

HMS Shark Identification Workshop Online  
Recertification Training Course  
USER GUIDE

INITIAL LOGIN

**Go to: [www.hmsworkshop.fisheries.noaa.gov](http://www.hmsworkshop.fisheries.noaa.gov)**

NOAA FISHERIES

Home

Username NOAA ACCOUNT LOGIN

Password

**SIGN IN**

[Forgot login details](#)

Haven't you joined yet? [Sign up here!](#)

1) Go to “Haven’t you joined yet? Sign up here!” Click on “Sign up here!”

## Online workshop

Please indicate which workshop(s) you are creating an account for

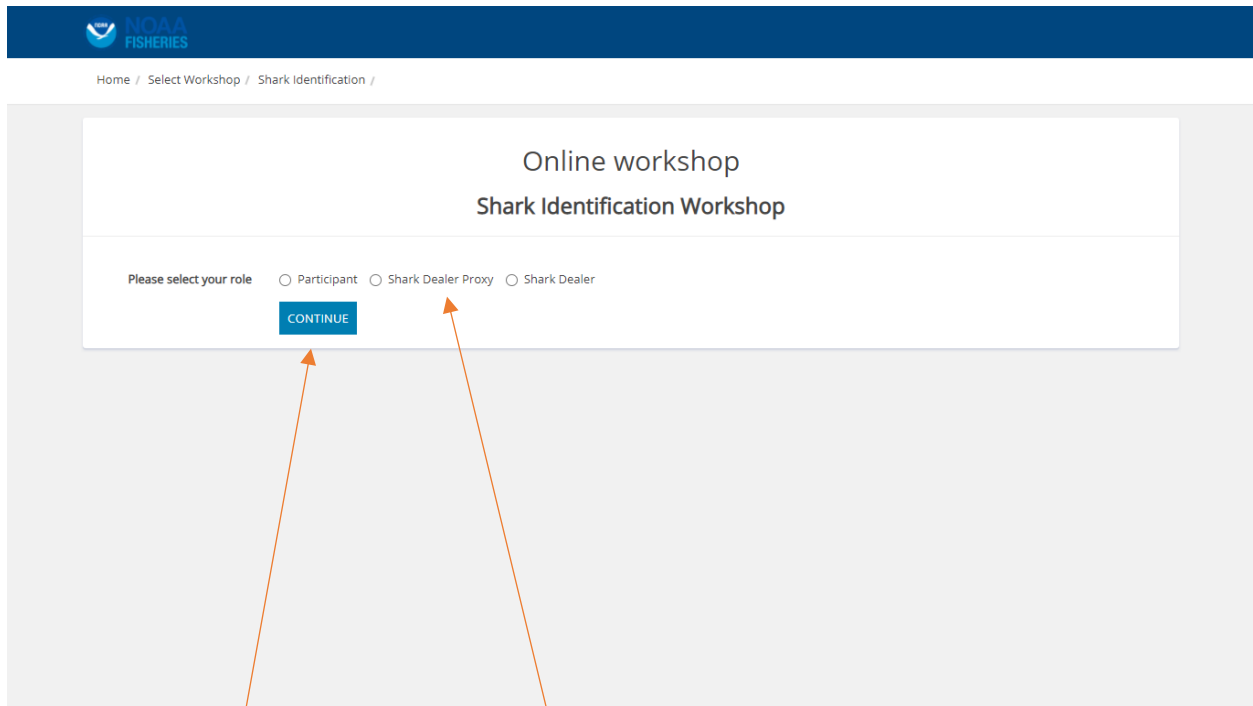
Safe Handling, Release and Identification Workshop Shark Identification 

CONTINUE

- 2) Select the “Shark Identification” workshop.
- 3) Click on “Continue.”

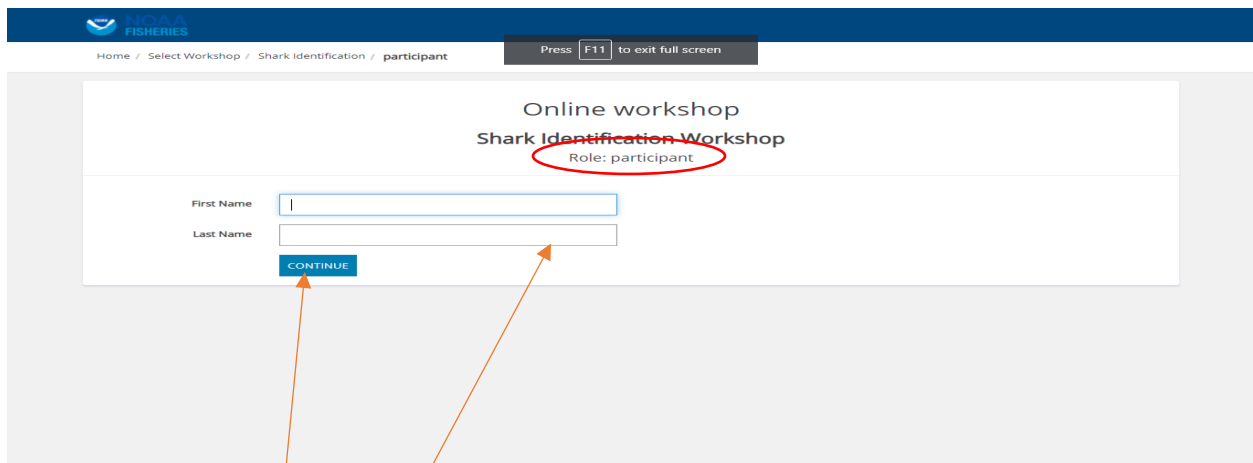
### SHARK CARCASS IDENTIFICATION WORKSHOP REGISTRATION

The HMS Shark Carcass Identification Recertification Workshop is only available to persons who have previously attended an in-person workshop. You will not be able to successfully complete the assessment at the end of this course without the Shark Identification Key that was provided to you at the in-person workshop. In order to verify previous attendance and to facilitate registration for this course you should have available the most recent workshop certificate that was issued to you. Shark Dealers and Proxies will also need to provide their email address, name, shark dealer number, and business phone number that were provided at the in-person workshop. Without this information, you will not be able to register for the online recertification workshop.

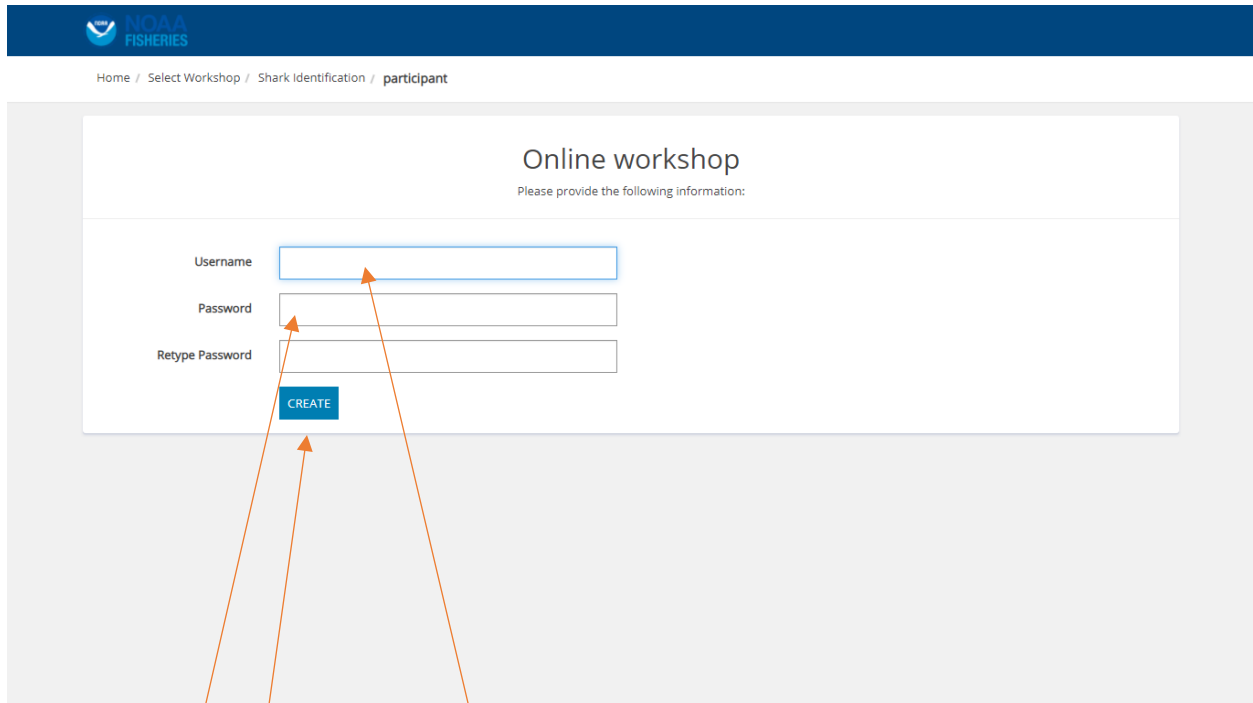


- 4) Select either “Participant,” “Shark Dealer Proxy,” or “Shark Dealer.”
- 5) Click on “Continue.”

