

B&W Y-12 WEB-BASED TRAINING ACCESS INSTRUCTIONS

Do you have a Y-12 token?

If yes, follow these 6 steps:

1. From your desktop, log into the Y-12 system using your Y-12 token.
2. Open Internet Explorer.
3. Go to B&W Y-12 Training at <https://www-internal.y12.doe.gov/HR/training/>
4. Click on Web-Based Training in the box on the right side titled Quick Links. You may want to add the Web-Based Training link to your favorites.
5. Scroll to title of training needed. Courses are in alphabetical order.
6. Upon completion of the training, send an email to the ORO Training Center at trainingctr@oro.doe.gov providing the date the training was complete and your badge number. Unfortunately, you will not be able to print your Record of Completion. Individuals at remote sites are not able to print within the B&W Y-12 system.

If no, follow these 2 steps:

1. Call the ORO Training Center at 865-576-1082 to schedule a time to complete the training in the ORO Training Center, Room G-110 of the Oak Ridge Federal Building.
2. Upon completion of the training, notify the ORO Training Center Staff. They will contact the B&W Y-12 Training organization and request a copy of your Record of Completion. Unfortunately, you will not be able to print your Record of Completion. Individuals at remote sites are not able to print within the B&W Y-12 system.