

Directions for Joining a Tech and Tell Webinar

To join a webinar from a computer, please read Section A.

To join a webinar from a mobile device, please read Section B.

- Make sure that you have audio capabilities during the webinar, or alert the host know that you are sitting next to someone who has an audio connection.
- Access to audio is a requirement to receive your Certificate of Participation.

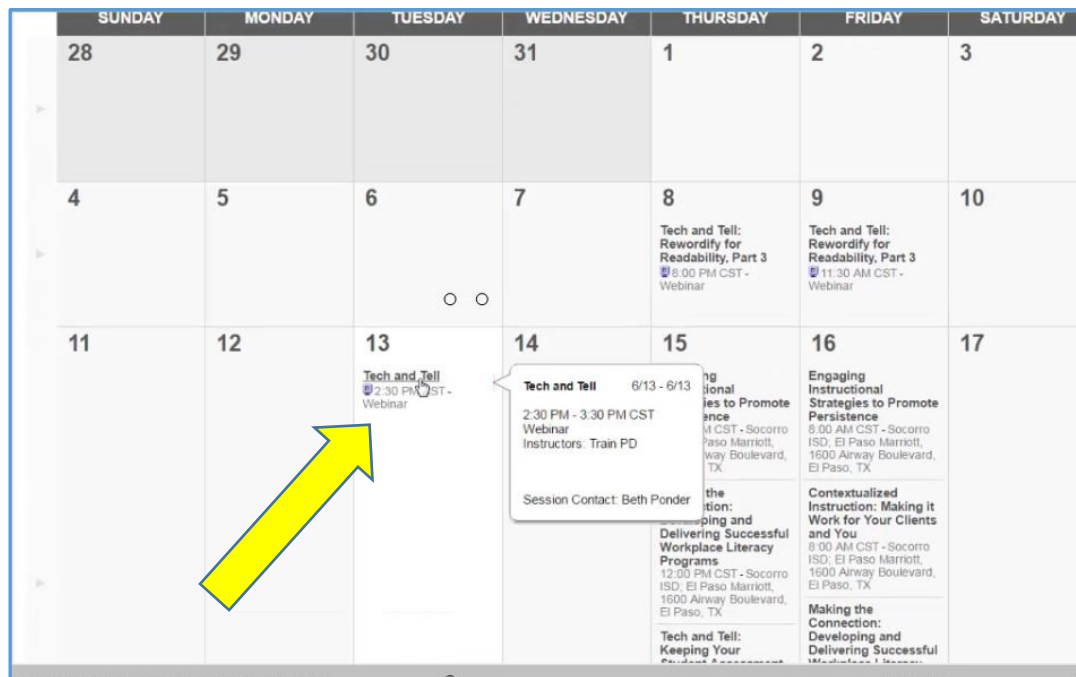
A. To register for and access a TNT webinar from a desktop or laptop computer, follow these directions:

1. Go to <https://twc.csod.com> , and log into your account.
2. Go to the Events Calendar.

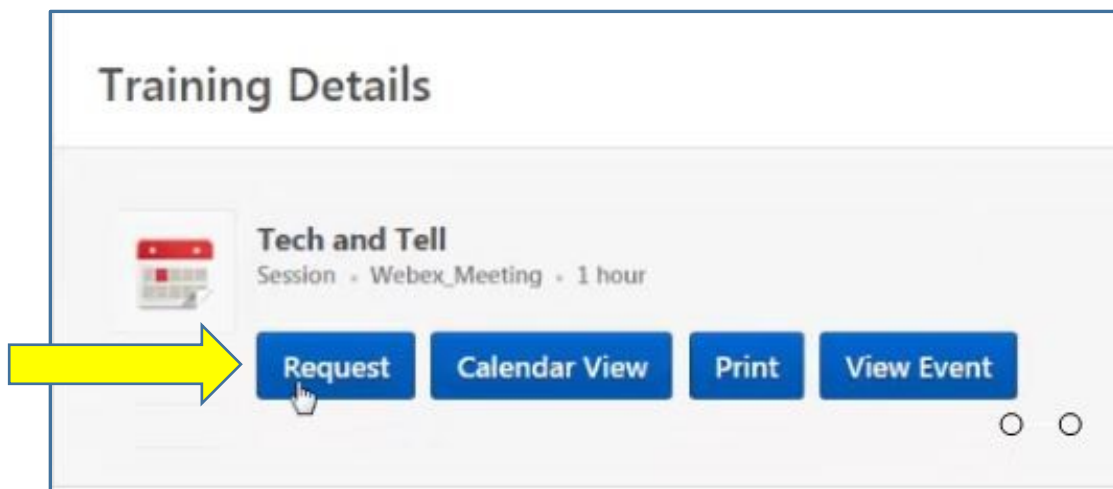


The screenshot shows the homepage of the Texas Adult Education and Literacy Professional Development Portal. The header features the title "Texas Adult Education and Literacy Professional Development Portal" in large blue font. Below the title is a blue navigation bar with links: Home, Connect, My Profile, Learning, Performance, Reports, Admin, and My Team. A white dropdown menu is open over the "Learning" link, showing "View Your Transcript" and "Events Calendar". A yellow arrow points to the "Events Calendar" option. Below the navigation bar is a banner image showing a group of people in a classroom setting. The word "Welcome" is written in a large, stylized red font. Below the banner, there is a paragraph of text: "The PD Portal provides Texas Adult Educators access to professional development portal, you can check your learning transcript, browse the Course Catalog, network through ongoing discussion and enroll in an e-learning course." At the bottom, there is a link: "New to the Portal? Click on the 'How-To Videos' to be taken to our YouTube channel".