### A) Participant Registration



- 1) Enter your first name and last name.
- 2) Click on “Continue.”

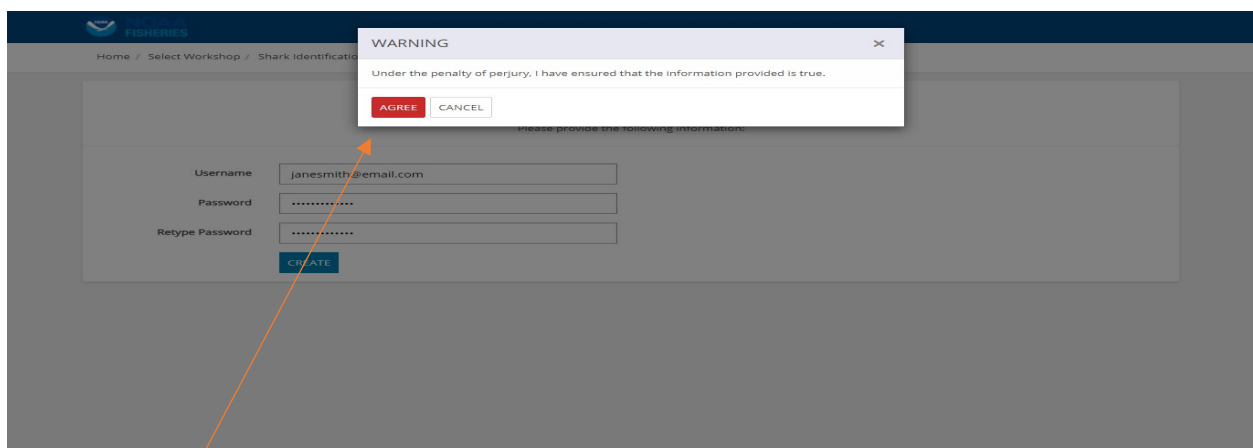


3) Enter your Username (i.e., email address). Use this Username whenever you log into the online workshop recertification webpage.

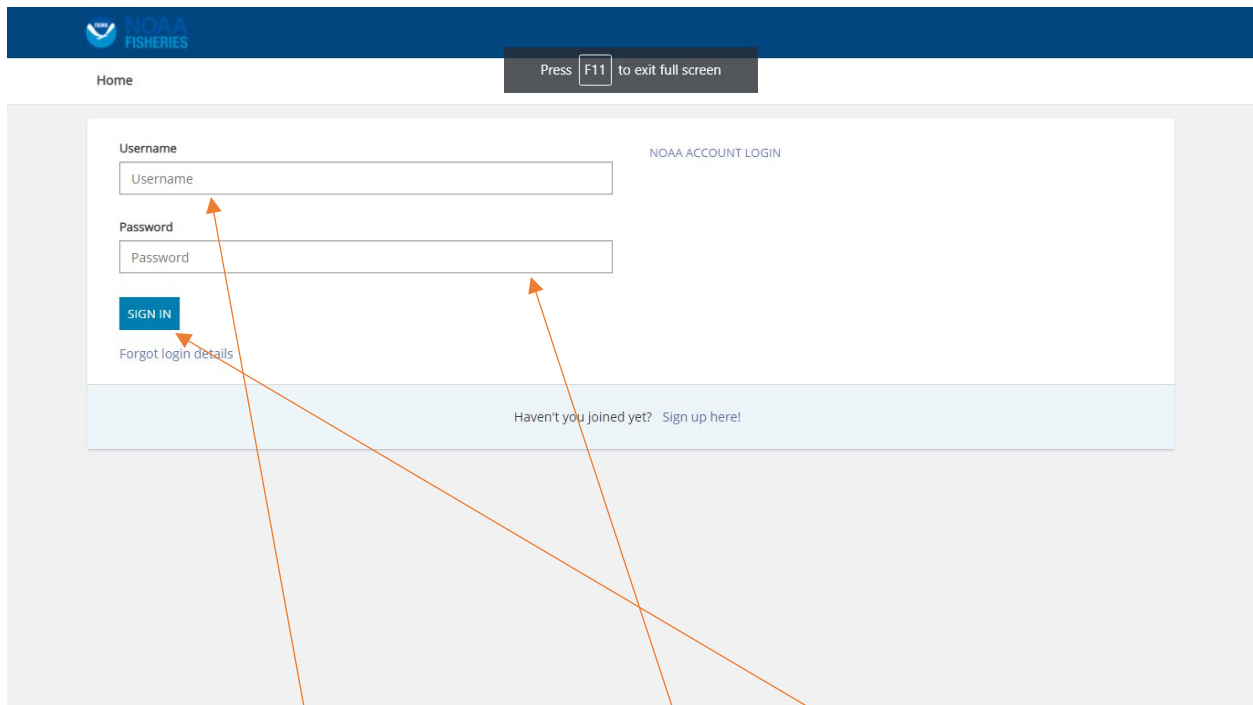
8) Create a password.

9) Retype the new password.

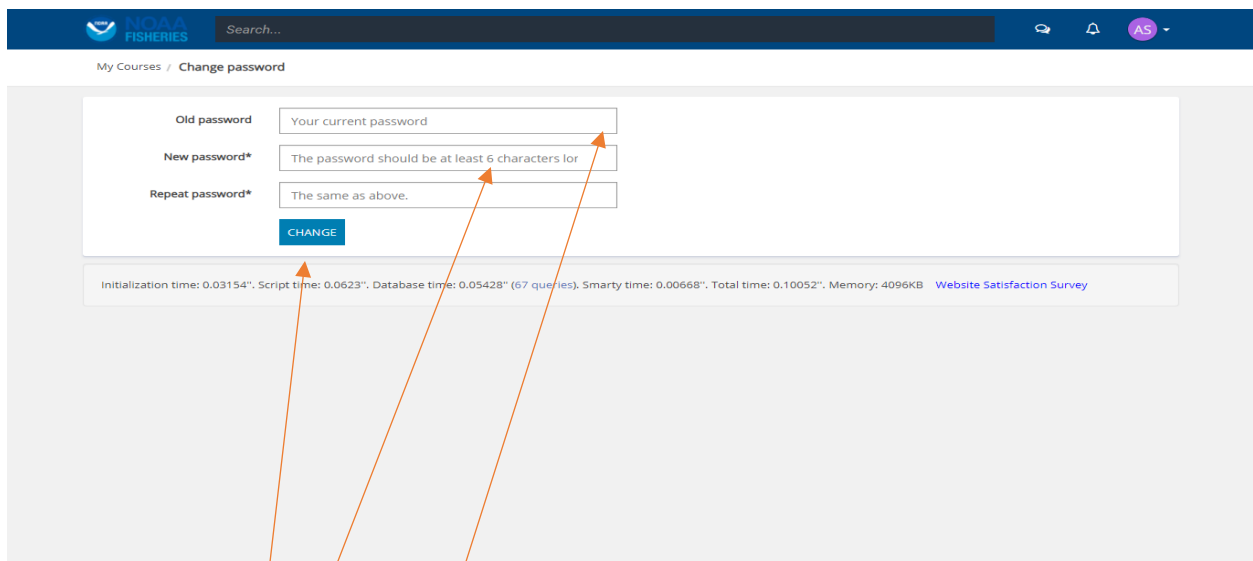
10) Click on “Create.”



11) Click “Agree.”



