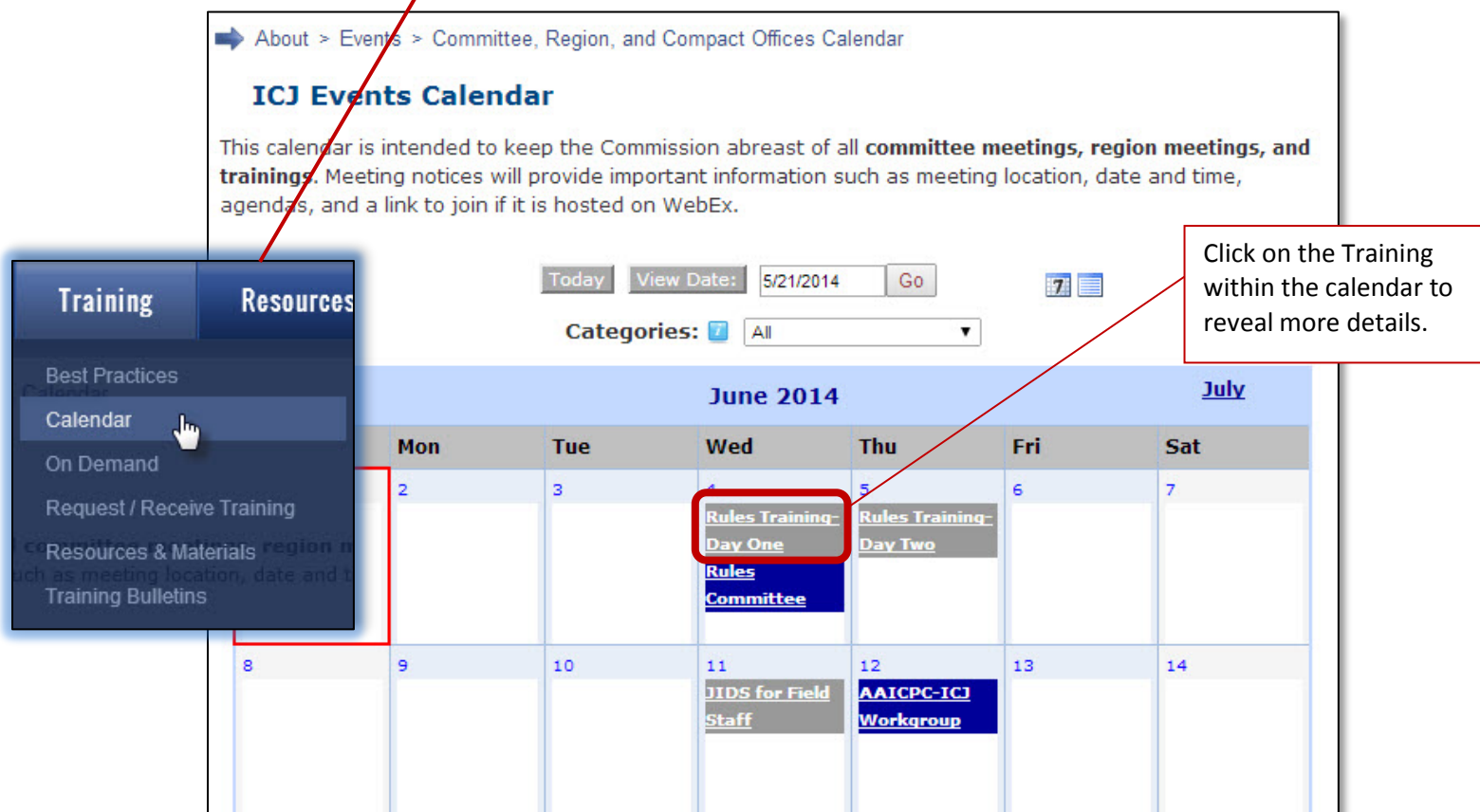**WebEx Training Registration How-To with Troubleshooting**

To access live WebEx trainings, look at your **ICJ Website Updates** Newsletter for upcoming trainings, where you can follow a link directly to registration within WebEx.

You can also go to the **ICJ Website** to access the **Training Calendar**. Follow these steps to completely register for your next training.

Step 1: From the **ICJ Website**, go to Training and click "**Calendar**" from the dropdown list. The calendar for the current month is displayed.

ICJ Events Calendar screenshot showing the Training dropdown menu (with Best Practices, Calendar, On Demand, Request / Receive Training, Resources & Materials, Training Bulletins) and the June 2014 calendar. Callout text: "Click on the Training within the calendar to reveal more details."

Step 2: The events detail page shows the times and dates of the training, where the training will take place and a brief description of the training. The description of the training contains a direct link to ICJ's WebEx for registration.

