Instructions to Training Providers for scheduling courses

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the icon . The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

1. Go to https://ebiz.epa.ohio.gov/ and sign in to your Training Provider account.

   ❖ If you do not have an e-Biz account, please follow the instructions at this link.

2. Select the “Water/Wastewater Training Providers”.

   ❖ If you do not have the Training Provider service, follow the instructions at this link.
   ❖ If you do not have a PIN, please follow the instructions at this link.
3. You should now see your Training Provider profile in the eBusiness Center Screen. Your course catalog will appear at the top of your screen. To schedule a course, you already have in your catalog, find the course approval number and title of the course you wish to schedule, follow across the screen to the right and click the blue Schedule link in the Action column.

![Course Catalog](image1)

4. The following window will open with course information. You will select an instructor from the drop down box, enter the course start and end dates, and enter the location and address information. All fields with * are required. When you are finished, click Save.

![Schedule Course](image2)
5. Once you have saved your course date, you will return to your Training provider profile. If you have entered an upcoming course date, you will see the course in the Courses Scheduled section. **Note:** you can delete a course that has not yet taken place by clicking the Red “X”. You can then reschedule the new date.

If you have entered a date that occurred within the last 30 days, it will appear in your Courses Given section. **Note:** Courses Given cannot be deleted, so if you have a date that did not take place, you would simply not upload attendance for it.