



# Maine Board of Pesticides Control Online Portal

Requesting Course Credits

# Accessing the Company Profile



From your home page, select the Company/Agency from the My Profiles dropdown in the upper right corner.

A screenshot of the Maine Board of Pesticides Control website. The top navigation bar is green and contains links for Home, Refresh Profile, My Profiles, and Log off. A red arrow points to the My Profiles dropdown menu, which is open and shows two options: Personal Profile and Hogwarts-Griffindor. Below the navigation bar is a user profile summary table with fields for First Name, Last name, Individual ID, Date of birth, Primary Phone, Address, and Last login. Below the table are four tabs: Other, Personal Details, Licenses, and Exams & Recertification Credits.

First Name	Last name	Individual ID	Date of birth	Primary Phone	Address	Last login
Hermione	Granger	BPC_IND-54146	Feb 14, 1988	(207) 621-4578	16 Griffindor Hall Augusta ME 04330 US	Jun 27, 2017 10:56:28 AM

A company/agency profile is available only if you are an Administrator for the company/agency. If you should have access, and the company/agency is not displaying, please contact BPC at 287-2731 or email [pesticides@maine.gov](mailto:pesticides@maine.gov)

# Company/Agency Profile



## Maine Board of Pesticides Control

Home Refresh

Hogwarts-Griffindor	Company/Agency Type For Hire	Federal Tax ID/SSN ---	Contact First Name Hermione	Contact Last Name Granger	Address 90 blossom lane augusta ME 44444 US	Last login May 2, 2018 8:42:03 AM
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### Other

- My Worklist
- Upload Documents/Reports
- View / Update Company / Agency Information
- Add New Individual
- Make Miscellaneous Payment
- View Miscellaneous Payments

### Licenses

- Apply for Company/Agency License
- Reprint Company/Agency License
- Renew Licenses

### Courses

- [New Course Request](#)
- View / Edit Courses

### Reports

- Employee Licenses/Credits

Select the link in the third box:  
New Course Request

# Enter Course Information



Enter course information. All fields are required.

## New Course (CR-150)

Provide details about the course. The agenda must be provided either manually or as uploaded files.

### Course title and date

Title \*

Herbology and Potions

Date \*

5/24/2018

### Course Location

Location \*

Griffindor Hall

Address 1 \*

Hogwarts

Address 2

City \*

Hogwarts

State \*

Maine

Zip Code \*

04330

### Course Agenda

Agenda provided by \*

- File upload
- Manual entry



Select File upload or Manual entry for Agenda

# Agenda

If file upload is selected, the Add document option will display:

1. Click on Add document, the Select Document pop up will display.
2. Select Choose File
3. Select File
4. Select Open

**Course Agenda**

Agenda provided by★

File upload  
 Manual entry

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**SUPPORTING DOCUMENTS**

Document name	Description★
No items	

1

2

Select Document

Click to upload a file

Choose File No file chosen

Cancel Submit

3

Name	Date modified	Type	Si
<input type="button" value="Herbology and Potions"/>	5/24/2018 10:47 AM	Microsoft Word D...	

4

# Agenda



Select Submit

Select Document

Click to upload a file

Choose File Herbology an...otions.docx

Cancel Submit

Enter a description of the document

## SUPPORTING DOCUMENTS

Document name	Description *	
1 Herbology and Potions.docx	Agenda for 5/24/18 meeting	Delete

+ Add document

Additional documents, such as presenter CVs, can be added by selecting the Add document link

# Agenda



If Manual entry is selected for the course agenda, a table will display. Enter information

**Course Agenda**

Agenda provided by\*

File upload

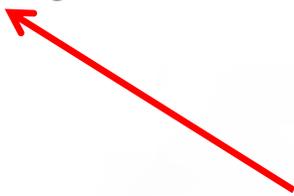
Manual entry

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Agenda Items

	Date*	Start Time*	End Time*	Subject*	Presenter*
1	5/24/2018	9:00 AM	10:00 AM	Fungi	Hermione Granger
2	5/24/2018	10:00 AM	11:00 AM	Fungi in Potions	Hermione Granger

[+Add agenda item](#)



Click on Add agenda item to add another row to the table

# Course contact



Enter name and contact information for the person responsible for the course

## Course contact

First Name *	hermione	Last name *	Granger
Email *	hermione.granger@hogwarts.com	Phone *	(207) 555-1212

