How to Build a facility and a room within the facility

Step 1: Click on My Responsibilities

Step 2: Click on the area illustrated by red circle

Step 3: Click on Training, then Facilities

Step 4: Click on Training Facilities
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Step 5: Choose create new from the drop down and click go
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Step 6: Fill in blanks to Create a New Facility, then click create
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Step 7: Under the Manage Rooms tab, click create new from the drop down menu and click go

Step 8: Add information in all fields and click create