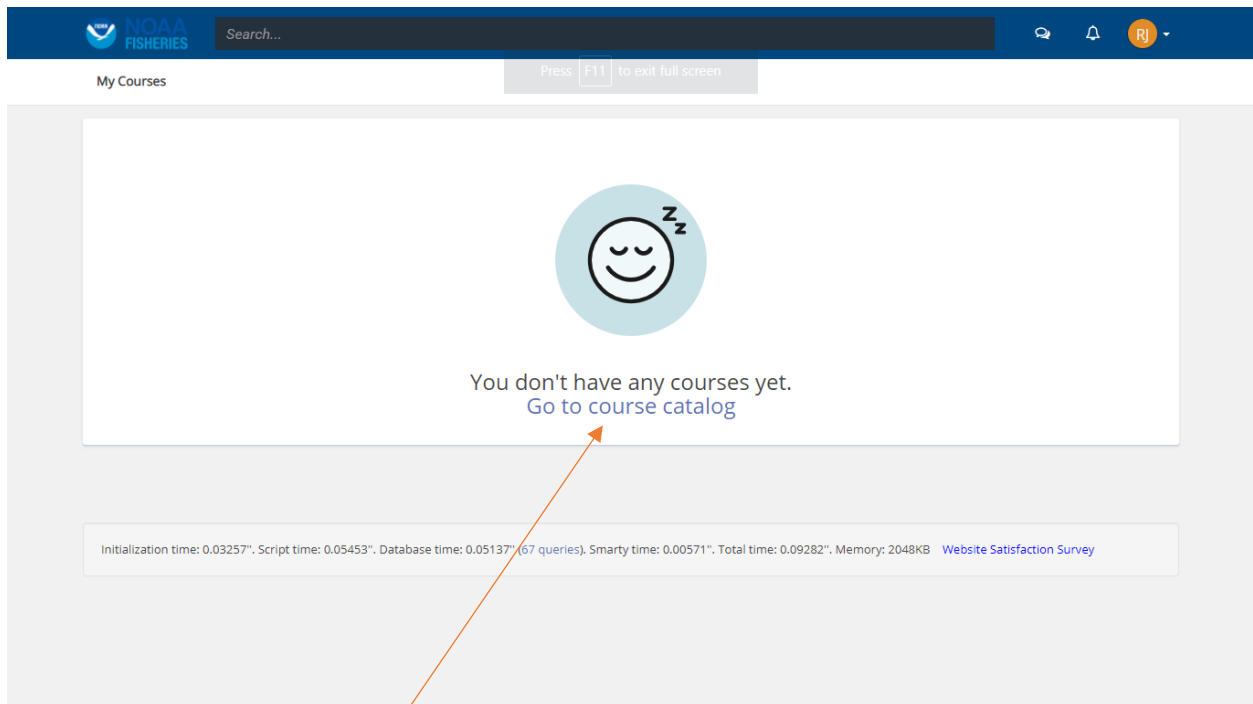
12) Congratulations! You have successfully logged in as a Participant. Please reenter your username (email address) and password. Click on “Sign In.”



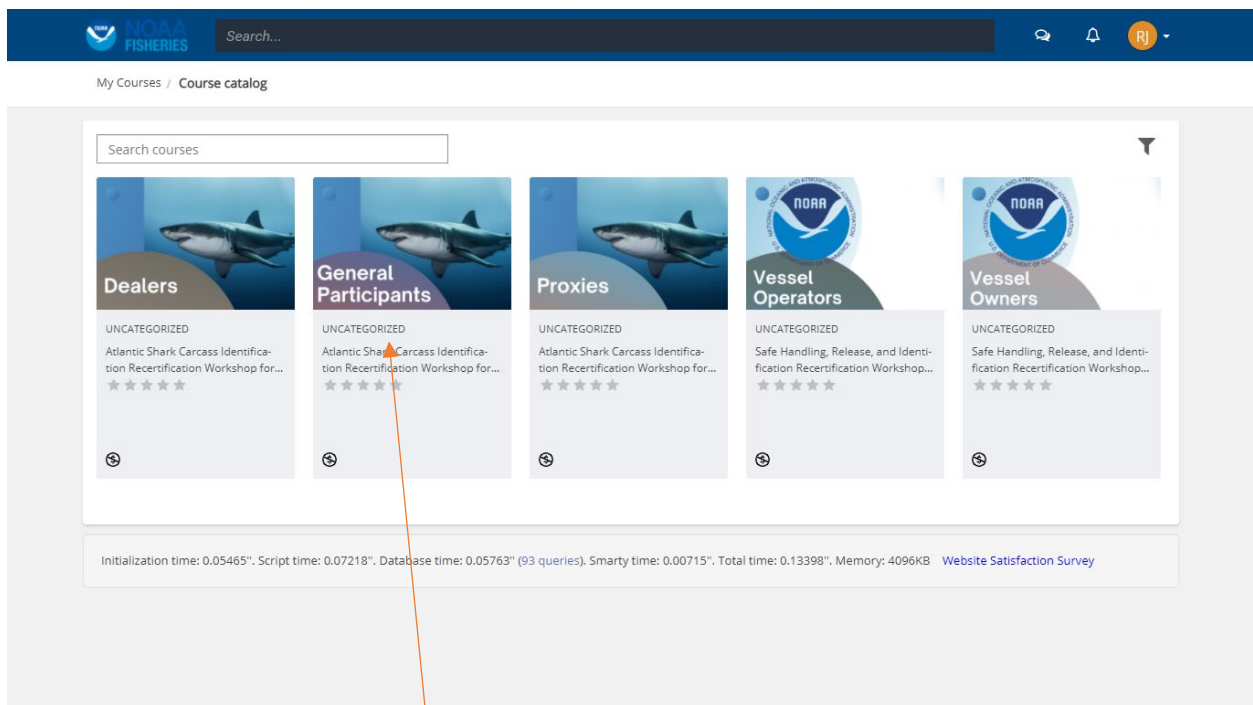
13) Enter your “Old Password.”

14) Enter a “New Password” and reenter it. Save this new password because you will need it whenever you login to this online training course website.

15) Click “Change.”



16) Click on “Go to Course Catalog.”



17) Click on the “General Participants” icon.

NOAA FISHERIES Search...

My Courses / Course catalog / Atlantic Shark Carcass Identification Recertification Workshop for General Participants

UNCATEGORIZED

### Atlantic Shark Carcass Identification Recertification Workshop for General Participants

This is the e-learning course for the Atlantic Shark Carcass Identification Workshop for Dealers. This e-learning course is only available to persons who have already attended an in-person workshop and are seeking recertification. This workshop is...

[View more](#)

**ADD TO ROSTER**

#### Course content

- Introduction
- Atlantic Shark Carcass Identification Workshop For Dealers
- Atlantic Shark Carcass Identification Techniques
- Identifying OWT, Porbeagle, and HH Shark Fins
- Prohibited Shark Identification
- Oceanic Whitetip Shark
- Scalloped Hammerhead Shark

18) Click on “Add to Roster.”

NOAA FISHERIES Search...

