

## MWEE 101 Online Course

*In order to complete MWEE 101 you will need to take two actions 1) create an account and 2) enroll in the course. If you follow these directions and still need assistance please contact Krysta at [krysta.hougen@noaa.gov](mailto:krysta.hougen@noaa.gov).*

### **ACTION 1: Creating an Account in Chesapeake Exploration**

1. Navigate to: <https://cbexapp.noaa.gov>. In the top right of the window there is a red “Log In” button. Click there.
2. If you already have an account in Chesapeake Exploration enter your username and password and skip to Enrolling in MWEE 101. If not, click on the “create new account” button.
3. On the next page, fill in all of the required fields (the ones with a red star - feel free to fill in all the fields) then click on the “create my new account” button at the bottom of the page.
  - a. NOTE: The password requirements are: 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or # - and it is best to not forget the password.
4. At this point you should get an email from Chesapeake Exploration with a link to activate your account. Please click this link to activate your account.

### **ACTION 2: Enrolling in MWEE 101**

1. Navigate directly to the MWEE 101 course by using this link: <https://cbexapp.noaa.gov/course/view.php?id=5555>.
2. Log into your Chesapeake Exploration account if you are not automatically logged in. You can do this by clicking the “Log In” button in the top right of the window. If you are already logged in instead of seeing the “Log In” button you will see your name in top right of the window.
3. Once you are in the course and logged in, look on the right hand side of the window, scroll down a bit and you should see an “Enroll me in this course” link. Click this link.
4. Finally, on the next page scroll to the bottom you and confirm that you would like to enroll in this course.
5. After you complete the enrollment process, you need to click on the checkbox next to the first activity called “How to create an account and enroll in a CBEEx course.” See the graphic below for reference. This last step is key - now you will see three lessons pop up below and you are ready to start the course!



All of this information for creating an account and enrolling is also available right on the MWEE 101 homepage: <https://cbexapp.noaa.gov/course/view.php?id=5555>. Additionally there are also links for “How to use and navigate the MWEE 101 course” and “Frequently asked questions about the MWEE 101 course” that we recommend users read if you have questions.