

WebEx Training			
2008 Cancer Prevention and Treatment Series:			
AGENDA			
5 mins	Introduction		
20 mins	Background and Best Practices		
15 mins	Tips and Tricks – within the world of RPMS		
15 mins	Questions and Answer Session		
5 mins	Closing Remarks		
Series No.	Date/Time	WebEx Class Name/Registration Password	Speakers
I	2/20/08 -Wed 12:00 – 1:00 PT	WebEx: 2008 CPT I – Breast Cancer Registration Password: CAO-CPTI	Dr. Hope Baluh and Stephanie Klepacki
II	3/26/08 -Wed 12:00 – 1:00 PT	WebEx: 2008 CPT II – Colorectal Cancer Registration Password: CAO-CPTII	Dr. John Verzosa and Stephanie Klepacki
III	4/23/08 -Wed 12:00 – 1:00 PT	WebEx: 2008 CPT III – Cervical Cancer Registration Password: CAO-CPTIII	Dr. Ellen Kruusmagi & Stephanie Klepacki
IV	5/21/08 -Wed 12:00 – 1:00 PT	WebEx: 2008 CPT IV – Lung Cancer Registration Password: CAO-CPTIV	Dr. Nat Cobb & Stephanie Klepacki
V	6/18/08 -Wed 12:00 – 1:00 PT	WebEx: 2008 CPT V – Cancer Prevention: A CCI perspective Registration Password: CAO-CPTV	Dr. Ty Reidhead & Lisa Dolan

Instructions for Registering

1. Go to this web site URL: <https://ihs-training.webex.com/>
2. At the Search For box, type the name of the session and click the Go button. **NOTE: If you do not see the Search For box, ensure the Training Center tab is selected at the top of the WebEx window, immediately under “webex.”**
3. All of the scheduled sessions will then be displayed in the window below. Choose the one you want to attend and click “Registration” in the Status column.
4. Enter the Registration password that is shown above that corresponds to the class you want to attend.
5. Click the OK button.
6. Complete the registration form.
7. Click the Register button.
8. A Registration confirmation is displayed that contains all of the information for the training session, including the link for the session and the password to enter when you are ready to attend the session. Click the OK button to finish.

Instructions for Setting Up Training Manager (installing the WebEx Software)

You must have the WebEx software installed on your computer prior to attending the WebEx session. **You should setup the software at least a day before the training session.** You should not need anyone such as the Site Manager to install it for you. Below are the instructions.

1. Click this link: <https://ihs-training.webex.com/>
2. On the left side of the window, click Set Up.
3. Immediately under Set Up you will see two options: Training Manager, Preferences.
4. Click Training Manager.
5. A message is displaying giving you information about the setup process. Click the Set Up button.
6. After the software is installed, click the OK button.

Attending the Session

When you are ready to attend the session, connect to the WebEx session first using the information contained in your registration confirmation email and then connect to the conference line. The dial information for the conference line is shown below and is also included in your registration confirmation message.

Instructions for Teleconference

Participants other than the leader will call 1-888-790-6016 and use

Passcode: 6229358, #

Leader passcode: 92476, #