My Courses / Course catalog / Atlantic Shark

Enrollment complete

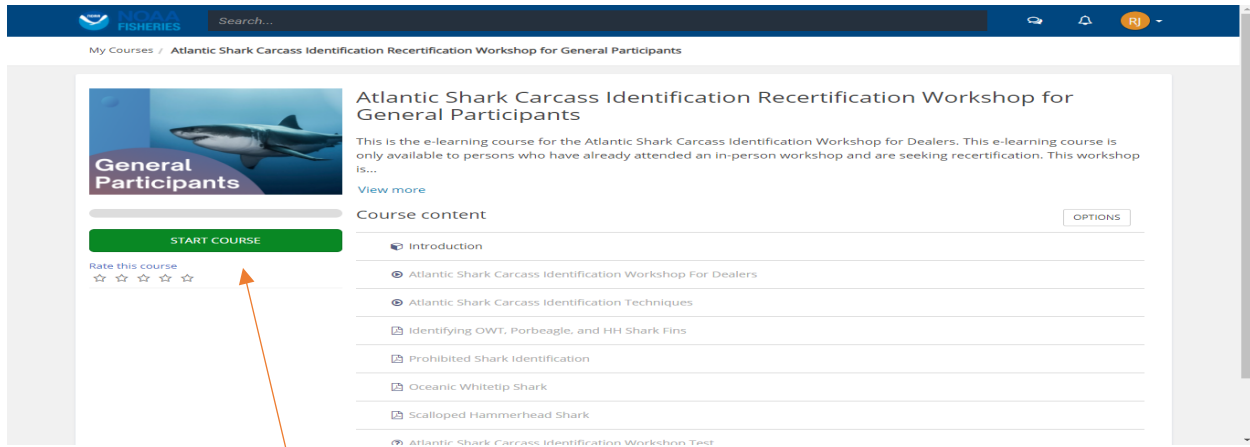
Press F11 to exit full screen

**CONTINUE BROWSING THE CATALOG** **GO TO COURSE**

**UNDO ENROLLMENT**

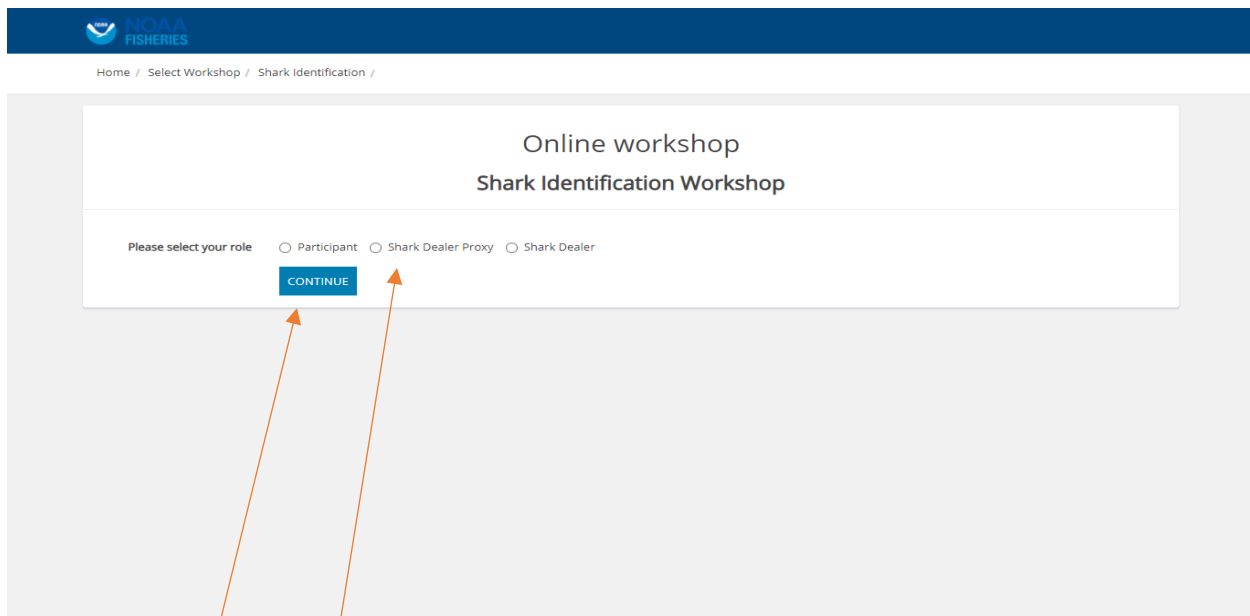
- Atlantic Shark Carcass Identification Workshop For Dealers
- Atlantic Shark Carcass Identification Techniques
- Identifying OWT, Porbeagle, and HH Shark Fins
- Prohibited Shark Identification
- Oceanic Whitetip Shark
- Scalloped Hammerhead Shark

19) Click on “Go to Course.”



20) Click on “Start Course.” You may then proceed to the course. You must proceed through each unit chronologically. Each unit has a minimum amount of time to complete, although you may spend as much time as needed on each unit. At the conclusion of all the units, you will be prompted to complete a 20 question assessment and achieve a success rate of 80%. You will have three opportunities to take the assessment and achieve a success rate of 80%. You must have the Shark Identification Key that was presented to you at the in-person workshop to successfully complete the assessment. After successfully passing the assessment, you will be prompted to print out your certificate of completion.

## B) Proxy Registration



- 1) Select “Shark Dealer Proxy.”
- 2) Click “Continue.”



NOAA FISHERIES

Home / Select Workshop / Shark Identification / shark-dealer-proxy Press F11 to exit full screen

Online workshop  
Shark Identification Workshop  
Role: shark-dealer-proxy

First Name

Last Name

Shark Dealer Number

Office phone number

CONTINUE

- 3) Enter your “First Name” and “Last Name.”
- 4) Enter your “Shark Dealer Number” (just the number).
- 5) Enter the “Office Phone Number” (no dashes or parentheses (i.e., 8001112222)) that you provided at the most recent in-person workshop. Click “Continue.”

NOAA FISHERIES

Home / Select Workshop / Shark Identification / shark-dealer-proxy

Online workshop  
Shark Identification Workshop  
Role: shark-dealer-proxy

Business Name

Business Street Address

City

State

Zip Code

+ Add address

CONTINUE

- 6) Enter the “Business Name,” “Business Street Address,” “City,” “State,” and “Zip Code.” This business name and address will appear on your certificate. Click “Continue.”

The screenshot shows the NOAA Fisheries website header with the logo and navigation links: Home / Select Workshop / Shark Identification / Shark Dealer. A button in the top right corner says "Press F11 to exit full screen". The main content area is titled "Online workshop" and asks the user to "Please provide the following information:". Below this, there are three input fields: "Username", "Password", and "Retype Password". A blue "CREATE" button is positioned below the "Retype Password" field. Three orange arrows point from the text instructions below to the Username, Password, and CREATE buttons.

7) Enter your “Username” (email address). If you did not provide an email address at your most recent in-person workshop, you will not be able to register.

8) Enter and retype a “Password.” Press “Create.”

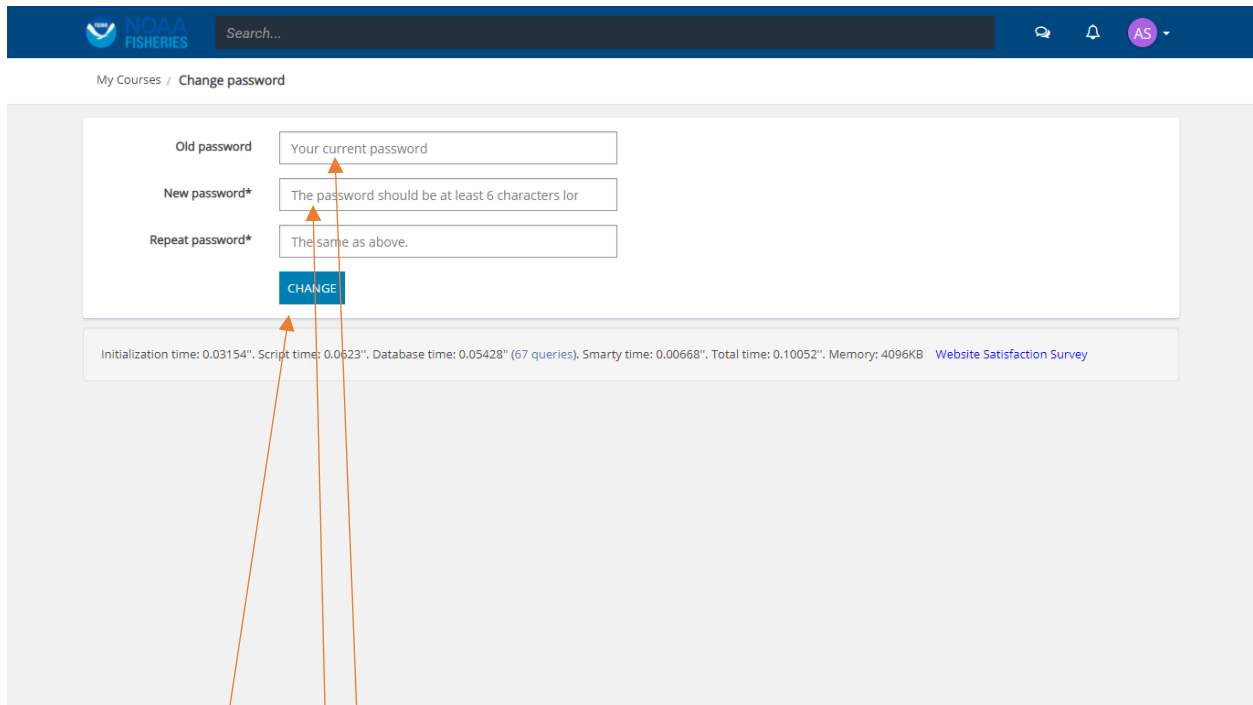
This screenshot shows the same registration form as above, but with a white "WARNING" dialog box overlaid. The dialog box contains the text: "Under the penalty of perjury, I have ensured that the information provided is true." Below the text are two buttons: "AGREE" (in red) and "CANCEL". The background form is dimmed. The "Username" field now contains the text "adam@email.com". The "Password" and "Retype Password" fields contain masked characters (dots). The "CREATE" button is still visible. An orange arrow points from the text instruction below to the "AGREE" button.

10) Click on “Agree.”

The image shows a screenshot of the NOAA Account Login page. At the top left is the NOAA Fisheries logo. A dark blue bar at the top contains the text "Press F11 to exit full screen". Below this is a "Home" link. The main content area is a white box with the title "NOAA ACCOUNT LOGIN". It contains two input fields: "Username" and "Password". Below the password field is a blue "SIGN IN" button. To the left of the button is a link for "Forgot login details". At the bottom of the white box is a light blue bar with the text "Haven't you joined yet? Sign up here!". Three orange arrows point from the bottom of the page to the "Username" field, the "Password" field, and the "SIGN IN" button.

11) Congratulations! You have successfully registered as a Shark Dealer Proxy. Please reenter your "Username" (email address) and "Password."