ICJ Events Calendar

This calendar is intended to keep the Commission abreast of all **committee meetings, region meetings, and trainings.** Meeting notices will provide important information such as meeting location, date and time, agendas, and a link to join if it is hosted on WebEx.
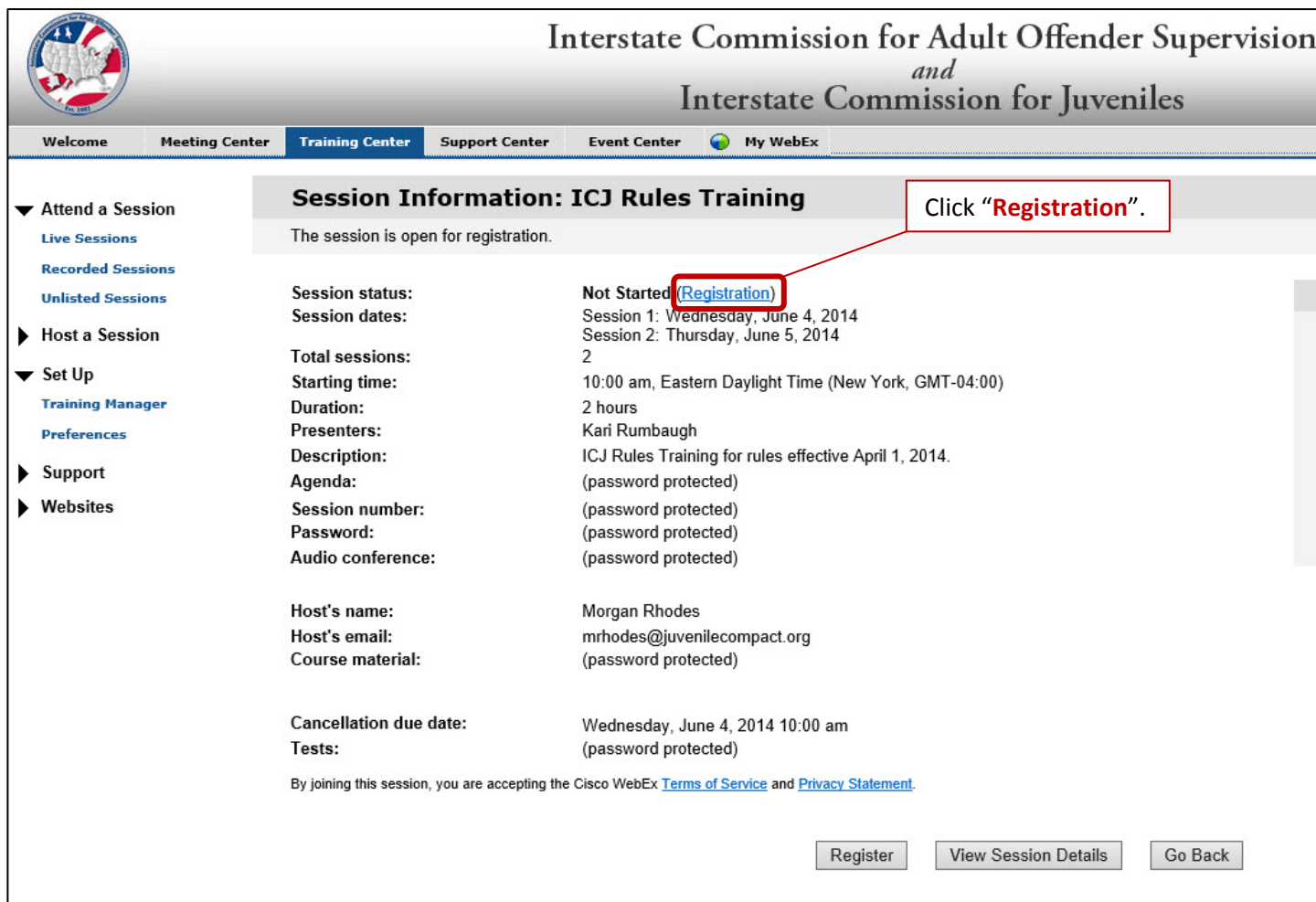
Rules Training-Day One

Start Date/Time:	Wednesday, June 04, 2014 10:00 AM
End Date/Time:	Wednesday, June 04, 2014 12:00 PM
Recurring Event:	One time event
Importance:	Normal Priority
Category:	Training
Location:	ICJ WebEx
Description:	Day One of a two-part Rules Training. By registering here, you will register for both days.
	Trainer: Kari Rumbaugh

By clicking "**here**", you will be re-directed to the WebEx site.

Step 3: Once you are re-directed to ICJ's WebEx site, make sure the details for the session match the training you wish to attend.

