

## WebEx Meeting/Training Registration How-To with Troubleshooting

Use the following instructions to access live ICJ meetings or trainings hosted on WebEx. Access event links from the **ICJ Weekly Updates** newsletter or go to the **ICJ Website** to access the **Events Calendar**. If accessing WebEx via the newsletter link, skip to **Step 3**. To access from the ICJ Website, see below:

**Step 1:** From the [ICJ Website](#), select **Events Calendar** from the homepage:



 **Interstate Commission  
for Juveniles**  
Serving Juveniles While Protecting Communities

ABOUT ▾ DIRECTORY ▾ MEETINGS ▾ LEGAL ▾ TRAINING ▾ RESOURCES ▾ FORMS JIDS ▾ 

### Announcing the new ICJ Executive Committee Members

**Officers**

Anne Connor (NV), Chair  
Natalie Dalton (VA), Vice Chair  
Shelley Hagan (WI), Treasurer  
Traci Marchand (NC), Immediate Past Chair

 **Standing Committees**

Jacey Nordmeyer (NE), Compliance  
David Barrett (ME), Finance  
Tony DeJesus (CA), Information Technology  
Gary Hartman (WY), Rules  
Cathlyn Smith (TN), Training, Education, and Public Relations

**Region Representatives**

Maria Genca (CT), East  
Mia Pressley (SC), South  
Nina Belli (OH), Midwest  
Dale Dodd (NM), West

 **EVENTS CALENDAR**  
Click to view latest events here

 **ICJ RULES**  
Click to view ICJ Rules

 **BENCH BOOK FOR JUDGES**  
Download the latest Bench Book For Judges

 **QUESTIONS ABOUT ICJ**  
Review FAQ about the Compact

The calendar for the current month is displayed. Use **Previous** or **Next** buttons at the bottom to navigate to a different month.

Select the event you wish to attend or register for:

Month

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.

Click [here](#) to download a PDF document detailing how to register for and connect to a WebEx session.