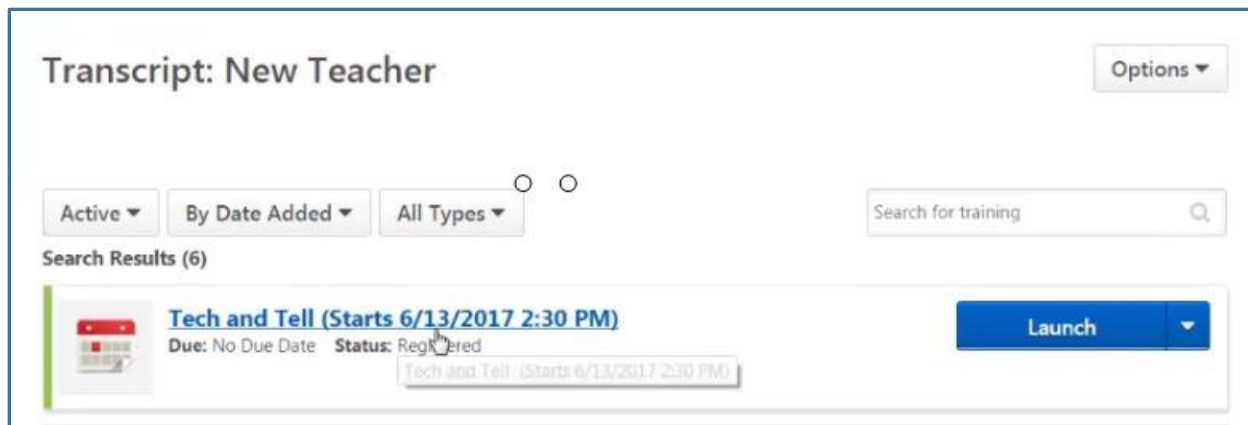
3. Find the TNT webinar on Thursday evening or Friday morning you want to attend.



4. Click on that TNT webinar training event, and then click on the **blue Request button**.



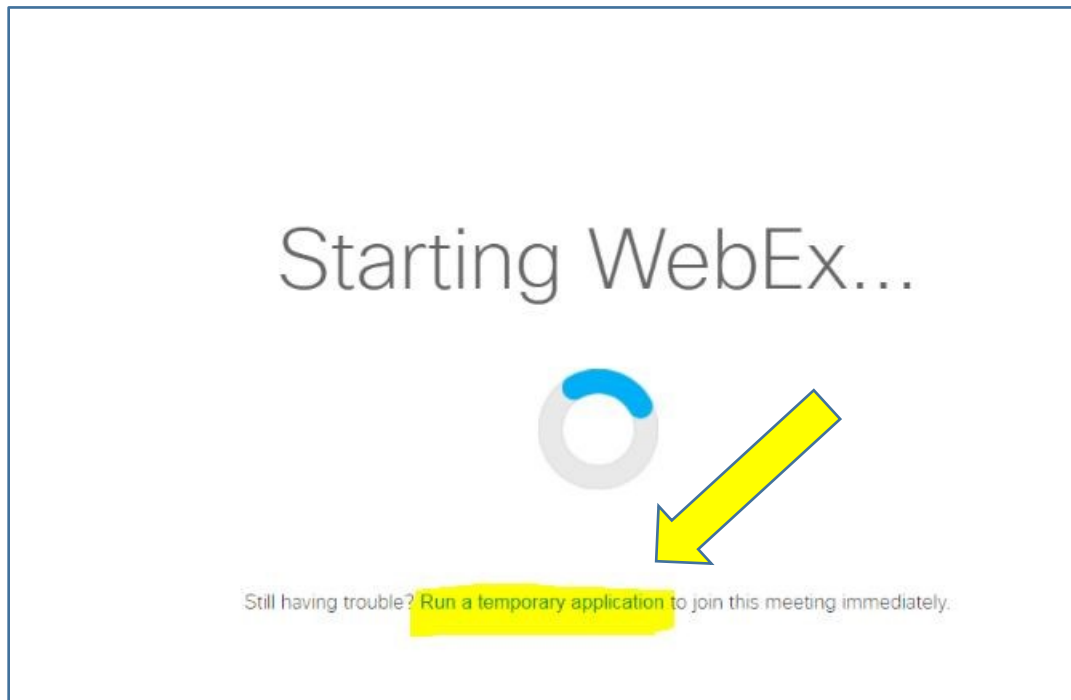
5. Locate your scheduled session on your transcript.