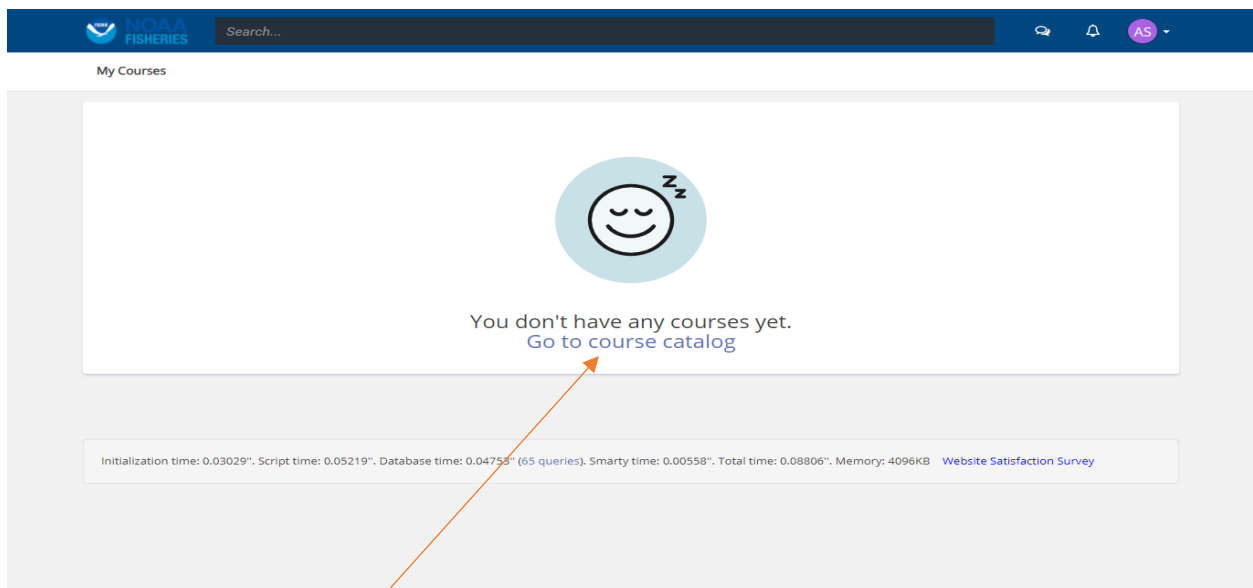
12) Click on "Sign In."



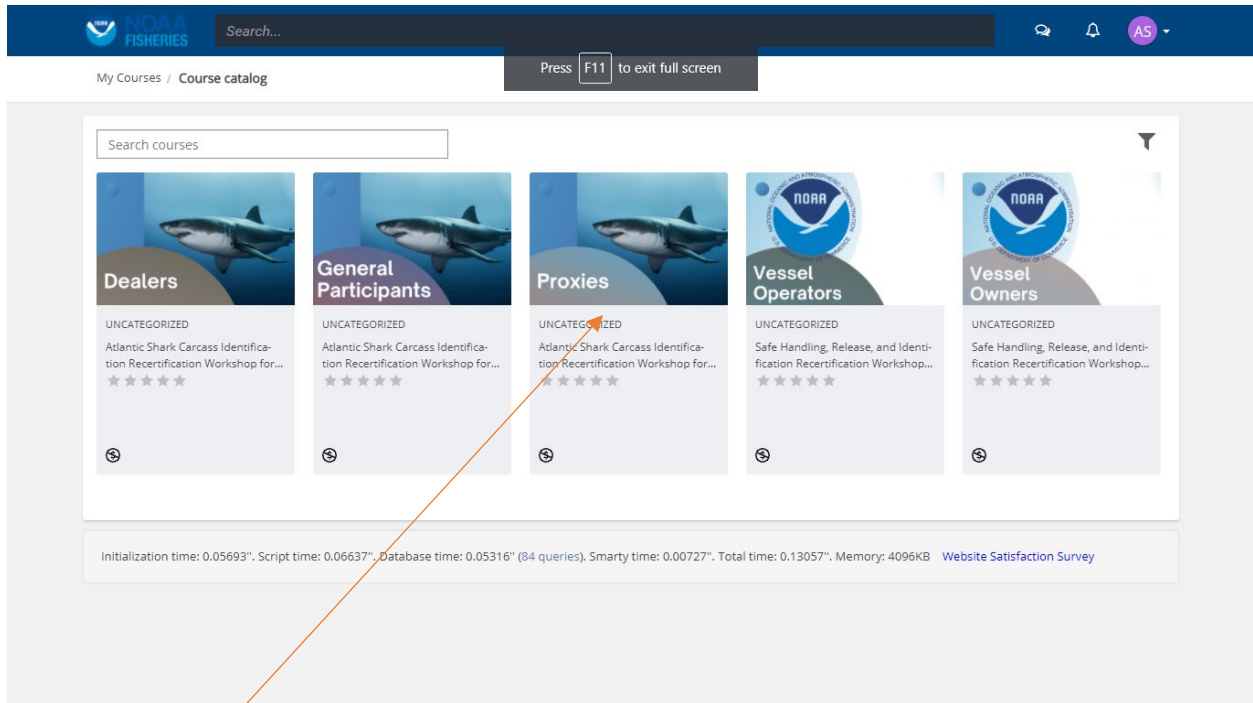
13) Enter your “Old Password.”

14) Enter a “New Password” and reenter it. Save this new password because you will need it whenever you login to this online training course website.

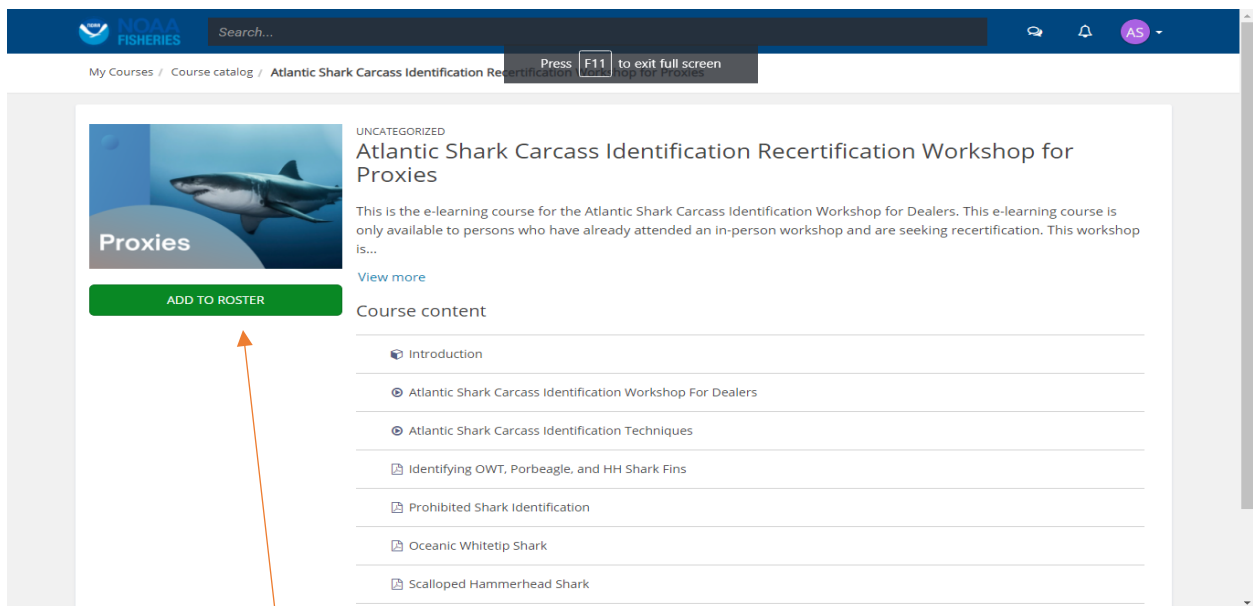
15) Click “Change.”