**Note:** All ICJ WebEx committee meetings require the following password to join: icj1234

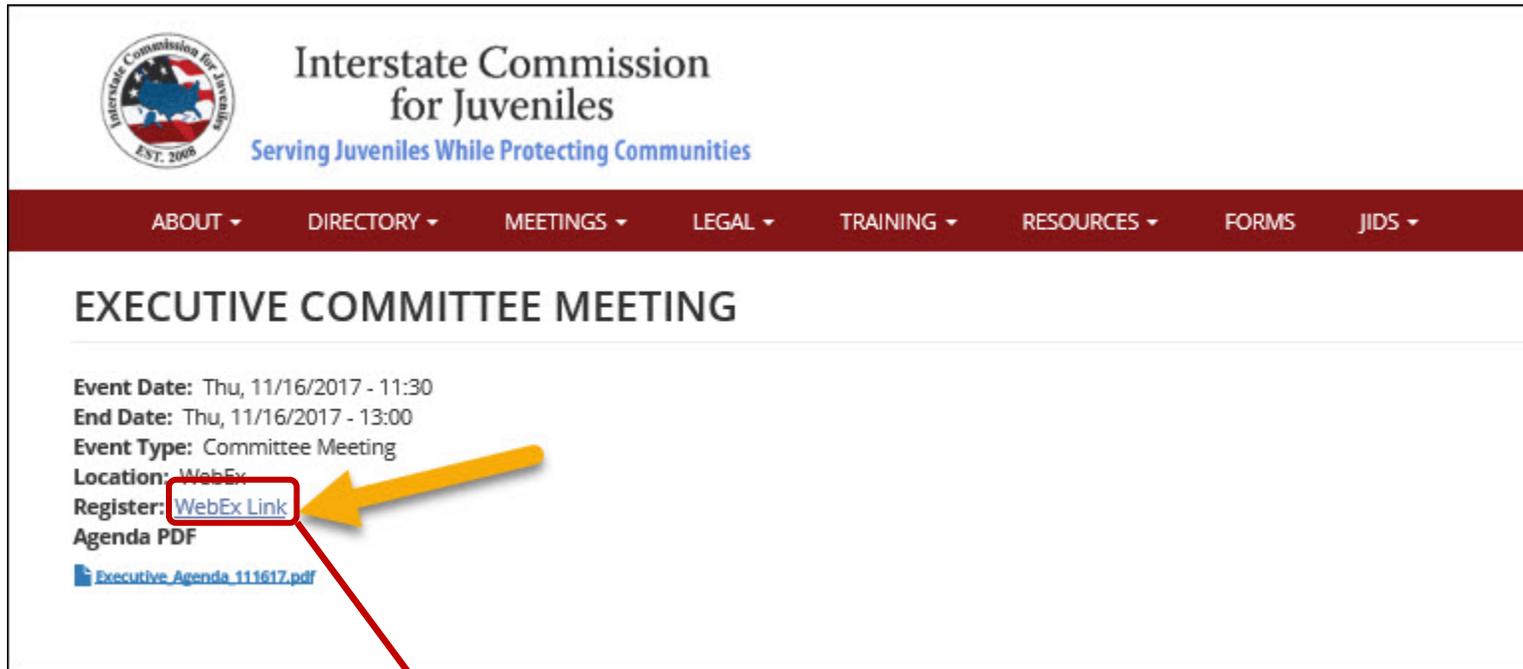
NOVEMBER 2017

[« Previous](#) [Next »](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10 National Office Closed 12:00 am National Office	11
12	13	14	15	16 Executive Committee Meeting 11:30 am Committee Meeting	17	18
19	20	21	22 National Office Closed 12:00 am National Office	23 National Office Closed 12:00 am National Office	24 National Office Closed 12:00 am National Office	25
26	27	28	29	30	1	2

[« Previous](#) [Next »](#)

**Step 2:** The events detail page shows the times and dates of the meeting or training. The description of the event contains a direct link to ICJ's WebEx for registration.



 **Interstate Commission  
for Juveniles**  
Serving Juveniles While Protecting Communities

ABOUT ▾ DIRECTORY ▾ MEETINGS ▾ LEGAL ▾ TRAINING ▾ RESOURCES ▾ FORMS JIDS ▾

## EXECUTIVE COMMITTEE MEETING

**Event Date:** Thu, 11/16/2017 - 11:30  
**End Date:** Thu, 11/16/2017 - 13:00  
**Event Type:** Committee Meeting  
**Location:** WebEx  
**Register:** [WebEx Link](#)  
**Agenda PDF**  
[Executive\\_Agenda\\_111617.pdf](#)

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

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

For a **meeting**, simply enter your name, email address, and the password **icj1234** and then select **Join**:

Meeting Center Training Center Support Center Event Center My WebEx

ICJ Meeting

Thursday, October 26, 2017 | 11:15 am Eastern Daylight Time (GMT-04:00) | 1 hour | ● Time to join

Host: Jennifer Adkins

▶ More information

Your name:

Email address:

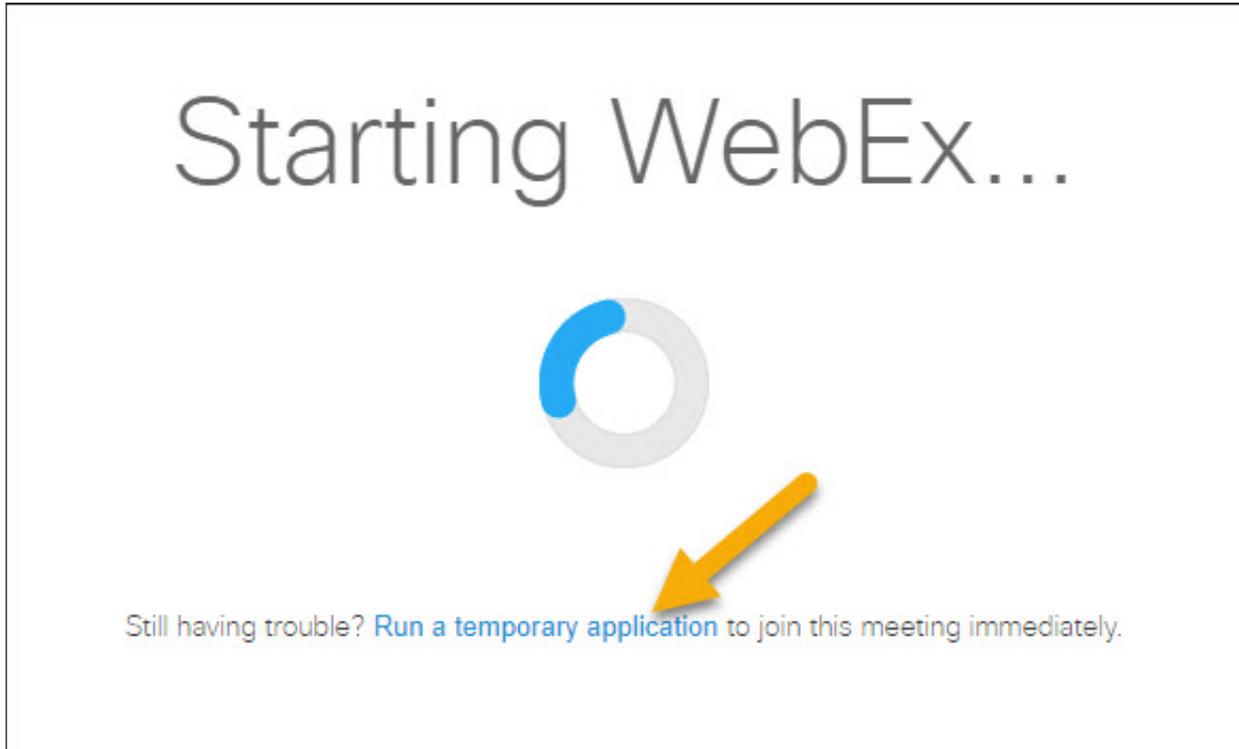
Meeting password:



