

FishWise Online Training Instructions

1. Open a web browser (FishWise recommends Google Chrome, Safari, or FireFox – this module is *NOT COMPATIBLE* with Internet Explorer). **Copy & paste** the following address into the search bar and press enter: <https://fishwise.server.tracorp.com/novus>
2. Once you arrive at the screen below, **click the 'Create Account' button**.



FISH WISE

Welcome to the FishWise Online Training!

First Time Users:
Select the "Create Account" button below and fill in all text boxes. You will need a "Group Code" from your organization which FishWise has sent to you with the latest training instructions.
If you have any issues logging in, or have forgotten your "Group Code" please call FishWise on (831) 427 1707

Log In

Username

Password

Forgot Password?

Log In

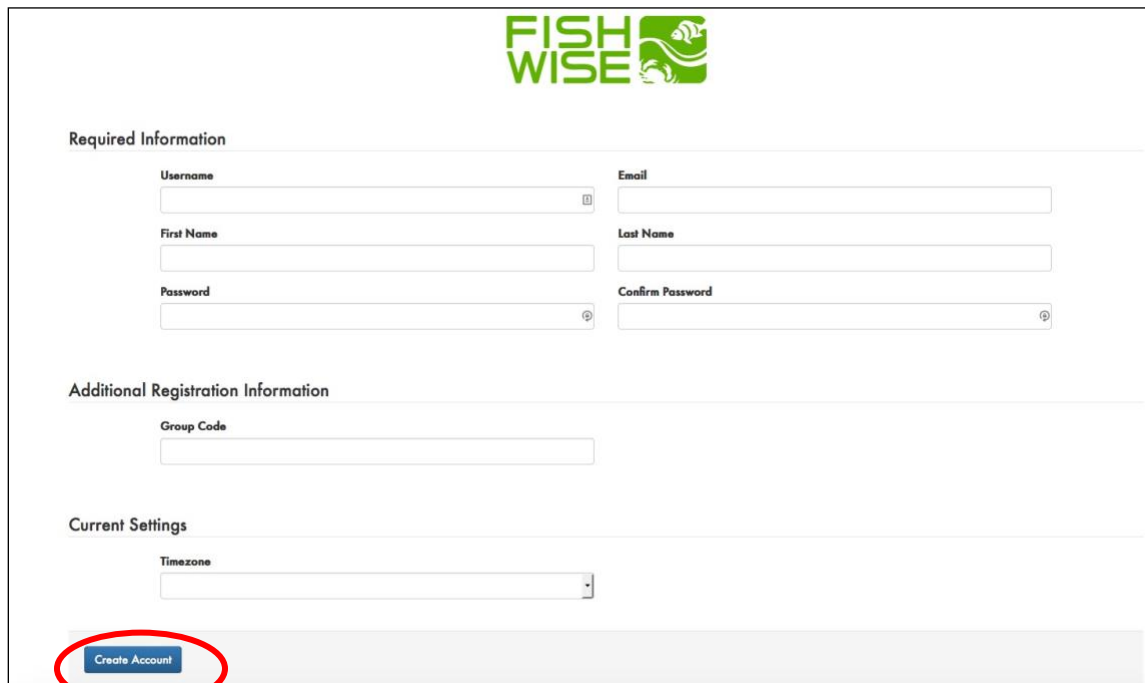
Create Account

English

3. Once at the screen below, fill in **all fields**. When complete, press the **'Create Account' button**.

****Important:***

- Pick a "username" and "password" that you will remember - write it down and store it in a safe place!
- Use a valid email address so that if you forget your "username" or "password," you can be sent an email reminder.
- The 'Group Code' field is **case and space sensitive**. Your group code is your company's name, *all lowercase letters with no spaces or punctuation*. If you have trouble with your group code, please contact us at independent.retail@fishwise.org.



