

## **How To:**

### ***Join a Training***

Welcome to your Home Dashboard. On the main page, you may see all the trainings you are currently enrolled in.

You may also note that the calendar on your home dashboard will also display any courses you are enrolled in.

When you are ready to start your training, click the training icon on your dashboard.

Here, you can see this training's session. To access the Zoom link, navigate to the right hand side of the page, to the arrow drop down button.

Here you can see the training's details, as well as the green "Join the Webinar" button.

Now, an important note. This "Join the Webinar" button does not become active until fifteen minutes before the official training time.

So if you do not see this button, wait fifteen minutes until the session and try again.

When the session is ready, click the "Join the Webinar" button.

Clicking the button will prompt you to open Zoom Meetings. You will be in the waiting room until the trainer lets you into the Zoom Meeting.

Once you are let into the Zoom Meeting, you can begin your training with the trainer.

You may also access your Home Dashboard from the email confirmation your received when you enrolled in the training.

Simply, find the email and there should be a calendar attachment to the email that has the course link.

Clicking this course link will take you straight to your home page if you are already logged in.