

Please review the following “How To” step by step instructions for registering for this year’s QA Conference, in Dallas, Texas. You may want to zoom into the document by 140 %, for clearer screenshot pictures.

Click on the provided TRAINEX link, then click on Details and Registration.

The screenshot shows a web browser window displaying the TRAINEX website. The browser's address bar shows the URL: <http://www.trainex.org/offeringlist.cfm?courseid=1546&all=yes>. The website header features the TRAINEX logo, which consists of a stylized blue triangle to the left of the word "TRAINEX" in large, blue, serif capital letters. Below the logo, the text "The Training Exchange Website" is displayed in a smaller, blue, sans-serif font. The main content area is titled "EPA REGION 6 - 24TH ANNUAL QUALITY ASSURANCE CONFERENCE" and "Offered by U.S. EPA - Region 6". A paragraph of text describes the conference: "The annual Quality Assurance conference has provided free training for the last 23 years to all who attend the event at our EPA Region 6 Offices in Dallas, Texas. This unique Conference hosts environmental scientists and technicians throughout the United States (and several nations). Typically, there are over 260 attendees, in addition to 58 speakers who's presentations cover a wide range of topics (such as innovative procedures and new policies, all of which will bring about better and more reliable data upon which environmental decisions are made)." Below this text, a box titled "Current Offerings" lists "Dallas, TX" and "October 20, 2014 - October 24, 2014", with a purple link for "Details and Registration". The left sidebar contains several navigation menus: "Search" with a search box and a "GO" button; "Current Training" with links for "By Course Title", "By Location", "By Date", "By Training Partner", and "By Delivery Method"; "Course Catalog" with links for "By Course Title", "By Training Partner", and "By Delivery Method"; "Students" with links for "Current Registrations", "Edit Your Profile", "View Transcript", and "Request Training"; "About Trainex" with links for "Overview", "Contact Us", and "Help!"; "OSWER Training Coordination Team" with links for "Locate Team Members", "Regional/State Training", and "Brochure"; and "Other Training Resources" with a link for "EPA". The browser's status bar at the bottom right shows a zoom level of 95%.

Click on Register Now

http://www.trainex.org/classdetails.cfm?courseid=1546&classid=6702

Training Exchange | Class S... x US EPA Quality Assurance Conference...

File Edit View Favorites Tools Help

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searches Region 6 Outlook Webmail

Trainex Home August 15, 2014

Search
Enter a search term
GO!

Current Training
[By Course Title](#)
[By Location](#)
[By Date](#)
[By Training Partner](#)
[By Delivery Method](#)

Course Catalog
[By Course Title](#)
[By Training Partner](#)
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Students
[Current Registrations](#)
[Edit Your Profile](#)
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[Request Training](#)

About Trainex
[Overview](#)
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[Help!](#)

OSWER Training Coordination Team
[Locate Team Members](#)
[Regional/State Training Brochure](#)

Other Training Resources
[EPA](#)
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[Non-Government](#)
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[Listserves and other resources](#)

EVENT DETAILS

To register for this offering, click the **Register** button at the bottom of this page

General Information

Course Name: EPA Region 6 - 24th Annual Quality Assurance Conference
Training Partner: U.S. EPA - Region 6
Description: The annual Quality Assurance conference has provided free training for the last 23 years to all who attend the event at our EPA Region 6 Offices in Dallas, Texas. This unique Conference hosts environmental scientists and technicians throughout the United States (and several nations). Typically, there are over 260 attendees, in addition to 58 speakers who's presentations cover a wide range of topics (such as innovative procedures and new policies, all of which will bring about better and more reliable data upon which environmental de ... [\[more\]](#)

Registration Status: Registration Open
Begins: October 20, 2014 at 8:00 AM
Ends: October 24, 2014 at 6:00 PM
Additional Information: During the registration process you will be asked 2 additional special questions. If for any reason you need to change your answers to these questions in the future, please contact trainex-replies@emsus.com.

Location

This offering will be held at: U.S. EPA - Region 6
1445 Ross Ave., Suite 1200
(corner of Ross and Field Streets)
Dallas, TX 75202

Location Map: These maps are for getting a general idea of the location - they may not be 100% accurate. [Click here to view](#)

Hotel Information

Hotel name and address: To be determined - check back for updates
For Hotel information and Agenda items, please visit the following link: <http://www.epa.gov/region6/qa/index14.htm>. These items will be updated in the future.

