

# Instructions to Register with WebEx for CDS Orientation

## 1. Click on the link to Register available on the MMAC website

answer questions.

### Registration

Pre-registration is required because space is limited. The online registration form must be filled out **completely**. Make sure that you use a valid email address, the registration email and the link to attend the online training will be sent to and associated with the email submitted. You will also want to use a desktop or laptop for this training session, a table or phone may not be sufficient. Once the training date has reached capacity, the date will no longer be available for selection the registration form. **The next session will not be made available until after the current training has taken place.**

Registration link: [CDS Orientation Training](#)

### Questions

If you have general questions regarding the CDS training, please email them to Provider Contracts Unit (<mailto:mmac.ihscontracts@dss.mo.gov>)

### CDS Training Presentation

## 2. After you have clicked on the link to register, you should see the screen below. Click on the “Register” link (in blue)

The screenshot shows the MO.gov website interface for a Webex event. At the top left is the MO.gov logo with the text "Official Missouri State Website". Below it is a "Webex Events" tab. The main heading is "Event Information: CDS Orientation". A message states: "Registration is required to join this event. If you have not registered, please do so now." The event details are listed on the left: "Event status: Not started (Register)", "Date and time: Wednesday, January 13, 2021 9:00 am Central Standard Time (Chicago, GMT-06:00) Change time zone", "Duration: 3 hours 30 minutes", and "Description: CDS Orientation Training". A red arrow points to the "(Register)" link. On the right, there is a "Join Event Now" button which is disabled, with the message "You cannot join the event now because it has not started." Below this are input fields for "Registration ID:" and "Event password:". At the bottom right, there is a "Join Now" button and a link "Join by browser NEW!". At the bottom center, there is a "Register" button. At the bottom of the page, there is a line of small text: "By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement."

3. Next, you will see this screen; you must fill it out completely. Make sure that you enter the email address associated to you alone (more than one person cannot use the same email address). This screen will ask you to enter the email address twice. Verify the address is correct before you click the submit button.

MO.gov  
Official Missouri State Website

### Register for CDS Orientation

Please complete this form to register for the event. An asterisk (\*) indicates required information.

Please answer the following questions.

\* First name:

\* Last name:

\* Email address:

\* Confirm email address:

\* Phone number:

Remember me on this computer  
(Clear this information)

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Once submitted you should receive the email below right away to the email you registered with. **If you do not receive the email below right away**, check your JUNK or SPAM folders. If it is not there, then **PLEASE** click on the register link again and make sure that you are using a valid email address. You must be able to received emails from messenger@webex.com

Registration approved for Web seminar: CDS Orientation

File Meeting Acrobat Tell me what you want to do...

Mon 11/16/2020 2:49 PM

Cynthia Werdehausen <mmac.ihscontracts@dss.mo.gov>

Registration approved for Web seminar: CDS Orientation

Required  
Werdehausen, Cynthia J

Please respond.  
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: Central Time.  
This appointment conflicts with another one on your calendar.

Attached: CDS Orientation.ics (4 KB)

Enterprise Vault

When: Wednesday, January 13, 2021 9:00 AM-12:30 PM Location: https://stateofmo.webex.com/stateofmo/onstage/g.php?MTID=e758dd04d0bb390fe7150bd52e7865755

9 AM  
10  
11

Host: Cynthia Werdehausen (mmac.ihscontracts@dss.mo.gov)  
Event number (access code): 177 035 7061  
Registration ID: 526560  
Event password: 01cds2021

Wednesday, January 13, 2021 9:00 am, Central Standard Time (Chicago, GMT-06:00)

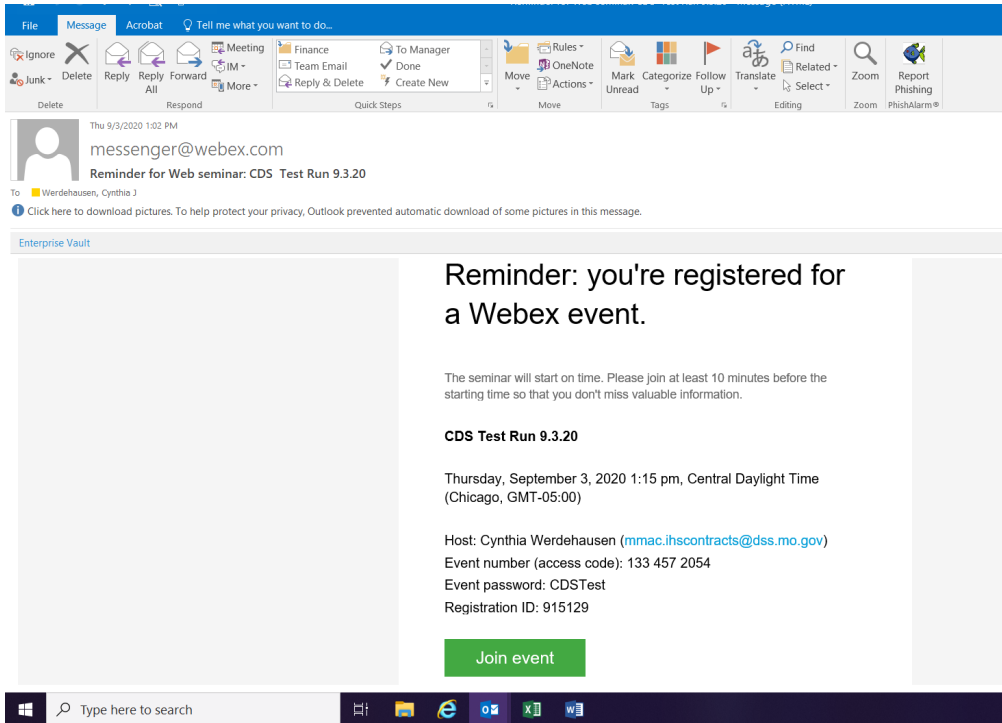
Please ACCEPT this invitation to add to your calendar.

It also has the link to JOIN the day of the training. KEEP THIS EMAIL

**No one will be available the day of testing to help resolve registration issues if you are not already registered or have not received the link to “Join”.**

**\*\*DAY OF TRAINING\*\***

You will receive a reminder email from [messenger@WebEx.com](mailto:messenger@WebEx.com) one hour prior to the session starting. See example below:



If you don't receive this reminder, you can use the confirmation email above to join the meeting by clicking on the "Join Event" button.

**\*\*NOTE\*\*** the system will not let you join until 30 minutes prior to the start of the session. Join in as soon as you can.

Once you are in the system this is what your screen should look like.



The power point will be to the left and the box for Q&A and CHAT will be to the right

- I may not get to all the questions during the training, but everything from Q&A/CHAT will be saved and someone will respond to your question after the training.

- If you have not used WebEx in the past, it may be helpful to familiarize yourself with the functionalities prior to attending. Youtube.com has videos that may be of help.
- After the training has ended, you will receive a “Thank You for Attending” email from WebEx. **This will be your certificate or proof of attendance.**