

## How to Access Online Training Sessions

### OVERVIEW

Some NCTracks courses are taught via online training sessions, also referred to as “Remote via WebEx.” Online training sessions can be attended remotely from any location with a telephone, computer and internet connection. Online training sessions are typically limited to 115 participants in each session.

### INSTRUCTIONS

This Job Aid explains how to access NCTracks online training sessions. NCTracks uses AT&T TeleConference Services for online training sessions.

Step	Action
1	From a supported internet browser, enter the URL: <a href="https://www.teleconference.att.com/servlet/AWMlogin">https://www.teleconference.att.com/servlet/AWMlogin</a>

Step	Action
2	Enter the Meeting Number. The standard Meeting Number is 8885674484.
3	Enter the Code. The Code is typically 7 digits and may vary with each course. The Code will be provided when you register for the course in SkillPort.
4	Enter your Email Address
5	Enter your Name (First and Last)
6	Click the <b>Submit</b> button. This will take you to the second page in the Login process.

The screenshot shows the AT&T TeleConference Services login page. At the top left is the AT&T logo. Below it is a navigation bar with '>Host Login Information | Topic Help'. The main heading is 'AT&T TeleConference Services' with the tagline 'IT'S NEVER BEEN EASIER TO CALL A MEETING'. On the left is a sidebar with links: HELP, FAQs, FEEDBACK, RELEASE NOTES, and DOWNLOADS. The main content area has a 'Login Information' section with the text 'Please choose between the following:' and two buttons: 'HOST' and 'PARTICIPANT'. A red circle with the number '7' is placed over the 'PARTICIPANT' button. To the right is an 'Additional Information...' section with text describing the service. At the bottom left, there are links for 'Terms and Conditions' and 'Privacy Policy' and a copyright notice for 2017 AT&T.

Step	Action
7	Click on the <b>Participant</b> button.

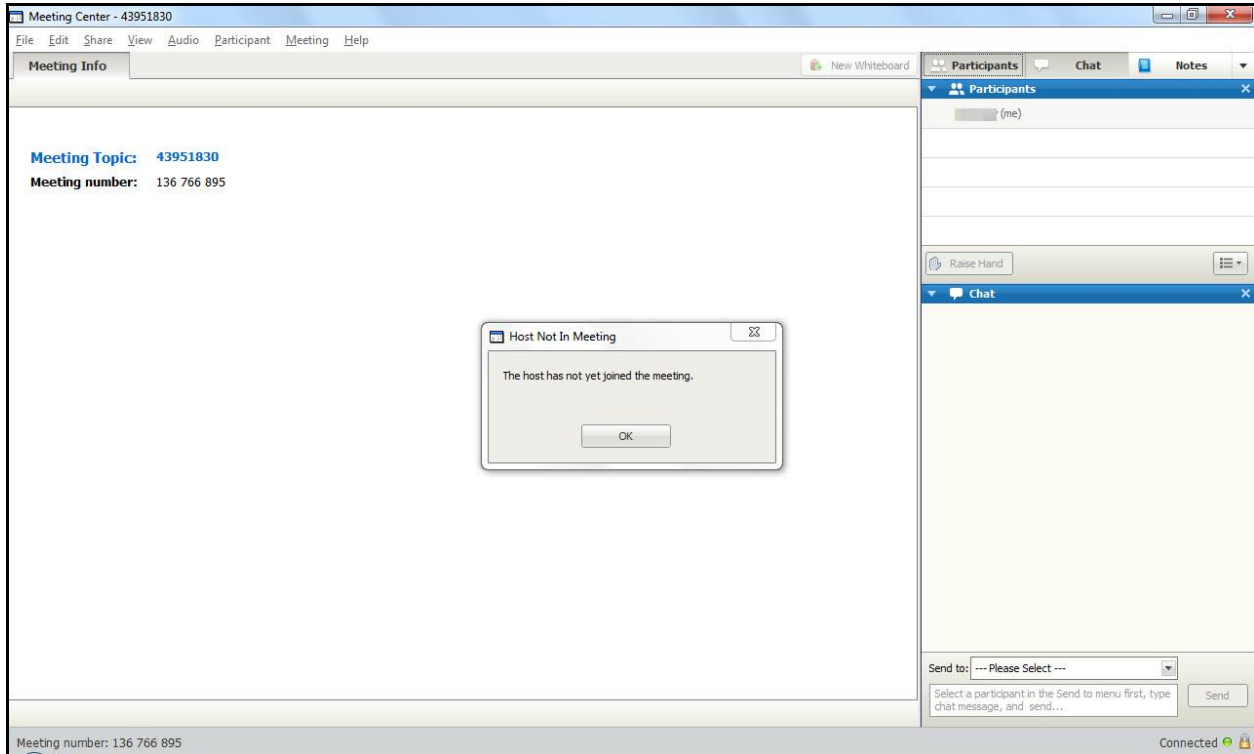
The screenshot shows an interim screen titled 'About Your Meeting'. The text on the screen reads: 'Do NOT close this window, refresh this web page, select Back or Forward, or go to a URL in another window. If you do so, your meeting will end.'