Register Now

[Comments](#) [Privacy and Security Notice](#)

URL: <http://www.trainex.org/classdetails.cfm>
Page layout last modified: 03/07/2014

http://www.trainex.org/register.cfm?courseid=1546&classid=6702 95%

Enter your email address and click on Login

Trainex Home August 15, 2014

REGISTER

Thank you for your interest in registering for a training class. To login and complete your registration, please enter your e-mail address. Please note that your e-mail address is your unique identifier for your records with us. Using a shared e-mail address will create significant problems with your student profile and may prevent you from registering for classes. If you do not have your own e-mail address, please consider using one of the free e-mail services available on the internet such as [HotMail™](#) or [Yahoo! Mail™](#). Also note that we need a valid Internet e-mail address (**John Smith/DC/Organization** is not an Internet e-mail address).

E-mail Address:

[Login](#)

Search
Enter a search term

[GO!](#)

Current Training
[By Course Title](#)
[By Location](#)
[By Date](#)
[By Training Partner](#)
[By Delivery Method](#)

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OSWER Training Coordination Team
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[Brochure](#)

Other Training Resources
[EPA](#)

95%

Fill in your Profile as shown below. Some fields are mandatory and you will not be able to continue until these are filled in! Therefore, please do try to fill this in as accurately and as concise as possible. Additionally, use appropriate abbreviations when you can (for example use EPA for U. S. Environmental Protection Agency in Region 6). Finally, please ensure that your name and email address are correct since these items will be used to provide you with your name badge and your certificate for attending the conference. See the examples provide below. Click submit upon completing your profile.

Trainex Home August 15, 2014

Search
 Enter a search term

Current Training
[By Course Title](#)
[By Location](#)
[By Date](#)
[By Training Partner](#)
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Course Catalog
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Other Training Resources
[EPA](#)
[Other U.S. Government](#)
[Non-Government](#)
[Online Instruction Design](#)
[Listserves and other resources](#)

PROFILE SETUP

To register for this class, we need the following information. If you have questions about why we need this information and what it will be used for, please be sure to read our [Privacy Notice](#). Please note that all fields are required to properly register you for a class. If your student profile has missing or blank fields, we may be unable to notify you if a class is cancelled, relocated or rescheduled.

Student's Information:

First Name and Middle Initial:

Last Name:

Organization:

Job Type:

Office/Division:

Address:

Address Line 2:

Mail Code (if appl.):

City:

State:

Country (if not USA):

Zip/Postal Code:

Phone: , Ext.

Fax:

E-mail Address:

Password: [\(why?\)](#)
 We ask that you select a password to protect your student profile from undesired changes. If you ever forget your password, we can email it to you.

Job Title:

Work Experience:

Duties:

Supervisor or Alternate Contact Information:

Name:

Phone: , Ext.

E-mail:



[Trainex Home](#)

August 15, 2014

Search

Enter a search term

Current Training

- [By Course Title](#)
- [By Location](#)
- [By Date](#)
- [By Training Partner](#)
- [By Delivery Method](#)

Course Catalog

- [By Course Title](#)
- [By Training Partner](#)
- [By Delivery Method](#)

Students

- [Current Registrations](#)
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About Trainex

- [Overview](#)
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OSWER Training Coordination Team

- [Locate Team Members](#)
- [Regional/State Training Brochure](#)

Other Training Resources

- [EPA](#)
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- [Non-Government](#)
- [Online Instruction Design](#)
- [Listservs and other resources](#)

PROFILE SETUP

To register for this class, we need the following information. If you have questions about why we need this information and what it will be used for, please be sure to read our [Privacy Notice](#). Please note that all fields are required to properly register you for a class. If your student profile has missing or blank fields, we may be unable to notify you if a class is cancelled, relocated or rescheduled.

Student's Information:

First Name and Middle Initial:

Last Name:

Organization:

Job Type:

Office/Division:

Address:

Address Line 2:

Mail Code (if appl.):

City:

State:

Country (if not USA):

Zip/Postal Code:

Phone: , Ext.

Fax:

E-mail Address:

Password: [\(why?\)](#)
We ask that you select a password to protect your student profile from undesired changes. If you ever forget your password, we can email it to you.

Job Title:

Work Experience:

Duties:

Supervisor or Alternate Contact Information:

Name:

Phone: , Ext.

E-mail:

Sala N

Senkayi

EPA

U.S. EPA - Other

Water Quality - WQ

1445 Ross Ave.,

Dallas

Texas

75202

214-665-6477 , Ext.

214-665-7373

senkayi.sala@epa.gov

WQ OAO

0-2

Divisional Quality Assurance Officer

David Garcia

214-665-7593 , Ext.