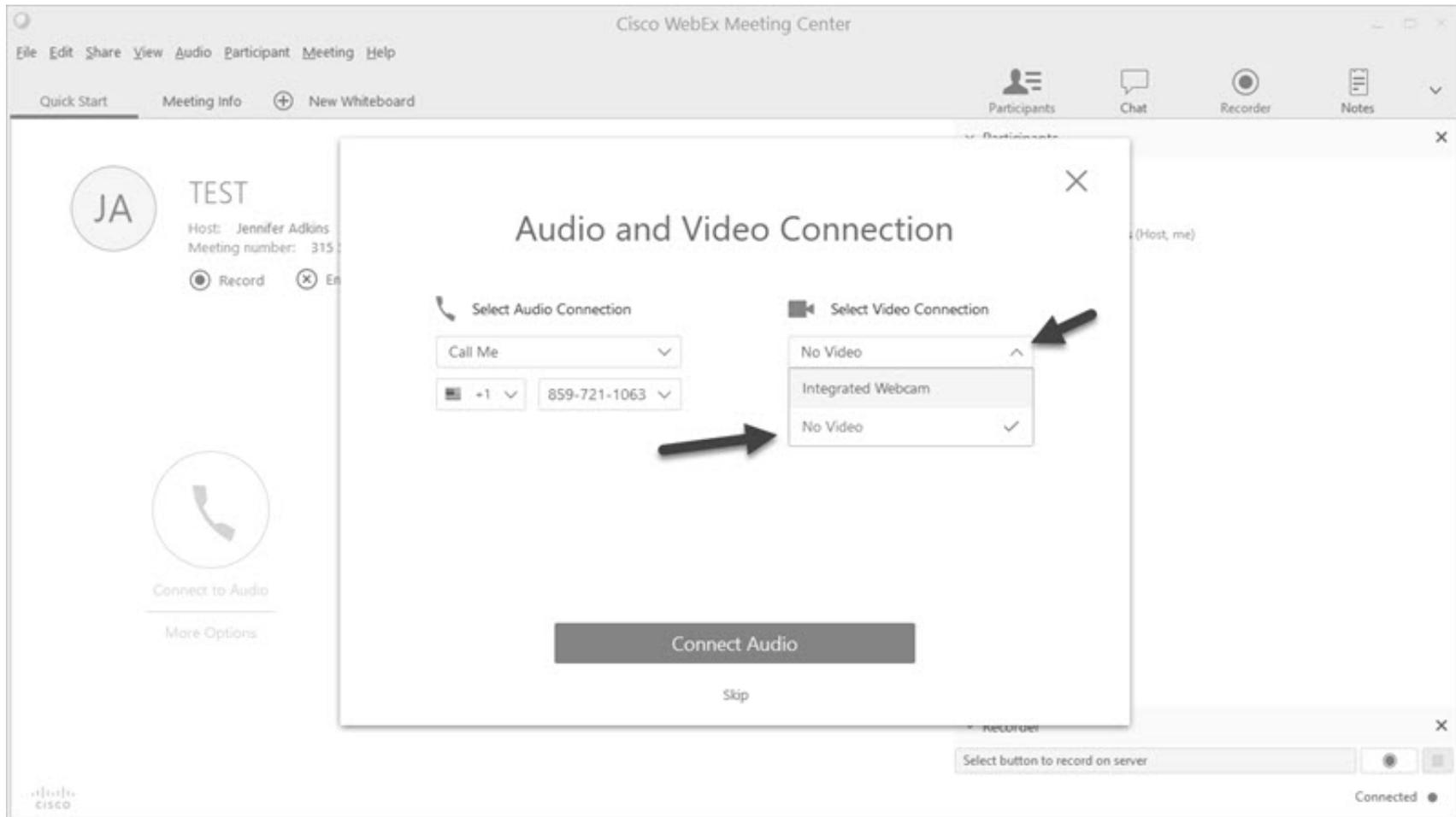
If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

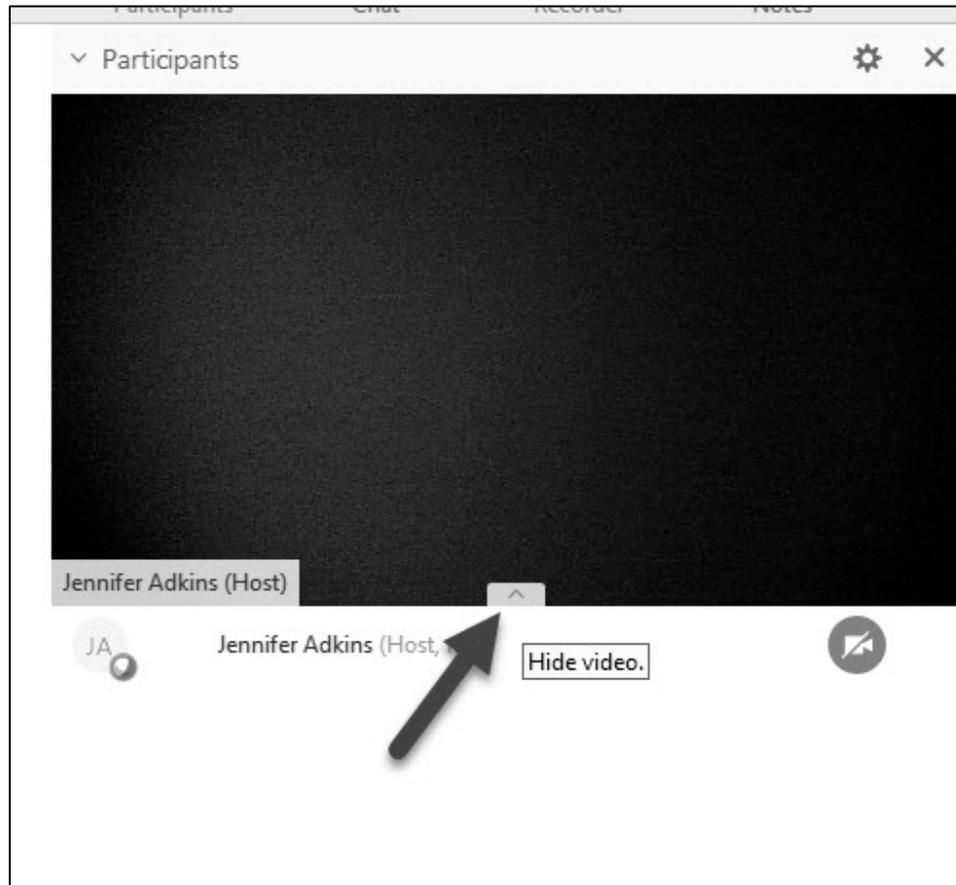
If the meeting center does not automatically load, you may have to select **Run a Temporary Application**:



For a **meeting**, the user has the option to enable their web cam upon login. Under Select Video Connection, choose “No Video”



If a user does enable video and you wish to hide the video display, click the “Hide Video” icon below the video display box:



For a **training**, select **Registration** and proceed to **Step 4**:

**Interstate Commission for Adult Offender Supervision  
and  
Interstate Commission for Juveniles**

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

**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](mailto: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 and select **Register**:

### 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**".

**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.

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.

To view in other time zones or languages, click this link:  
<https://interstatecompact.webex.com/interstatecompact/k2/j.php?MTID=tb912fc922af2148fbbdb805366>

To add this session to your calendar program (for example Microsoft Outlook), click this link:  
<https://interstatecompact.webex.com/interstatecompact/k2/j.php?MTID=t173b07863eef0080cebf2fa3a49eba7>

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.

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

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

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=t173b07863eef0080cebf2fa3a49eba7>

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 screenshot shows the Cisco WebEx Training Center interface. On the left, a 'Join Session Now' dialog box is open, containing the following text and fields:

**Join Session Now**

To join this training session, provide the following information.

Your name:

Email address:

Session password:

**Join Now**

Below the dialog box, the text 'Host key: 535365' is visible. A red line connects the 'Join Now' button to a text box below.

The main interface shows a 'Participants' list on the right side, with the following details:

- Panelist: 1
- Morgan Rhodes (Host, me)
- Attendee: 1
- Morgan

At the bottom of the interface, the text 'Cisco webex Session No. 644 510 894' is visible, along with a 'Connected' status and a Cisco logo.

