

Webinar Registration Information

Here is a step-by-step guide to registering and signing onto a webinar. If you encounter any problems, it may be due to computer incompatibility, your corporate security system, or other issues that can usually be solved by contacting your corporate IT department. For the most part, we believe you will find this process quite user-friendly – as long as you follow each step as described below.

TO REGISTER:

1. To register for a webinar, go to your EAP website, find the title of the webinar you'd like to attend and click on the **date** you prefer.
2. Once you click on the **date**, you will be taken to a page which requires that you enter your name, company name, and email address. Other fields are optional.
3. After entering your information, click on **REGISTER** at the bottom of the page; if the information is complete, you will receive a message saying **REGISTRATION SUCCESSFUL**.
4. You will next receive an email confirming your registration. **DO NOT DELETE THIS EMAIL**. If you do not see this confirmation email in your inbox, check your spam or junk mail folder.
5. In the email, note the date and time zone of your webinar. If you are using Microsoft Outlook, once you click on **ACCEPT**, the webinar will be added to your calendar.
6. The email includes instructions and a link for **first-time users**. Click on this link. You may be asked to download software to view the webinar. This is a safe, one-time download.

ON THE DAY OF THE WEBINAR:

1. If you have followed #1-6 above, on the day of the webinar you can simply go back to your registration confirmation email and click on the **join meeting link** to be connected to the web (powerpoint) portion of the meeting.
2. Below the **join meeting link** there are instructions on how to access the audio portion of the program. The system is designed to call you. When you see the contact box appear on the screen, supply your phone number and you will be called immediately. This is an automated system; if you can not be called directly please follow the alternate directions provided in the confirmation email to connect to the audio.
3. Next, a box will appear on the screen for sharing voice and video. Please close this box.
4. **Participants who are hearing impaired can access the audio portion of this program using TTY or VRS technology** and calling the phone number and using the participant code provided in the email.

ADDITIONAL NOTES:

You should receive an email reminder 15 minutes before the program is scheduled to start. **Please note: the earliest time you may log on to the webinar is 15 minutes before that program is scheduled to start.** If you miss the webinar for any reason, visit your EAP/WorkLife website to see a recorded version of the webinar in our **archives**. Please note that archived webinars are available through streaming media that includes audio. There are no phone connections available for members without computer speakers or those who rely on TTY and VRS.

To view a list of upcoming webinars, register for webinars, and browse through the archived webinars visit your WorkLife website today!