FISH WISE

Required Information

Username

Email

First Name

Last Name

Password

Confirm Password

Additional Registration Information

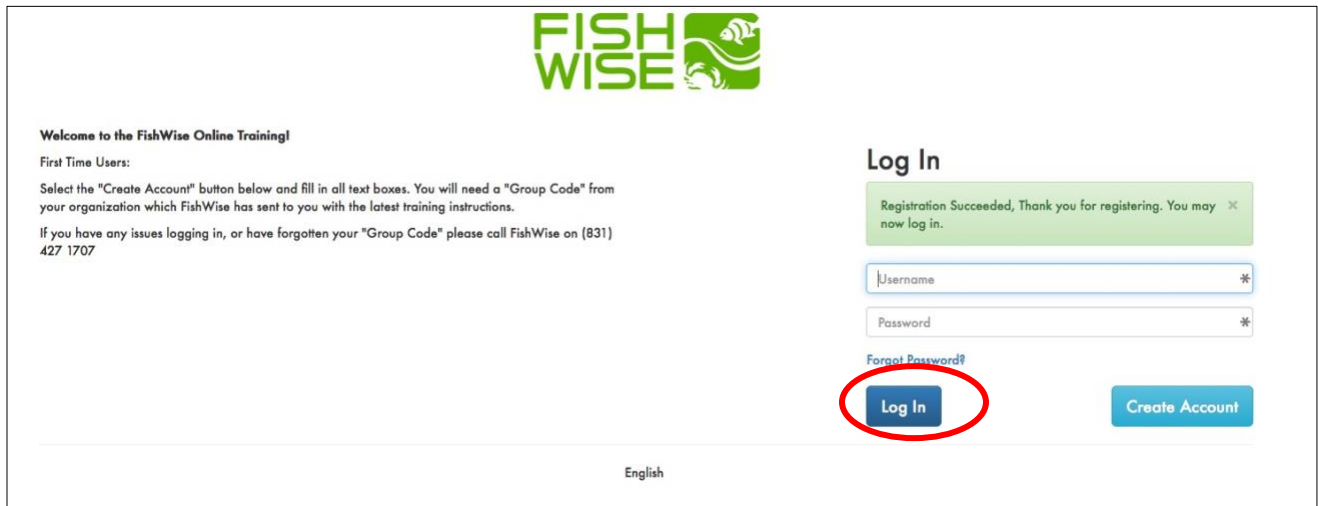
Group Code

Current Settings

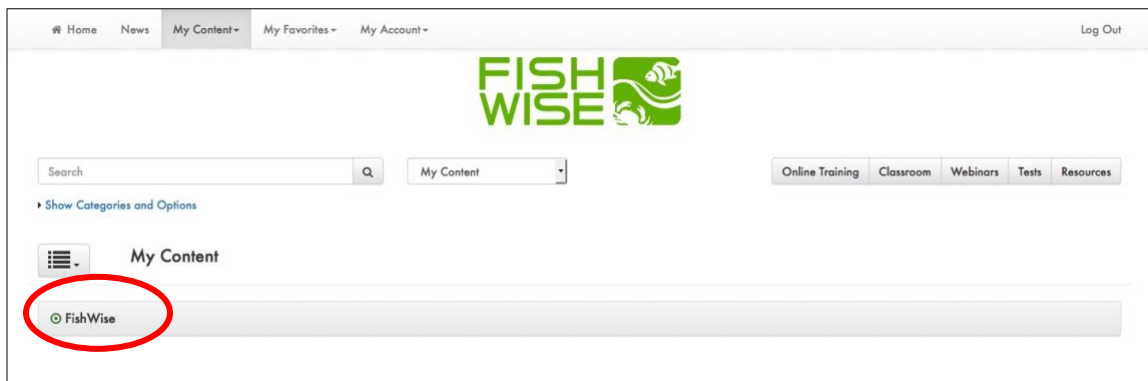
Timezone

Create Account

4. Once registered, you will be returned to the login screen below. Enter your previously selected **“username”** and **“password”** and then **click ‘Log In’**.



5. Once at the screen below, **click on word ‘FishWise’** at the bottom of the page.



6. You will now see the FishWise Training Module. **Click the ‘Launch this content’** button to start the training. Good Luck!



If you have any problems, please call the FishWise office at: 831-427-1707 and ask for the Independent Retail Project Manager or e-mail independent.retail@fishwise.org.