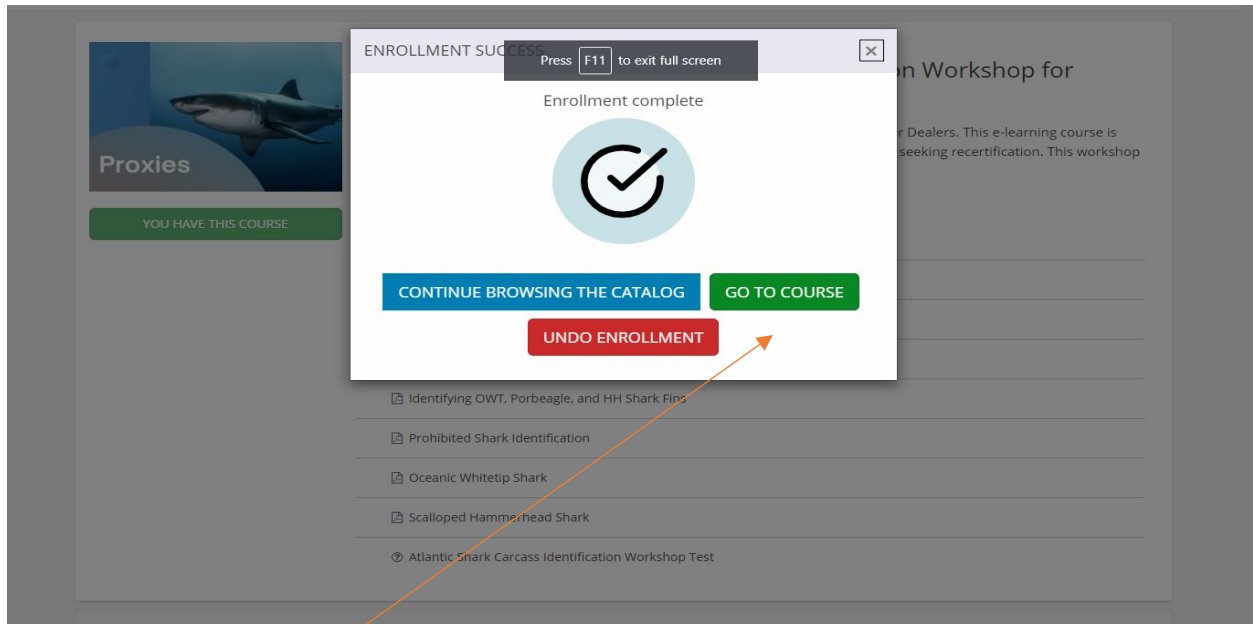
16) Click “Go to Course Catalog.”



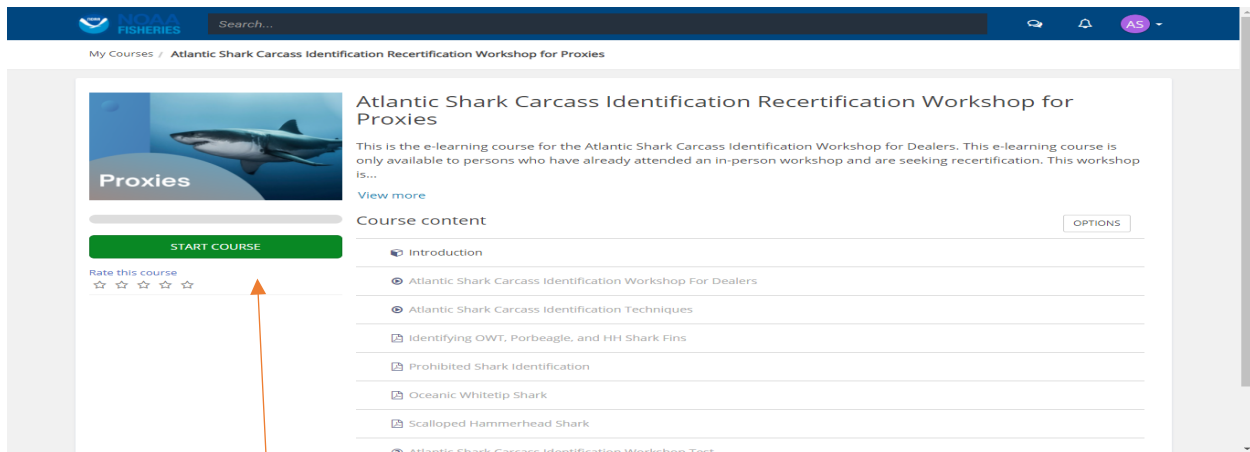
17) Click “Proxies.”



18) Click “Add to Roster.”



19) Click “Go to Course.”



20) Click on “Start Course.” You may then proceed to the course. You must proceed through each unit chronologically. Each unit has a minimum amount of time to complete, although you may spend as much time as needed on each unit. At the conclusion of all the units, you will be prompted to complete a 20 question assessment and achieve a success rate of 80%. You will have three opportunities to take the assessment and achieve a success rate of 80%. You must have the Shark Identification Key that was presented to you at the in-person workshop to successfully complete the assessment. After successfully passing the assessment, you will be prompted to print out your certificate of completion.

## C) Shark Dealer Registration

NOAA FISHERIES

Home / Select Workshop / Shark Identification / Press **F11** to exit full screen

Online workshop  
Shark Identification Workshop

Please select your role  Participant  Shark Dealer Proxy  Shark Dealer

**CONTINUE**

- 1) Select “Shark Dealer.”
- 2) Click “Continue.”

NOAA FISHERIES

Home / Select Workshop / Shark Identification / shark-dealer

Press F11 to exit full screen

Online workshop  
Shark Identification Workshop  
Role: shark-dealer

First Name

Last Name

Shark Dealer Number

Office phone number

CONTINUE

- 3) Enter your “First Name” and “Last Name.”
- 4) Enter your “Shark Dealer Number” (just the number).
- 5) Enter the “Office Phone Number” (no dashes or parentheses (i.e., 800112222)) that you provided at the most recent in-person workshop. Click “Continue.”

NOAA FISHERIES

Home / Select Workshop / Shark Identification / shark-dealer

Press F11 to exit full screen

Online workshop  
Shark Identification Workshop  
Role: shark-dealer

Business Name

Business Street Address

City

State

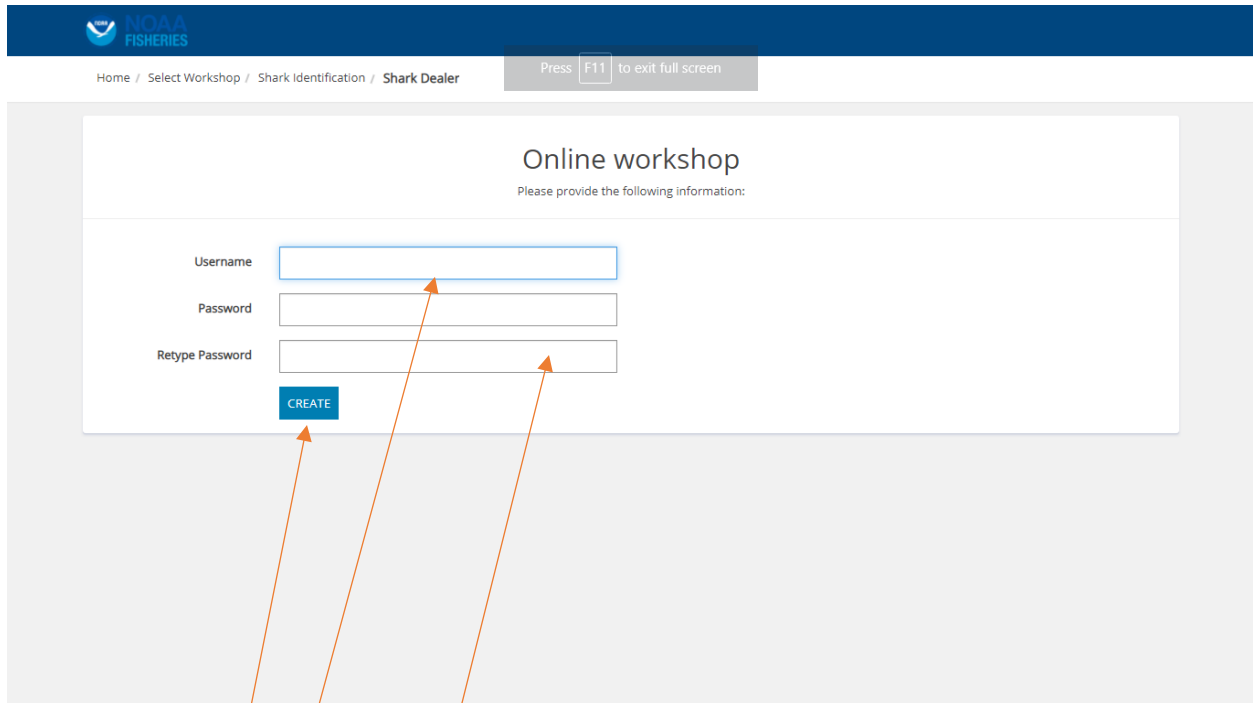
Zip Code

+ Add address

CONTINUE

- 6) Enter the “Business Name,” “Business Street Address,” “City,” “State,” and “Zip Code.” This business name and address will appear on your certificate. Click “Continue.”