Garcia.David@epa.gov

Upon creating your account! Follow the “click here” link to continue the registration process, as shown below.

The screenshot shows a web browser window with the URL http://www.trainex.org/profiles/profile_verify.cfm. The page features the TRAINEX logo at the top, which includes a stylized blue triangle and the text "TRAINEX The Training Exchange Website". Below the logo, the date "August 15, 2014" is displayed. The main content area is titled "PROFILE SETUP" and contains the message: "Account created! To continue the registration process, [click here](#)." On the left side, there is a navigation menu with several sections: "Search" (with a search box and a "GO!" button), "Current Training" (with links for "By Course Title", "By Location", "By Date", "By Training Partner", and "By Delivery Method"), "Course Catalog" (with links for "By Course Title", "By Training Partner", and "By Delivery Method"), "Students" (with links for "Current Registrations", "Edit Your Profile", "View Transcript", and "Request Training"), "About Trainex" (with links for "Overview", "Contact Us", and "Help!"), "OSWER Training Coordination Team" (with links for "Locate Team Members", "Regional/State Training", and "Brochure"), and "Other Training Resources" (with links for "EPA", "Other U.S. Government", "Non-Government", "Online Instruction Design", and "Listservs and other resources"). At the bottom of the page, there are links for "Comments" and "Privacy and Security Notice".

The final step to Registering for this year's conference is to answer two questions in the following highlighted format, see the screenshot directly below.

1) yes

2) no

The screenshot shows a web browser window with the URL http://www.trainex.org/register_step2.cfm?courseid=1546&classid=6702. The page title is "CONFIRM YOUR REGISTRATION". The date is August 15, 2014. The user is identified as "Sala Senkayi".

CONFIRM YOUR REGISTRATION

Thank you, Sala Senkayi.

Please note: To process your registration, we need more information specific to this class offering. Please fill in the requested information.

Additional Information Required
Please type your answers to the following 2 questions in the text box below:

- 1) Would you like to sign-up for the Special Session (Please note there is a 30 person limit)?
- 2) Would you like a printed copy of the agenda items?

Please type your answer in the following format example:

- 1) yes
- 2) no

If for any reason you need to change your answers to these questions in the future, please contact trainex-replies@emsus.com.

Don't forget to submit your answer to this question to continue with the registration process.

Your registration will not be submitted until you click the button below.