## Attachments

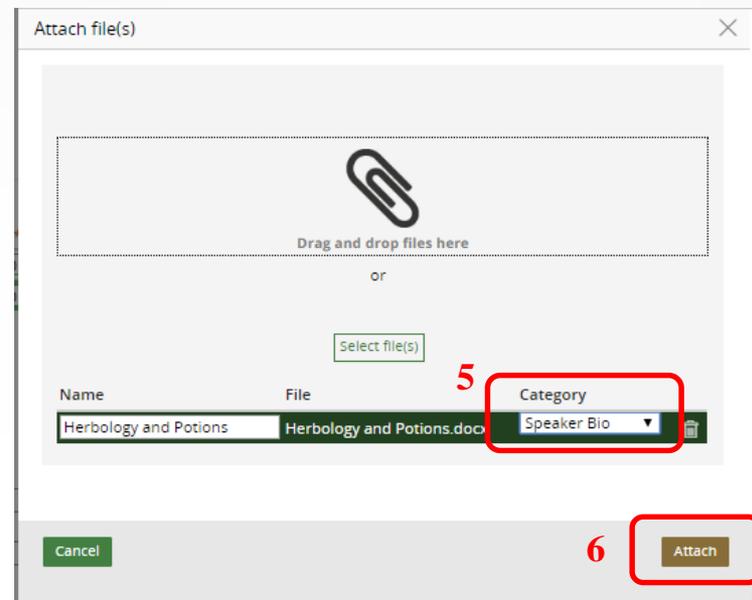
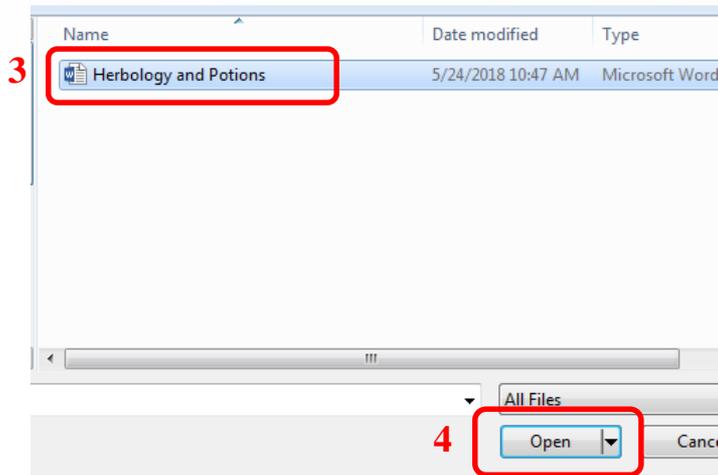
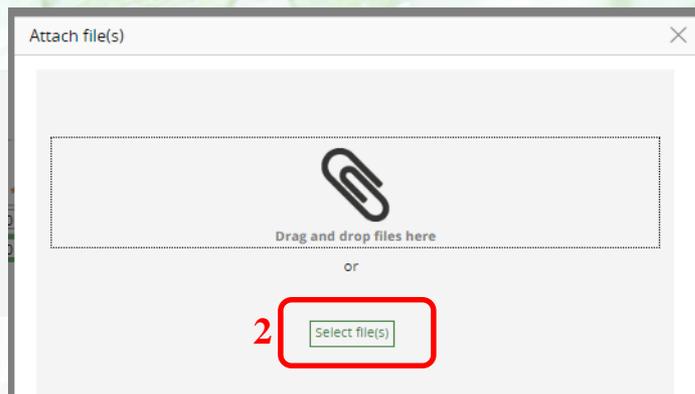
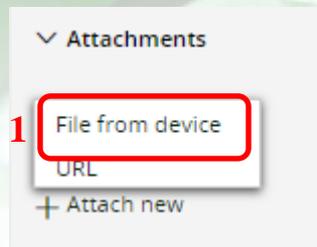


+ Attach new

Additional information can be uploaded as documents by selecting the Attach new link at the bottom of the page

# Attachments

1. Select File from device, the Attach file popup will display.
2. Click on Select file(s)
3. Select file
4. Select Open
5. Select a Category
6. Click on Attach



# Submit



Select Submit at the bottom right of the screen

Course contact

First Name*	hermione	Last name*	Granger
Email*	hermione.granger@hogwarts.com	Phone*	(207) 555-1212

submit

You should see the following message.

Course: Herbology and Potions (CR-150)

Your course has been submitted for approval.

# View/Edit Courses

Course details can be viewed and edited by selecting the View/Edit Courses on the Company home screen. An email will be sent when the course is approved.

**Maine Board of Pesticides Control**

Hogwarts-Griffindor	Company/Agency Type For Hire	Federal Tax ID/SSN ---	Contact First Name Hermione	Contact Last Name Granger
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**Other**

- My Worklist
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**Licenses**

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**Courses**

- New Course Request**
- View / Edit Courses

## View / Edit Courses by Company

Course ID	Course Name	Course Date	Location	Course Status
CR-150	Herbology and Potions	May 25, 2018	Hogwarts	Awaiting BPC Review <a href="#">View / Edit</a>

# Thank you

These are the basics of requesting credits for a recertification course. Please view other modules (at [maine.gov/bpc](http://maine.gov/bpc)) to learn how to accomplish specific tasks.

Thank you for using the BPC online portal. We hope you find it useful.

Call the BPC offices at 207-287-2731 or email [pesticides@maine.gov](mailto:pesticides@maine.gov) with questions.