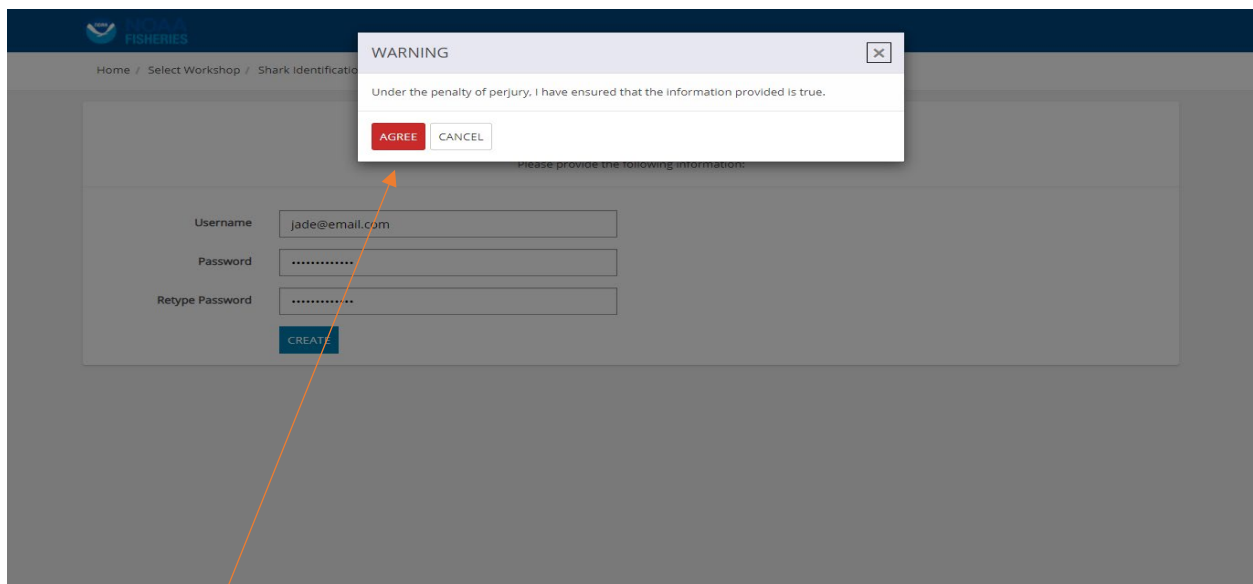




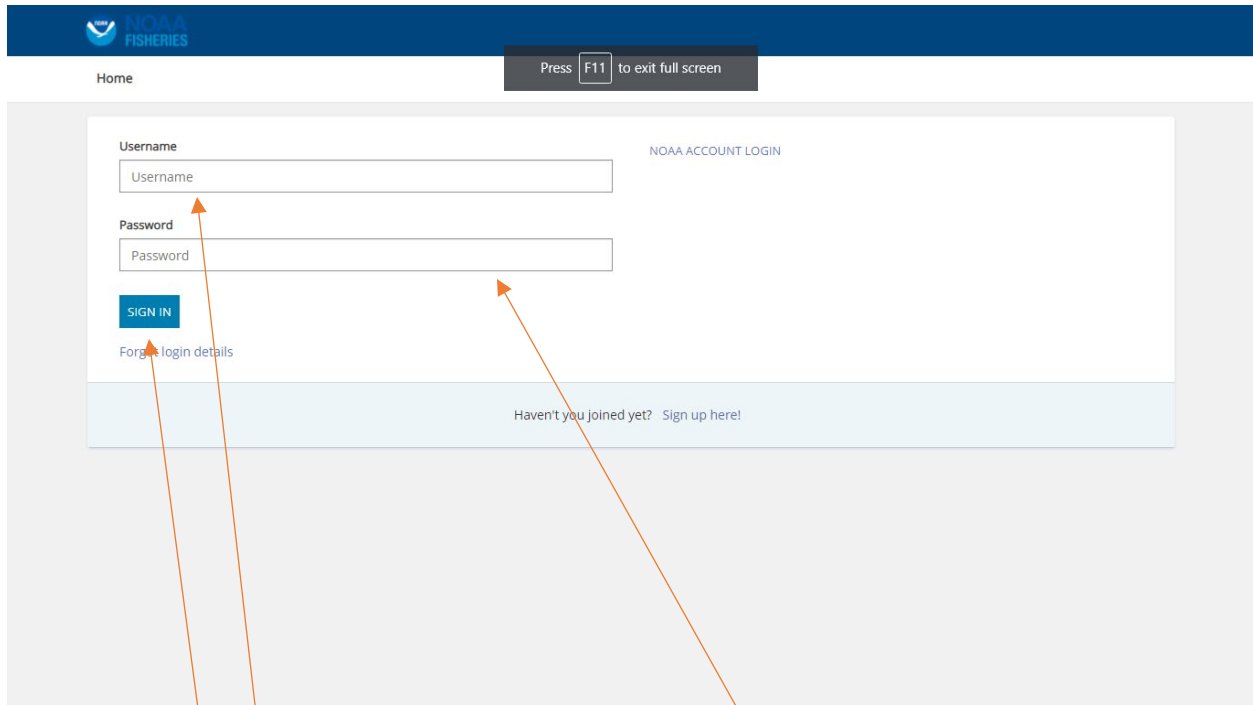
7) Enter your “Username” (email address). If you did not provide an email address at your most recent in-person workshop, you will not be able to register.

8) Enter and retype a “Password.”

9) Press “Create.”



10) Click “Agree.”



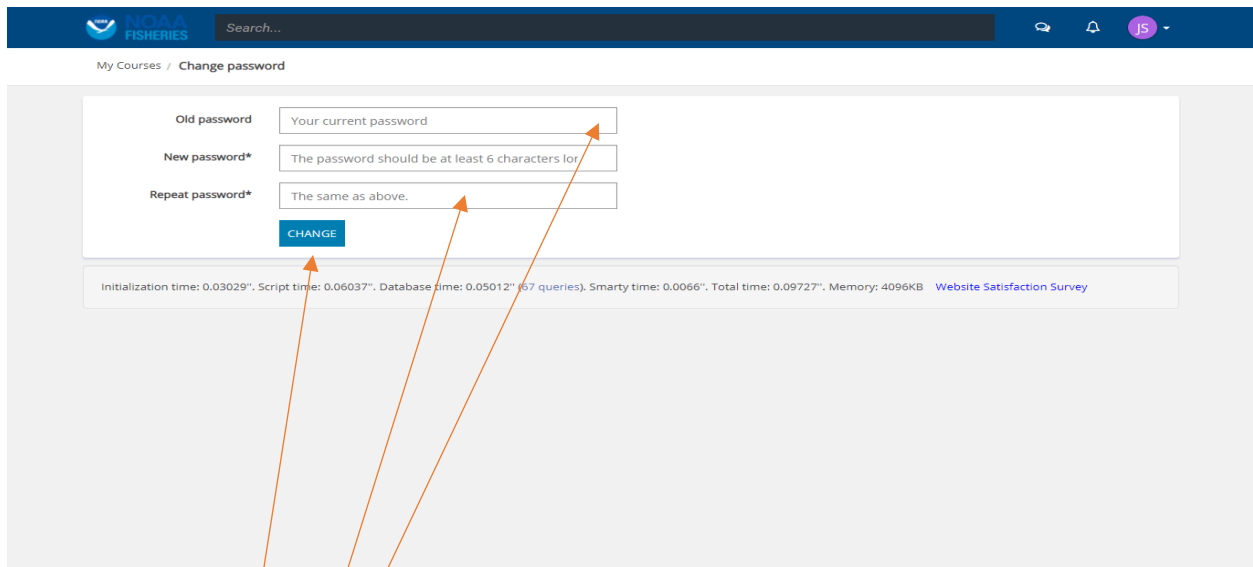
The screenshot shows the NOAA Fisheries Account Login page. At the top left is the NOAA Fisheries logo. Below it is a "Home" link. A dark blue button in the top right corner says "Press F11 to exit full screen". The main content area is titled "NOAA ACCOUNT LOGIN" and contains a form with the following elements:

- A "Username" label above a text input field containing the placeholder "Username".
- A "Password" label above a text input field containing the placeholder "Password".
- A blue "SIGN IN" button.
- A link for "Forgot login details".
- A light blue banner at the bottom of the form area that says "Haven't you joined yet? Sign up here!".

Four orange arrows point from the text instructions below to the "Username" field, "Password" field, "SIGN IN" button, and the "Haven't you joined yet?" banner.

11) Congratulations! You have successfully registered as a Shark Dealer. Please reenter your “Username” (email address) and “Password.”

12) Press “Sign In.”



