



Instructions for Registering and Logging in to the Online SWOT Basic Training

These instructions were developed specifically for those who have submitted an initial application for Solid Waste Operator Certification through the State of New Hampshire's Department of Environmental Services (NHDES).

To ensure that you successfully register and complete the required Basic Training, please read and follow the instructions in each of them. If you have already registered for Basic Training, skip to #4.

1. Upon receipt of your Processed Applicant letter from NHDES, provide an email address to the SWOT Program that is unique to you. To do this, send an email with your full name to SWOT@des.nh.gov with a subject line of "SWOT Processed Applicant Email".
 - a. If you do not have an email address that is unique to you, you need to set one up. If you are unsure how to do this, please talk with your employer.
2. Once you submit your email address; the SWOT Coordinator will send you the registration links for Basic Training. When you register, you will use the same email address that you provided to NHDES in #1 above.

Do NOT share the registration links. If anyone is interested in taking the class, please have them reach out to Tara Mae Albert at Tara.Albert@des.nh.gov or (603) 271-3713 for further information.

3. When you submit your registration for Basic Training, a confirmation email will be sent to the email address you used when you registered. (HINT: It should be the same email address that you provided to NHDES in #1 above.) The confirmation email will have the link for you to join your preferred session. This link is unique to you and will be tied to your exam and registration information.
4. **FOR LIVE SESSIONS ONLY:** On the day of Basic Training, you must log in using the link you received in your confirmation email. If there are multiple Processed Applicants taking the same Basic Training, you may take the class together, however, each Processed Applicant must take the exam without assistance by logging in with their unique link.

If you have any questions, please contact Tara Mae Albert, SWOT Coordinator, at Tara.Albert@des.nh.gov or (603) 271-3713.