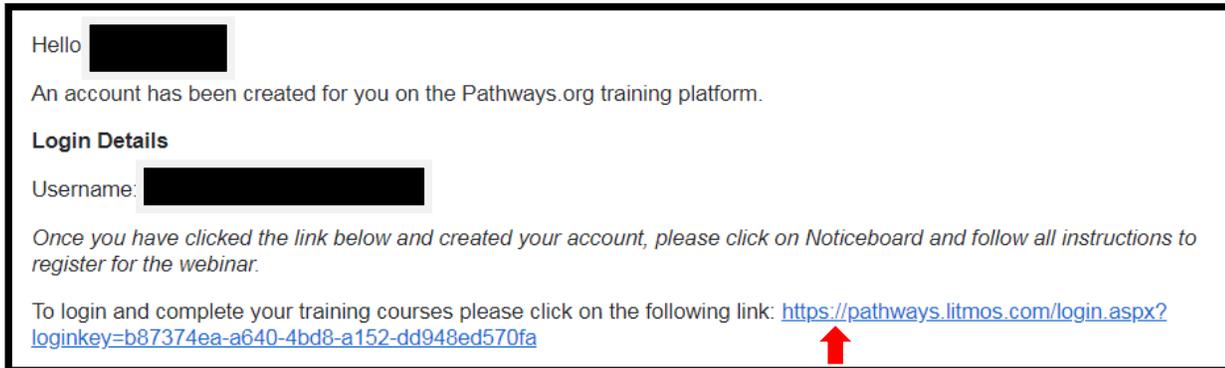
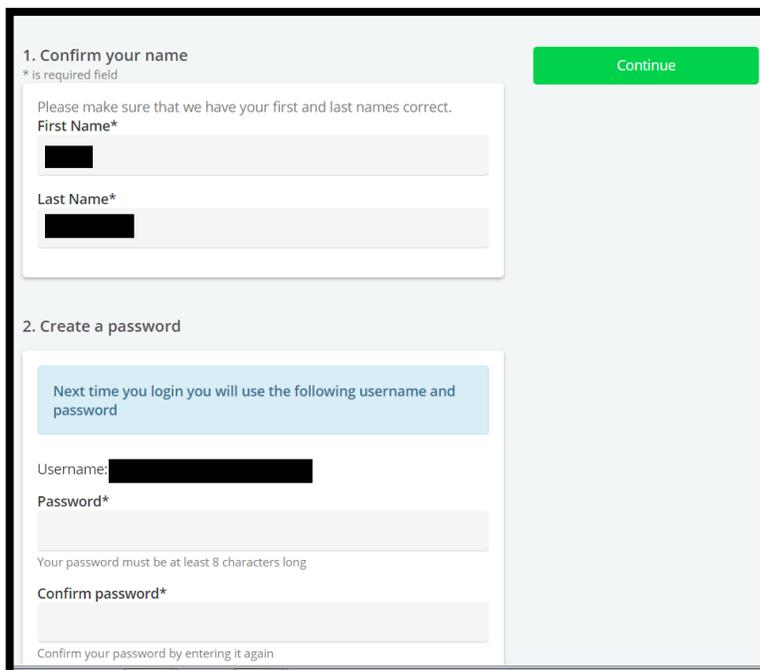


Webinar Instructions

Litmos



First, you need to set up your Litmos account. You received an email from Litmos with your username (the email address you used to buy the course) and your personal link.



1. Confirm your name
* is required field

Please make sure that we have your first and last names correct.

First Name*
[REDACTED]

Last Name*
[REDACTED]

Continue

2. Create a password

Next time you login you will use the following username and password

Username: [REDACTED]

Password*
[REDACTED]

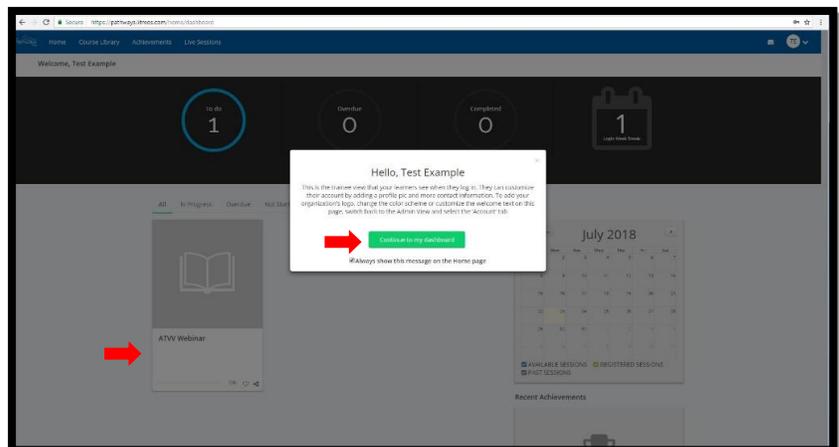
Your password must be at least 8 characters long