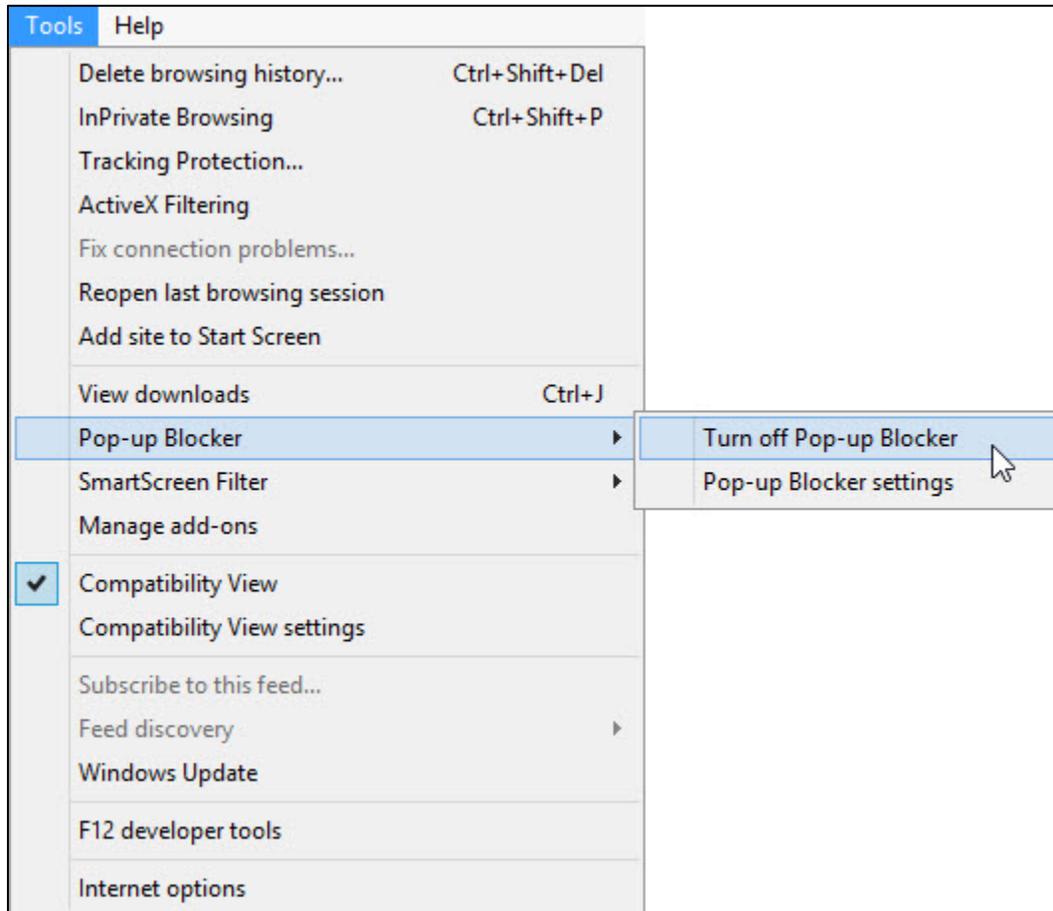
The link from your registration email will take you directly to the correct session number in WebEx. Enter your name, email address and password (if necessary), and click "**Join Now**".

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

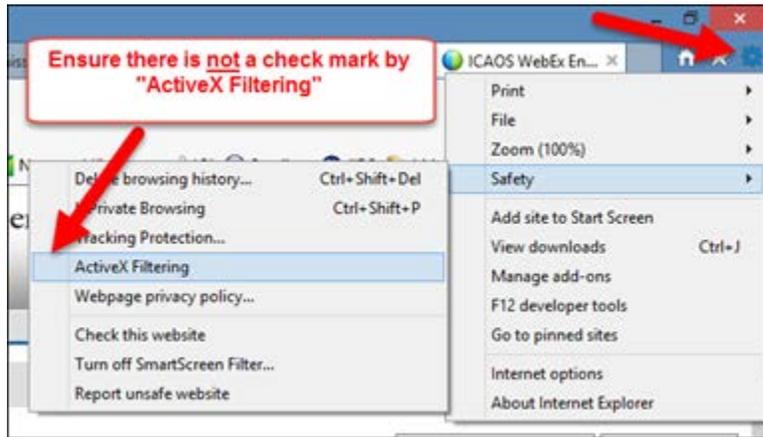
### Pop Ups

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



## 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.

<b>Browser</b>	Internet Explorer, Chrome, or Firefox
<b>JavaScript</b>	JavaScript and Cookies enabled
<b>Other</b>	ActiveX enabled Java 6.0 or later

Please visit the [WebEx Knowledgebase](#) for more information.