Interstate Commission for Adult Offender Supervision
and
Interstate Commission for Juveniles

| Welcome | Meeting Center | Training Center | Support Center | Event Center | My WebEx |

▼ Attend a Session
- **Live Sessions**
- **Recorded Sessions**
- **Unlisted Sessions**

▶ Host a Session

▼ Set Up
- **Training Manager**
- **Preferences**

▶ Support

▶ Websites

Session Information: ICJ Rules Training

The session is open for registration.

Click "**Registration**".

Session status:	Not Started (Registration)
Session dates:	Session 1: Wednesday, June 4, 2014
	Session 2: Thursday, June 5, 2014
Total sessions:	2
Starting time:	10:00 am, Eastern Daylight Time (New York, GMT-04:00)
Duration:	2 hours
Presenters:	Kari Rumbaugh
Description:	ICJ Rules Training for rules effective April 1, 2014.
Agenda:	(password protected)
Session number:	(password protected)
Password:	(password protected)
Audio conference:	(password protected)
Host's name:	Morgan Rhodes
Host's email:	mrhodes@juvenilecompact.org
Course material:	(password protected)
Cancellation due date:	Wednesday, June 4, 2014 10:00 am
Tests:	(password protected)

By joining this session, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.

[Register] [View Session Details] [Go Back]

Step 4: Fill out your information as labeled.

Register for ICJ Rules Training

Please provide the following information to register for this training session. You will receive an email confirmation of your registration.

Session Information

Topic:	ICJ Rules Training
Session dates:	You will be registered for the following dates:
	Session 1: Wednesday, June 4, 2014
	Session 2: Thursday, June 5, 2014
Starting time:	10:00 am, Eastern Daylight Time (New York, GMT-04:00)
Duration:	2 hours
Presenters:	Kari Rumbaugh
Description:	ICJ Rules Training for rules effective April 1, 2014.
Host's name:	Morgan Rhodes
Host's email:	mrhodes@juvenilecompact.org

Registration Information

First name:		(Required)
Last name:		(Required)
Email address:		(Required)
City:		
State/province:		

Fill out your information and Click "**Register**".

Register   Cancel

Step 5: You will receive an email confirming your registration. This email contains the link to the WebEx training session, a link to add the training to your calendar and a link to cancel your registration.

Note your **Registration ID**, **Session number** and **Session Password**.

Hello National Office,

Your registration for the following training session is accepted:

This is a multiple session course. You must attend all sessions to complete this course.

Topic: ICJ Rules Training
Host: Morgan Rhodes
Date: Every weekday, from Wednesday, June 4, 2014 to Thursday, June 5, 2014
Time: 10:00 am, Eastern Daylight Time (New York, GMT-04:00)
Registration ID: 847735
Session number: 648 244 168
Session password: ICJ1234

To join the training session
----

1. Go to
https://interstatecompact.webex.com/interstatecompact/k2/j.php?
MTID=tfb75bc5d0070ae6d6b77e8dc3542383c
2. Enter your name and email address (or registration ID).
3. Enter the session password: ICJ1234
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

Click on this link to join the training session and follow these instructions.

To view in other time zones or langu
https://interstatecompact.webex.com
MTID=tb912fc922af2148fbbdb80536f

To add this session to your online calendar, click this link and follow the prompts.

To add this session to your calendar program (for example Microsoft Outlook), click this link:
https://interstatecompact.webex.com/interstatecompact/k2/j.php?
MTID=t173b07863eef0080cebfb2fa3a49eba7

To cancel registration, click
https://interstatecompact.webex.com/interstatecompact/k2/e.php?
AT=CREG&ED=262532207&UID=1863392587&SN=0&RT=MiMxMQ%
3D%3D. The cancellation due date is Wednesday, June 4, 2014 10:00 am.