An interim screen will appear as the online training session is being initiated. No action is required. **Do not close this browser window.**

**NOTE:** If this is the first time you have attended an NCTracks online training session, you will be prompted to download the AT&T Web Meeting client software. It is suggested that you begin the download process at least 15 minutes prior to the start of the call to allow sufficient time to install the required software to access the online training session.

Once the online training session is initiated, the Meeting Center screen will appear. You will see your name listed in the Participants window on the right side of the screen.

If the Host has not yet joined the call, you may see a dialog box in the center of the screen. If so, click the **OK** button and then wait for the Host to join. No other action is required.



When the Host joins the call, they will “share” the training materials and you will be able to see them on your screen and follow along as the online training session progresses.

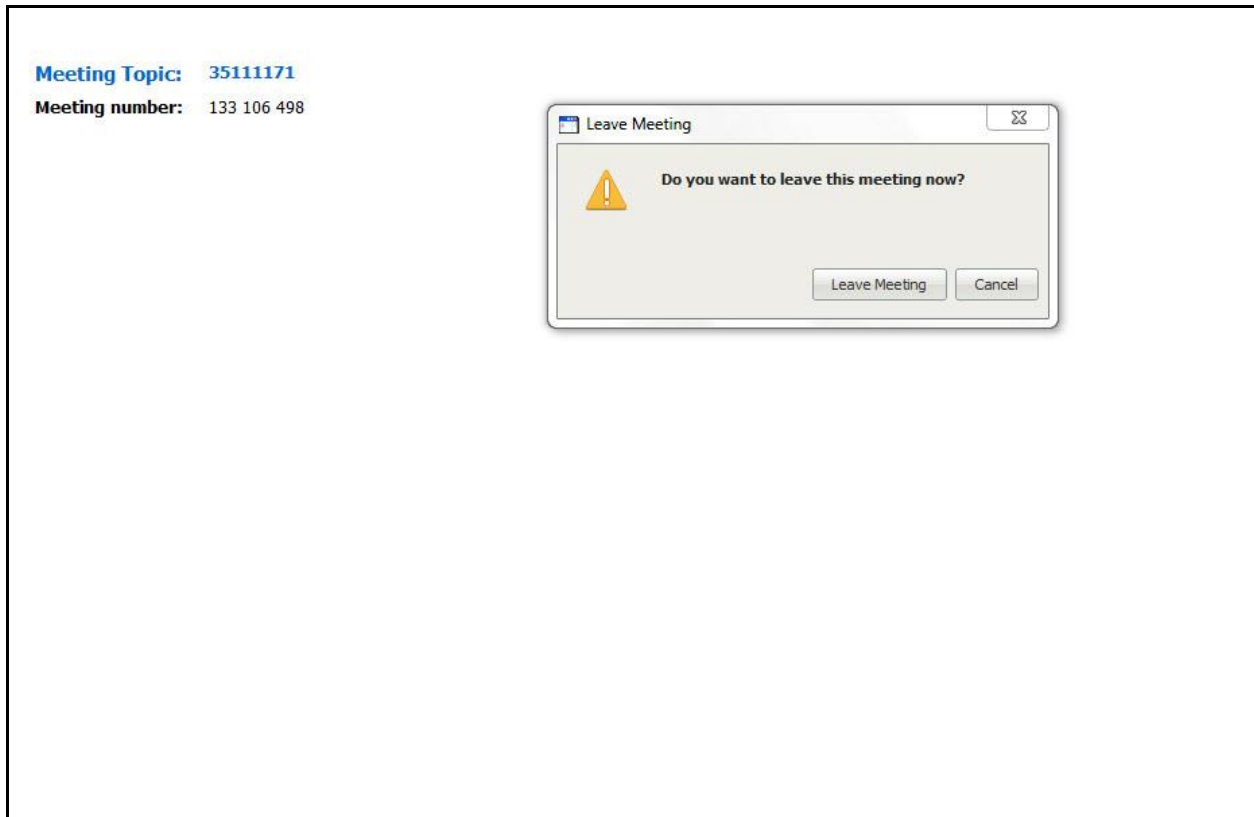
**NOTE:** To attend an online training session, you must join the Web Meeting using AT&T TeleConference Services AND you must dial into the call using the telephone number provided in the course registration. The telephone number and the Meeting Number are the same.

During the online training session, the instructor will notify participants if the Meeting Center Chat function is to be used and provide instructions, if needed.

When the online training session concludes, you can close your browser.

Step	Action
8	Click the red “X” in the upper right corner of the screen to close the browser.

A dialogue message will appear asking you to confirm that you want to leave the meeting.



Step	Action
9	Click the <b>Leave Meeting</b> button.

When you leave the meeting, you will be disconnected from the online training session. You can also hang up the telephone at this time.

### HELPFUL TIPS

There are a few helpful tips for attending online training sessions:

- The Meeting Number and Code for the AT&T TeleConference Services is the same as the telephone number and code for the conference call, without hyphens.
- Multiple participants in the same location can attend an online training session together by gathering in a single room and using a conference phone and projecting the course materials on a screen.
- All participants should mute their telephones when they dial into the call. The instructor will notify participants when it is time for Q&A and phones can be un-muted.
- DO NOT put your telephone on Hold during the online training session. This frequently results in music playing in the background, which disrupts the training session.