



Attend Live Virtual Instructor-Led Training

Live virtual instructor-led training sessions are held using an online video conferencing software application (e.g. Microsoft Teams, WebEx, Skype for Business, GoToMeeting, Zoom).

Prepare: You are expected to begin on time the day of the training.

1. After your registration for the session is complete, you will receive a confirmation email that includes a meeting request, allowing you to add the session to your Outlook calendar. You may wish to test your access to the software application the day before the training.
 - Use a desktop computer or laptop. Mobile devices like phones or tablets are not recommended.
 - Use a compatible browser, such as Chrome or Microsoft Edge, and log into the software application.
 - A headset with a microphone is highly recommended. Test your audio and microphone. You may want to test using wired earbuds if you don't have a headset.
 - A webcam is not normally required. However, review the training details page and the instructions in the email you received to be sure.
 - If you are working from home, ensure your internet connection has a download speed of at least 15 Mbps. A faster connection will improve your experience.
 - If you are unable to log into the software application, contact your IT support department for assistance.
 - If you can successfully log into the software application but cannot hear the test audio, you can dial in on your phone for audio using one of the toll-free numbers (provided in the calendar invitation) on the day of the training.

Attend the Session: Join at least 5 minutes before the training starts.

1. Use the link in your Outlook calendar invitation that you received when you registered for the session and select the **Join Meeting** link.

Post-Training:

1. Your attendance will be entered into Cornerstone, usually within a few days, and the training will move from your active transcript to your completed transcript.
2. From your completed transcript, you can [Complete an Evaluation](#) and/or [Print a Certificate of Completion](#).