One Step Further: To log in to your WebEx Training, follow the link and enter the information requested.
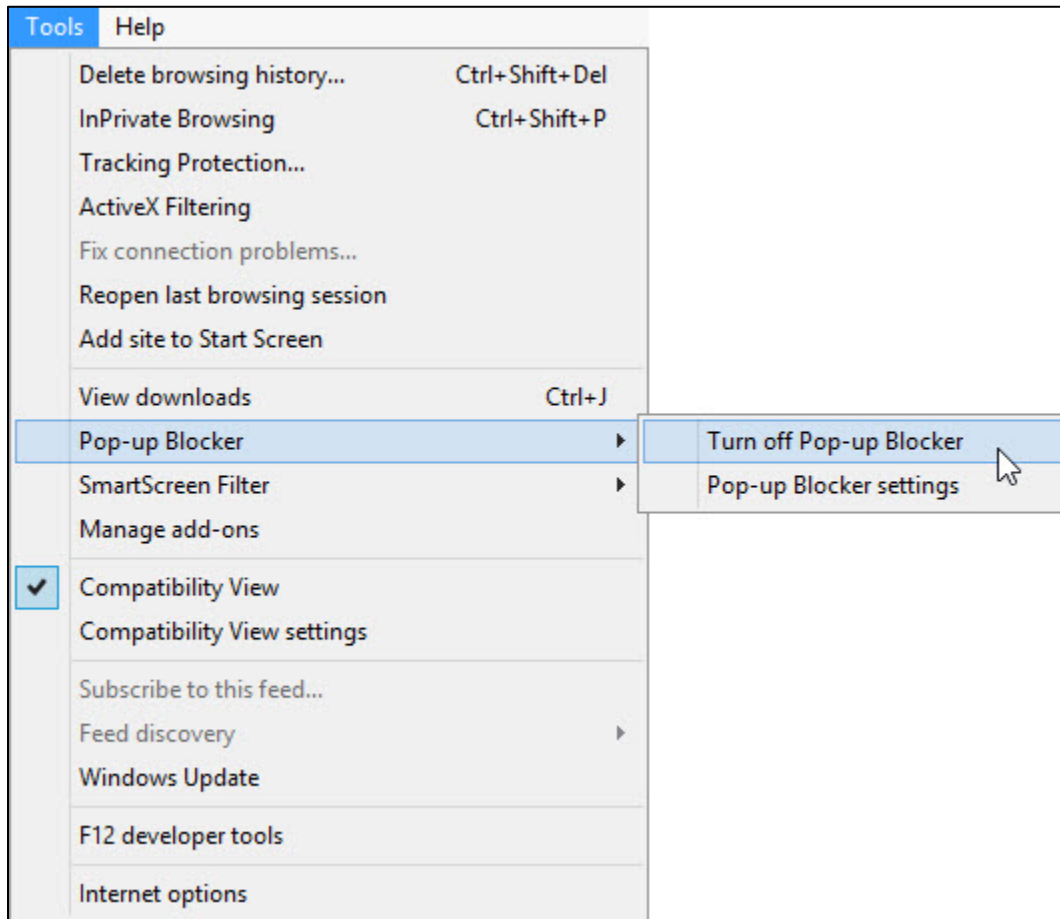

The link from your registration email will take you directly to the correct session number in WebEx. Enter your name, email address and password (if necessary), and click "**Join Now**".

After you join, you will automatically be entered into the training session. You will be prompted to enter a phone number to call in or connect via your computer.
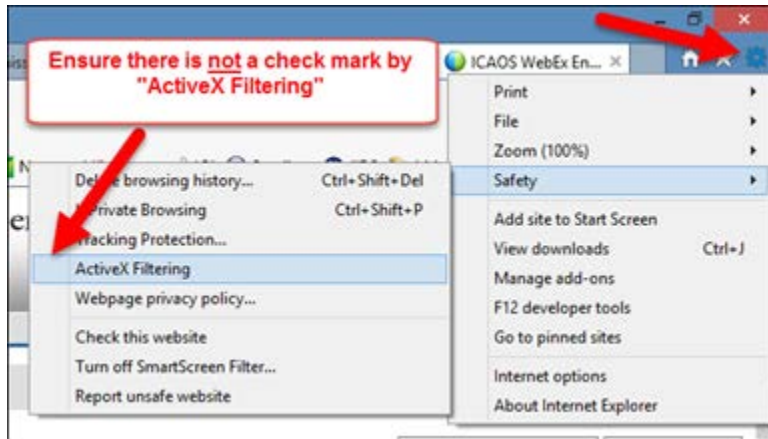
WebEx Troubleshooting

<u>Pop Ups</u>

In Internet Explorer, navigate to the "**Tools**" in the menu. Scroll down to "**Pop-up Blocker**". Select "**Turn off Pop-up Blocker**".

Tools	Help	
	Delete browsing history...	Ctrl+Shift+Del
	InPrivate Browsing	Ctrl+Shift+P
	Tracking Protection...	
	ActiveX Filtering	
	Fix connection problems...	
	Reopen last browsing session	
	Add site to Start Screen	
	View downloads	Ctrl+J
	Pop-up Blocker ▶	Turn off Pop-up Blocker
	SmartScreen Filter ▶	Pop-up Blocker settings
	Manage add-ons	
✔	Compatibility View	
	Compatibility View settings	
	Subscribe to this feed...	
	Feed discovery ▶	
	Windows Update	
	F12 developer tools	
	Internet options	

ActiveX Filtering

If you have trouble logging in to the WebEx session, please ensure that ActiveX Filtering is **NOT** turned on in Internet Explorer:

Required Software for WebEx

Below is a list of required software to run WebEx.

Browser	Internet Explorer 8, 9, 10 or greater
JavaScript	JavaScript and Cookies enabled
Other	ActiveX enabled Java 6.0 or later

Please visit the **WebEx Knowledgebase** for more information.