Confirm password*
[REDACTED]

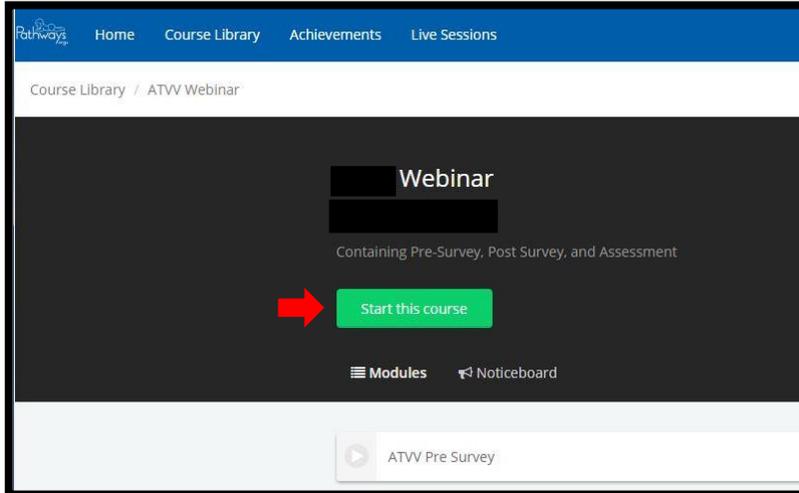
Confirm your password by entering it again

Click on the Litmos link (seen in the email above) and fill in the rest of your registration information to create your account. Please save your password for future use.

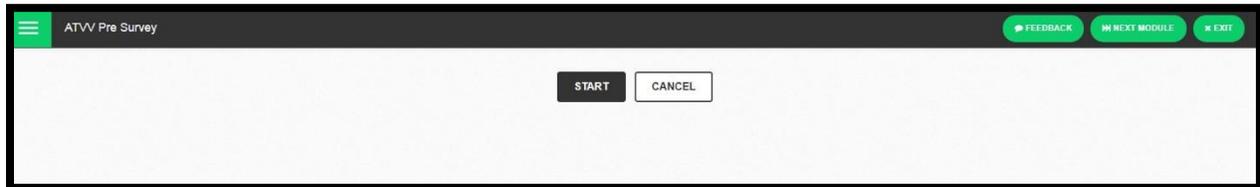
Please continue to your dashboard and click on your course.



Webinar Instructions

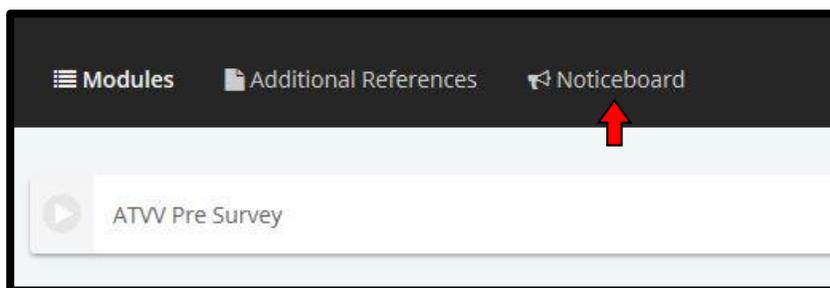


Please complete any pre surveys at this time. They are listed here in the module. If there are any readings or prework assignments, for this course, you will find them under “Additional Documents”

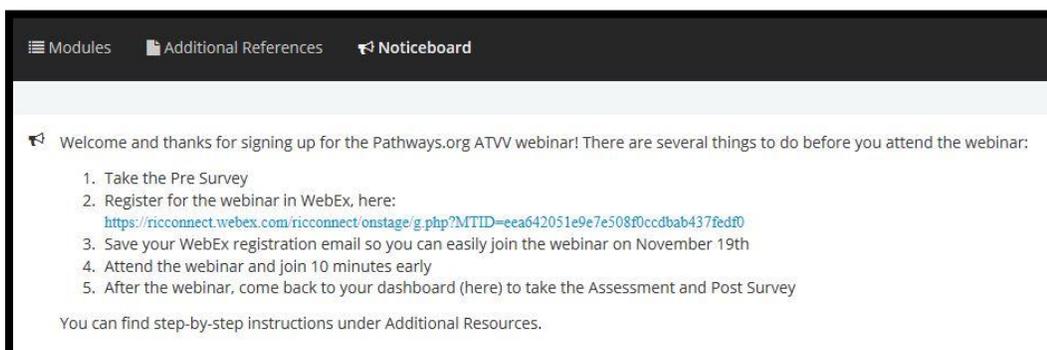


After you attend the webinar, you will need to return to this Litmos module to complete any post webinar surveys and assessments for course credit. They will appear in your Litmos account when the webinar is finished.

WebEx



To register for the live webinar, please click on Noticeboard. You will see a link to the webinar. Please click on that link to register.