The screenshot shows the NOAA Fisheries Change Password page. At the top left is the NOAA Fisheries logo. Below it is a search bar and a user profile icon labeled "JS". The page title is "My Courses / Change password". The main content area contains a form with the following elements:

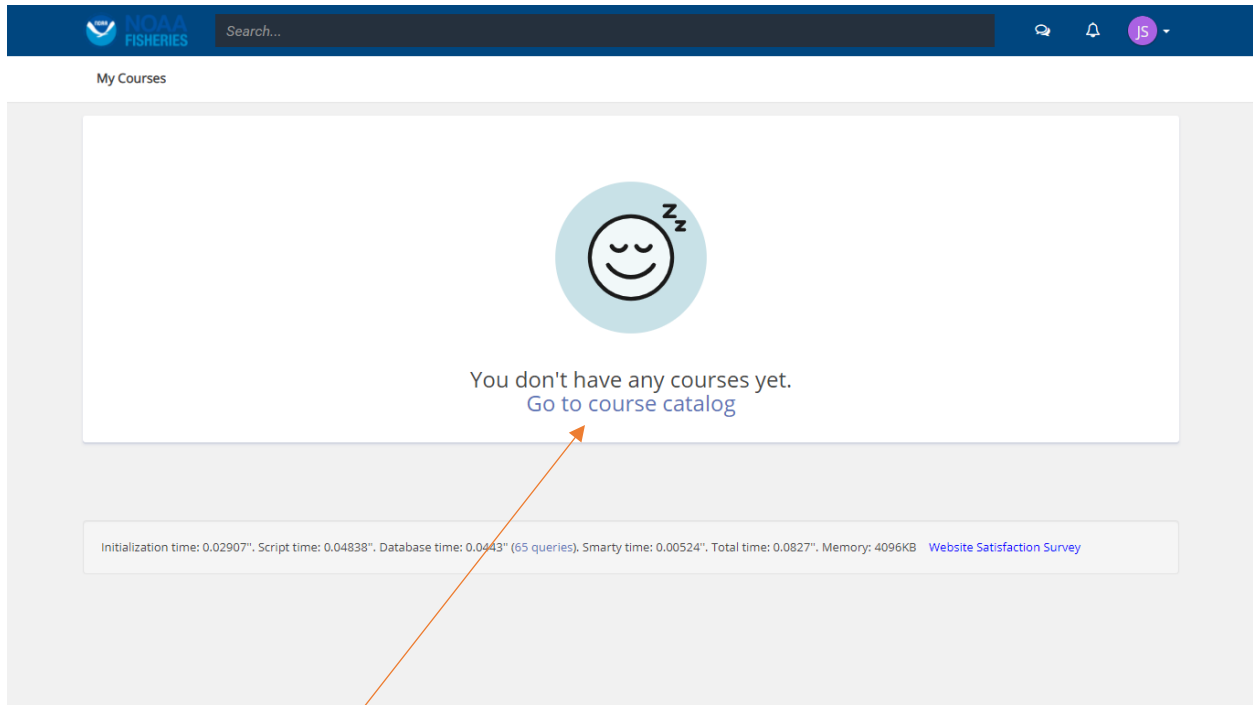
- An "Old password" label above a text input field containing the placeholder "Your current password".
- A "New password\*" label above a text input field containing the placeholder "The password should be at least 6 characters long".
- A "Repeat password\*" label above a text input field containing the placeholder "The same as above.".
- A blue "CHANGE" button.

Four orange arrows point from the text instructions below to the "Old password" field, "New password" field, "Repeat password" field, and the "CHANGE" button.

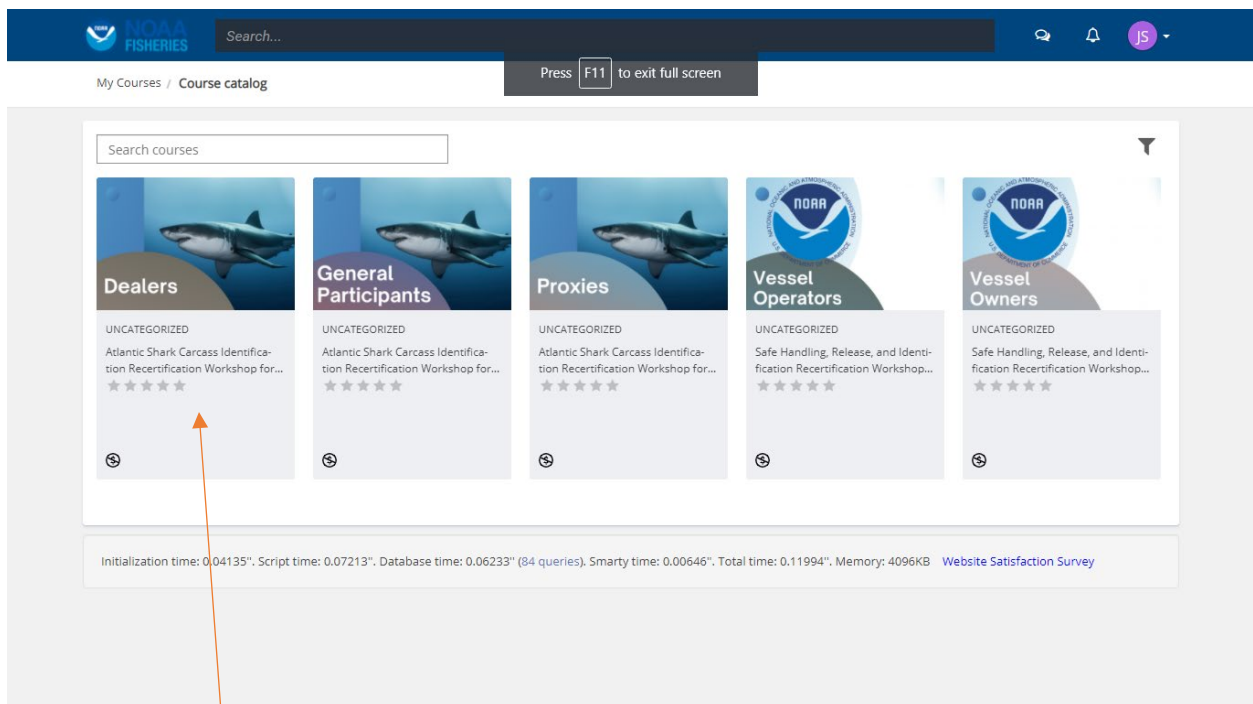
13) Enter your “Old Password.”

14) Enter a “New Password” and reenter it. Save this new password because you will need it whenever you login to this online training course website.

15) Click “Change.”



16) Click “Go to Course Catalog.”



17) Click “Dealers.”

NOAA FISHERIES Search...

My Courses / Course catalog / Atlantic Shark Carcass Identification Recertification Workshop for Dealers

UNCATEGORIZED

## Atlantic Shark Carcass Identification Recertification Workshop for Dealers

This is the e-learning course for the Atlantic Shark Carcass Identification Workshop for Dealers. This e-learning course is only available to persons who have already attended an in-person workshop and are seeking recertification. This workshop is...

View more

**ADD TO ROSTER**

### Course content

- Introduction
- Atlantic Shark Carcass Identification Workshop For Dealers
- Atlantic Shark Carcass Identification Techniques
- Identifying OWT, Porbeagle, and HH Shark Fins
- Prohibited Shark Identification
- Oceanic Whitetip Shark
- Scalloped Hammerhead Shark

18) Click “Add to Roster.”

NOAA FISHERIES Search...

My Courses / Course catalog / Atlantic Shark

ENROLLMENT SUCCESS

Press F11 to exit full screen

Enrollment complete

**CONTINUE BROWSING THE CATALOG** **GO TO COURSE**

**UNDO ENROLLMENT**

- Atlantic Shark Carcass Identification Workshop For Dealers
- Atlantic Shark Carcass Identification Techniques
- Identifying OWT, Porbeagle, and HH Shark Fins
- Prohibited Shark Identification
- Oceanic Whitetip Shark
- Scalloped Hammerhead Shark

19) Click “Go to Course.”

NOAA FISHERIES Search...

My Courses / Atlantic Shark Carcass Identification Recertification Workshop for Dealers

## Atlantic Shark Carcass Identification Recertification Workshop for Dealers

This is the e-learning course for the Atlantic Shark Carcass Identification Workshop for Dealers. This e-learning course is only available to persons who have already attended an in-person workshop and are seeking recertification. This workshop is...

[View more](#)

**START COURSE**

Rate this course  
☆☆☆☆☆

### Course content

[Introduction](#)

[Atlantic Shark Carcass Identification Workshop For Dealers](#)

[Atlantic Shark Carcass Identification Techniques](#)

[Identifying OWT, Porbeagle, and HH Shark Fins](#)

[Prohibited Shark Identification](#)

[Oceanic Whitetip Shark](#)

[Scalloped Hammerhead Shark](#)

[Atlantic Shark Carcass Identification Workshop Test](#)

[OPTIONS](#)

20) Click on “Start Course.” You may then proceed to the course. You must proceed through each unit chronologically. Each unit has a minimum amount of time to complete, although you may spend as much time as needed on each unit. At the conclusion of all the units, you will be prompted to complete a 20 question assessment and achieve a success rate of 80%. You will have three opportunities to take the assessment and achieve a success rate of 80%. You must have the Shark Identification Key that was presented to you at the in-person workshop to successfully complete the assessment. After successfully passing the assessment, you will be prompted to print out your certificate of completion.