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. A couple of days prior to the scheduled training session you will receive an email with instructions. Follow the instructions in the email to test your access to the software application. It's best to test your access 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, and log into the software application.
   - A headset with a microphone is highly recommended. Test your audio and microphone. If you don't have a headset, you may want to test using wired earbuds.
   - 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 temporarily 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 the day of the training.

Attend the Session: Join the session at least 5 minutes before the training start time.

1. Go to the reminder email you received recently (from the Prepare step above) 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 a training evaluation and/or print your completion certificate.