*Actual notice text may be different depending on webinar



Webinar Instructions

Event Information: Webinar Test

Registration is required to join this event. If you have not registered, please do so now.

English : Chicago Time

Event status: Not started ([Register](#))

Date and time: Wednesday, August 22, 2018 10:00 am
Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)

Duration: 1 hour

Description:

Join Event Now

You cannot join the event now because it has not started.

First name: Pathways

Last name: Admin

Email address: meichstead@ric.org

Join Now

Join by browser **NEW!**

Register Go Back

Click "Register"

Register for Webinar Test

Please complete this form to register for the event. An asterisk (*) indicates required information.

English : Chicago Time

Please answer the following questions.

* First name: First Name

* Last name: Last Name

* Email address: Email Address

Phone number: Country/Region Number (with area/city code)

* Confirm email address: Email Address

Title:

Company:

Address 1:

Address 2:

City:

State/province:

ZIP/postal code:

Country/region: United States of America

Number of employees: 1-99

Would you like to receive information about future seminars?:
 Yes No

Submit Cancel

Fill out your name and email address to register and click "submit"

Registration Confirmed

Thank you for registering.

You are now registered for the event: **Webinar Test**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 10:00 am Chicago Time on August 22, 2018.
Please join the event on time.

Done

You are now registered for the webinar. You will receive an email with information about how to join the event. **SAVE THIS EMAIL!** It contains the link you will need to use on the day of the webinar.

Please join the webinar at least 10 minutes before the scheduled starting time so you won't miss valuable information. We recommend joining through your computer, rather than by phone, to have the best sound quality.

Webinar Instructions

To join the online event

[Click here](#) to join the online event.

Or copy and paste the following link to a browser:

<https://ricconnect.webex.com/ricconnect/onstage/g.php?MTID=e2f24c83df869ff00e8978366c9f180fe>

To view in other time zones or languages, please click the link:

<https://ricconnect.webex.com/ricconnect/onstage/g.php?MTID=e7be65393a5c690b888f61de3a9f7337>

To join the webinar on the day of the event, open up the email you received when you registered for WebEx (mentioned directly above). Click on “Click here” to join the webinar.

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

[Join Now](#)

[Join by browser](#) *NEW!*

Insert your name and the email address you used to register for the webinar and choose “Join Now”

You won’t be able to join the webinar until 30 minutes prior to the start time.

Audio Connection ✕



I Will Call In



Call Using Computer

[Change settings](#)

Again, we recommend joining through your computer for the best sound quality.

If you wish to call in, you might not be able to hear the videos.

Webinar Instructions

During the Webinar

Chat



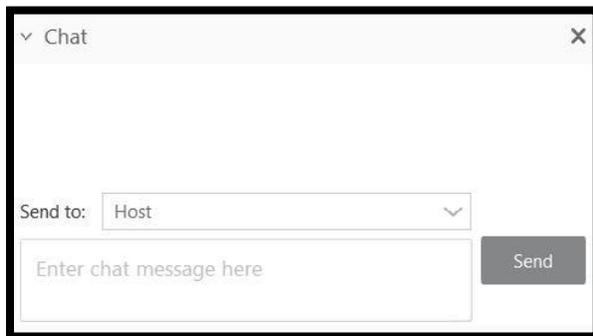
Use this icon to participate in the chat.



If you experience difficulty, click “View”

Then “Panels” > “Manage Panels” to control what you see to the right of the presentation

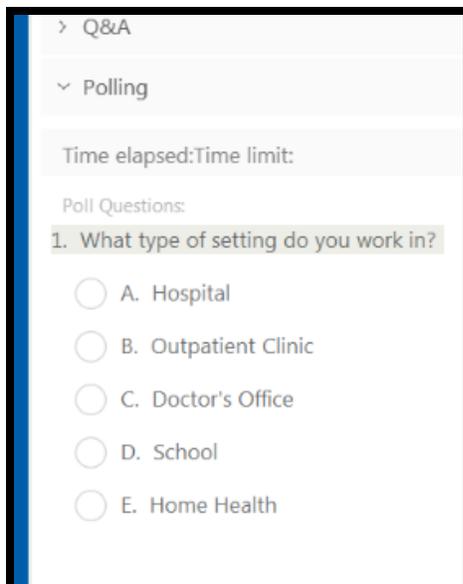
Got Questions?



Send all *tech* questions to *Host* using the chat.

Send *content* questions to *Host & Presenter*.

Polls



There will be several audience questions throughout the presentation.

For poll questions, you will see a box like this appear. After the poll closes, you will see the results.

Please note: If you're using an Apple device, you won't be able to participate in the poll.



Webinar Instructions

Checklist!

1. Sign up and buy the course
2. Register in Litmos and complete any surveys or prework before the day of the webinar
3. Register in WebEx for the webinar
4. Save your WebEx email confirmation
5. Join the webinar at least 10 minutes before
6. Return to Litmos after attending the webinar and complete all post surveys and assessments for course credit