

Instructions to WebEx Webinar for CDS Orientation

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

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.**

PLEASE READ INSTRUCTIONS FOR REGISTERING BEFORE CLICKING ON THE LINK 📄

Registration link: [CDS ORIENTATION TRAINING NOVEMBER 9, 2023](#)

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 a WebEx webinar registration page. The main content area on the left contains the following information:

- webex** by CISCO logo in the top left.
- Language selection: English.
- CDS Orientation**
- January 25, 2023**
- Thursday, January 25, 2024 9:00 AM - 1:30 PM** (UTC-06:00) Central Time (US & Canada)
- Host:** Cynthia Werdehausen
- Agenda:** CDS Orientation - (5 hours for the course) we will cover the following topics, take questions after each and have two breaks during the session:
CDS
Overview/Proposals/HIPPA/Guidance/Screenings/Taxes/MMAC

On the right side, a white registration modal is overlaid with the following text:

- Register for webinar**
- If you want to attend, register now. When your registration is approved, you'll receive an invitation to join the webinar.
- A blue **Register** button with a red arrow pointing to it from the right.

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).

Register for webinar

Complete this form to register for the webinar. An asterisk (*) indicates required information.

***Name**

Cynthia Werdehausen

If you are a Designated Manager, provide the last 4 digits of your SSN for attendance tracking.

***Email**

Cynthia.J.Werdehausen@dss.mo.gov

***Address 1**

Address 2

***City**

***State**

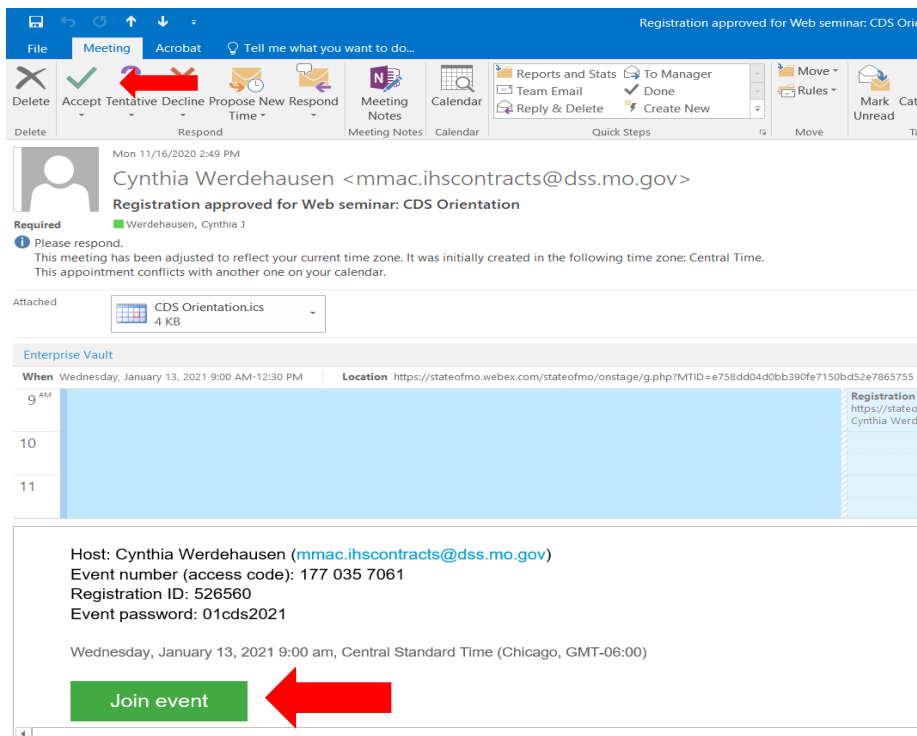
Zip/Post Code

Company Name

Remember me on this device

Register

4. Once submitted you should receive the email below IMMEDIATELY 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



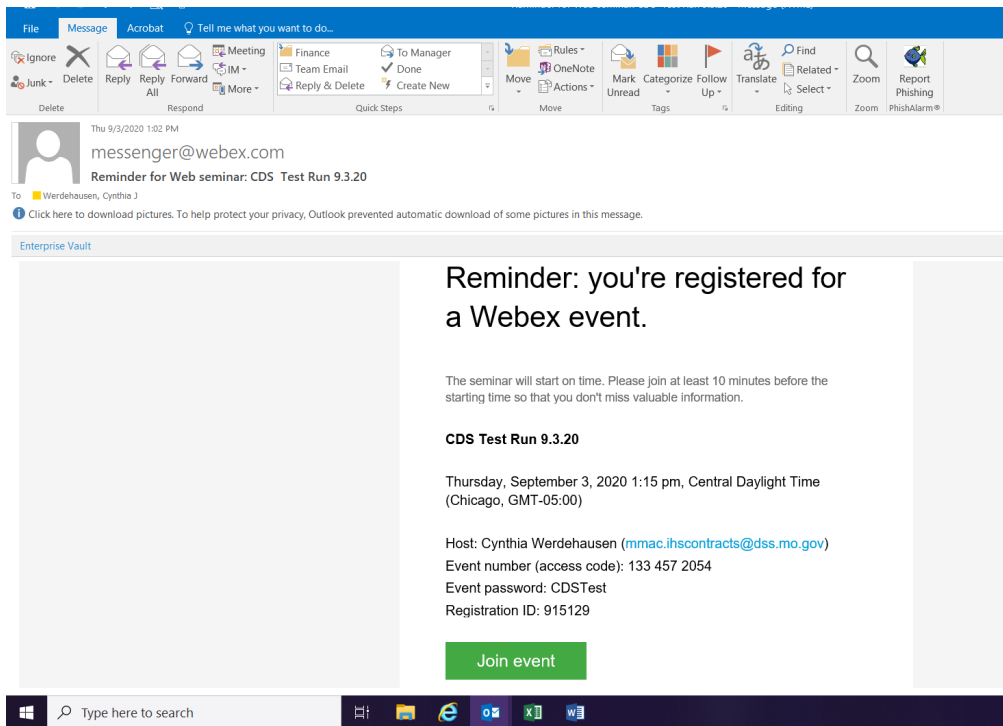
Please ACCEPT this invitation to add to your calendar.

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 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.**