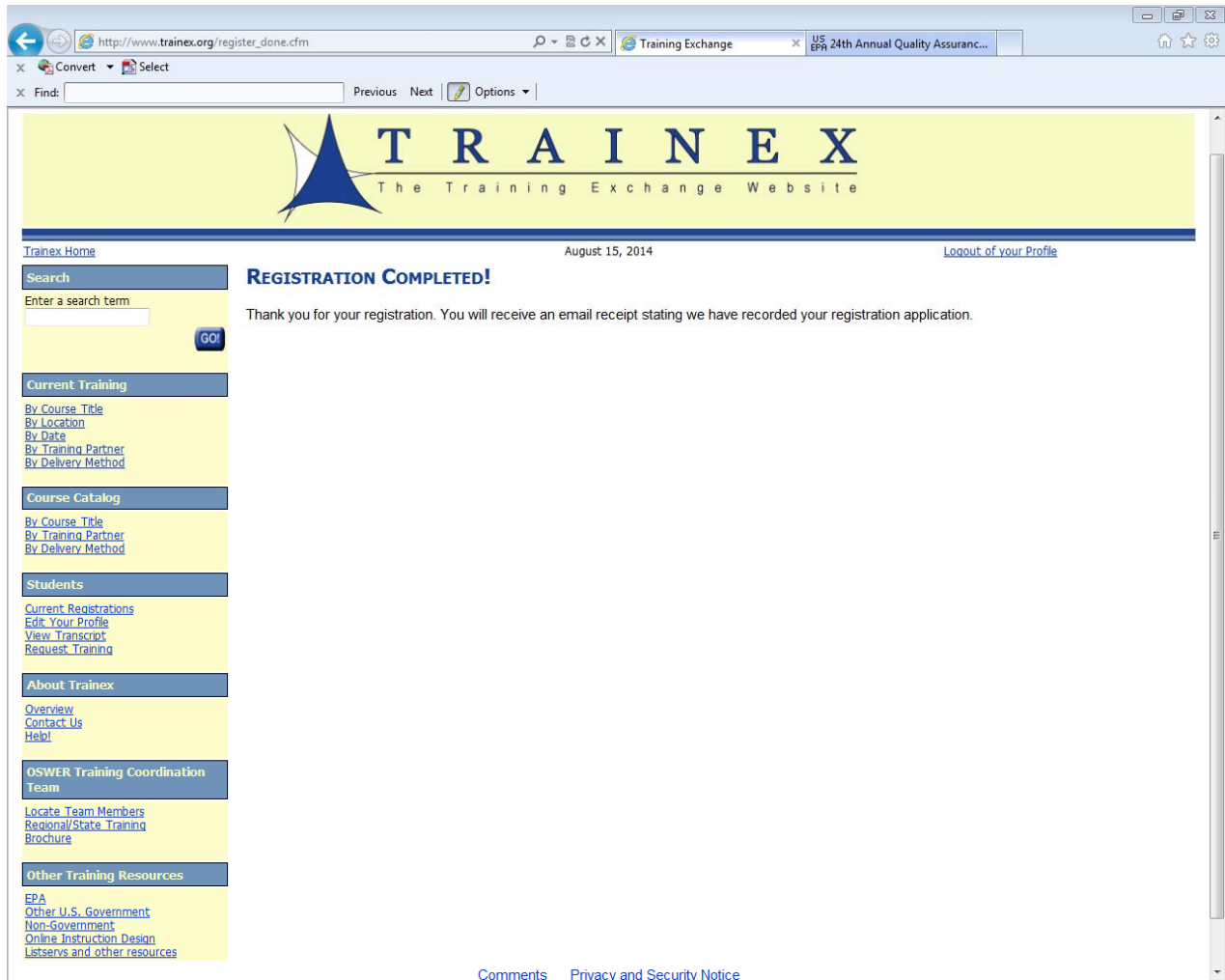
Register Now

Comments | [Privacy and Security Notice](#)

You will have completed registering for this year's conference upon responding to these two questions and then clicking on Register Now.

The screenshot shows a web browser window with the URL http://www.trainex.org/register_step2.cfm?courseid=1546&classid=6702. The page header features the Trainex logo and the text "The Training Exchange Website". The date "August 15, 2014" is displayed in the center, and a "Logout of your Profile" link is on the right. The main content area is titled "CONFIRM YOUR REGISTRATION" and includes a "Thank you, Sala Senkayi." message. A "Please note" section states that more information is needed for the class offering. Below this, a section titled "Additional Information Required" asks for answers to two questions: "1) Would you like to sign-up for the Special Session (Please note there is a 30 person limit?)" and "2) Would you like a printed copy of the agenda items?". It provides a format example: "1) yes" and "2) no". A note mentions that answers can be changed by contacting replies@emsus.com. A large empty text box is provided for the user's response. At the bottom, a message states "Your registration will not be submitted until you click the button below." followed by a prominent "Register Now" button. The left sidebar contains navigation links for Search, Current Training, Course Catalog, Students, About Trainex, OSWER Training Coordination Team, and Other Training Resources. Footer links for "Comments" and "Privacy and Security Notice" are at the bottom.

You will get the below “Registration Completed” screen in addition to an email confirmation.



The screenshot shows a web browser window with the URL http://www.trainex.org/register_done.cfm. The browser tabs include "Training Exchange" and "US EPA 24th Annual Quality Assuranc...". The page features the Trainex logo, which consists of a blue triangle and the text "TRAINEX The Training Exchange Website". The date "August 15, 2014" is displayed in the top right, along with a "Logout of your Profile" link. The main content area is titled "REGISTRATION COMPLETED!" and contains the message: "Thank you for your registration. You will receive an email receipt stating we have recorded your registration application." On the left side, there is a navigation menu with several sections: "Search" (with a search box and a "GO!" button), "Current Training" (with links for "By Course Title", "By Location", "By Date", "By Training Partner", and "By Delivery Method"), "Course Catalog" (with links for "By Course Title", "By Training Partner", and "By Delivery Method"), "Students" (with links for "Current Registrations", "Edit Your Profile", "View Transcript", and "Request Training"), "About Trainex" (with links for "Overview", "Contact Us", and "Help"), "OSWER Training Coordination Team" (with links for "Locate Team Members", "Regional/State Training", and "Brochure"), and "Other Training Resources" (with links for "EPA", "Other U.S. Government", "Non-Government", "Online Instruction Design", and "Listserve and other resources"). At the bottom of the page, there are links for "Comments" and "Privacy and Security Notice".

Thank you for registering for the 24th QA Conference and we look forward to seeing you in Dallas.