wish to view, click View Details to see a course description or Add to Cart to order the webinar.



4. If you are not already signed into your ASCE account, once you click Add to Cart you must either sign in with your existing ASCE account or Create a New Account. If you do not already have an account, create a new account using your usda.gov email address to indicate to ASCE your eligibility to use the discount code. (You do not have to be a member of ASCE to create an account.)

Please login to continue

**Username:**

**Password:**

[Update / Forgot User Name](#)

[Forgot Password](#)

[Create a New Account](#)


☐ Remember my login information for 90 days

5. When you are ready to complete your order, click on Checkout.

Home > Shopping Cart

In Your Cart (1)

Continue Shopping



Ethical Behavior - The Key to Earning Trust:  
AW

Edit Save for Later Remove

Quantity	Unit Price	Total
1 <input type="button" value="Update"/>	\$99.00	\$99.00

**Summary**

Items (1): \$99.00

Tax: \$0.00

Shipping: \$0.00

Country:

Postal:

Coupon and promo codes can be entered at checkout.

**TOTAL:** \$99.00

*Note: At this point, the cost shown is the full cost for the webinar.*

6. Verify your billing address on tab 1 and click Next.

The screenshot shows the 'Billing Address' tab, which is the first of two tabs. The tab is titled 'Billing Address' and contains the following text: 'Please verify your billing information.' Below this, the account information for Claudia C. Hoeft, P.E., F.ASCE is displayed, including her title as National Hydraulic Engineer at the USDA - NRCS, and her address: 1400 Independence Ave SW Rm 6136-S, Washington, DC 20250-0002. At the bottom of the tab, there are two buttons: 'Use a saved address' and 'Add new address'. At the very bottom of the form, there are 'Next' and 'Cancel' buttons.

*Note: Account information shown above for Claudia C. Hoeft is for illustrative purposes only. This should be your own account information.*

7. Verify your Item Summary (tab 2) and click Next.

The screenshot shows the 'Item Summary' tab, which is the second of three tabs. The tab is titled 'Item Summary' and contains a table with the following data:

Quantity	Unit Price	Total
1	\$99.00	\$99.00

Below the table, there is a 'Summary' section with the following items:

- Items (1): \$99.00
- Tax: \$0.00
- Shipping: \$0.00

Below the summary, there is a section for 'Add Coupon or Promo Code' with a text input field and an 'Apply' button. The 'TOTAL' is displayed as \$99.00. At the bottom of the form, there are 'Previous', 'Next', and 'Cancel' buttons.

8. In the Add Coupon or Promo Code box, enter the NRCS promo code **NRCS100** and click Apply. The TOTAL now displays as FREE. Click Next.

The screenshot shows the 'Payment' tab, which is the third of three tabs. The tab is titled 'Payment' and contains a 'Summary' section with the following items:

- Items (1): \$99.00
- Tax: \$0.00
- Shipping: \$0.00

Below the summary, there is a section for 'Add Coupon or Promo Code' with the text 'NRCS100' and a 'Remove' button. The 'TOTAL' is displayed as 'Free'. At the bottom of the form, there are 'Previous', 'Next', and 'Cancel' buttons.

9. On the Payment tab (tab 3), click Complete Order. You should see an order confirmation page which you can print. You should also receive an email associated with the order.

The screenshot displays a payment page with the following sections:

- Billing Address:** Claudia C. Hoeft, P.E., F.ASCE, Nat'l Hydraulic Engr, USDA - NRCS, 1400 Independence Ave SW Rm 6136-S, Washington, DC 20250-0002.
- Summary:** Items (1): \$99.00, Tax: \$0.00, Shipping: \$0.00, Coupons/Promos Applied: (NRCS100) (\$99.00), TOTAL: Free.
- Order Summary:** Ethical Behavior - The Key to Earning Trust: AW, Free.
- Payment Options:** I would like to use ☒ BillMeLater for the following item(s): Purchase Order Number: [text box] Maximum 30 characters allowed. Includes Tax & Shipping.
- Security:** I'm not a robot [checkbox] reCAPTCHA Privacy - Terms.

A blue button labeled "Complete Order" is located in the bottom right corner of the summary section.

You are now ready to view the webinar.

#### **Additional Information:**

From the Explore Education website, (<https://www.asce.org/explore-education>) you can access a listing of courses you completed using the myCourses link under Access your PDHs/CEUs at the bottom of the page.

If you purchased courses, but not completed them, they will appear under the In Progress tab. If using the NRCS subscription, you must complete any ordered courses within one year of the purchase date.

You can find a list of the courses you completed under the Completed tab. From here, you can access a list of all courses completed by year and download certificates for those courses. If you wish to record your training in AgLearn, see the attachment titled "Recording External Training in AgLearn."

If you have questions, contact Claudia C. Hoeft, P.E., USDA-NRCS, National Hydraulic Engineer, at [claudia.hoeft@usda.gov](mailto:claudia.hoeft@usda.gov) or by telephone at (202) 720-0772.