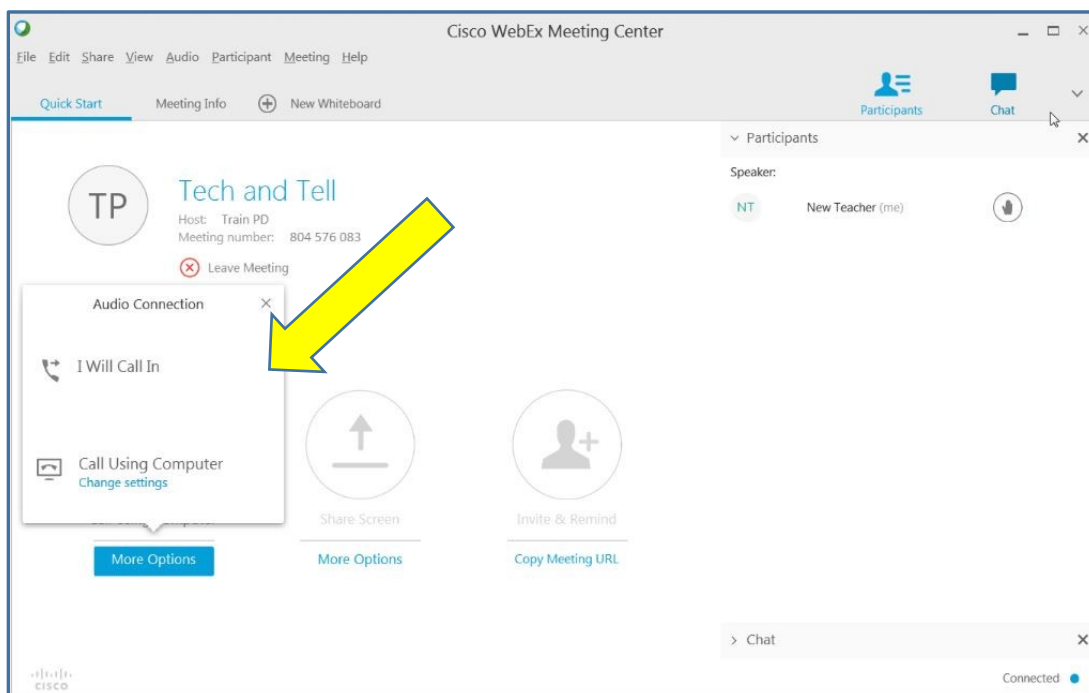
6. **At the time of the webinar, click “Launch.”** (Make sure your pop-up blocker is turned off.)
7. **Click “Agree”** in the window that opens. (You are agreeing to allow pop-up windows.)



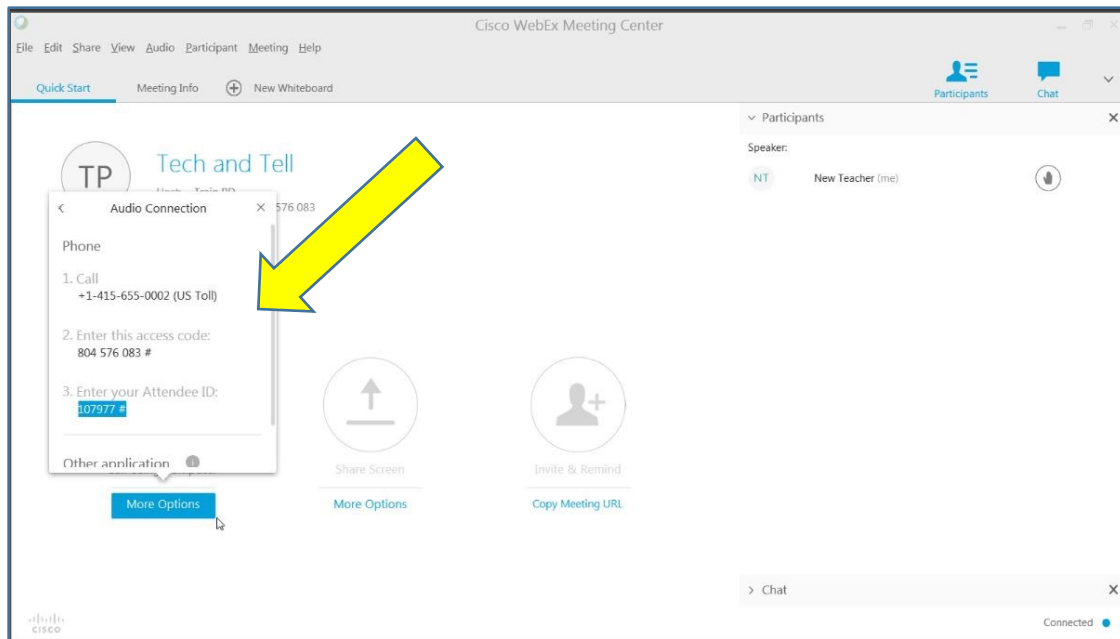
8. **Important:** The first time you launch WebEx, the system will want to download a program on your computer. If you do not have administrative rights on your computer, you can choose the option to, “Run Temporary Application.”



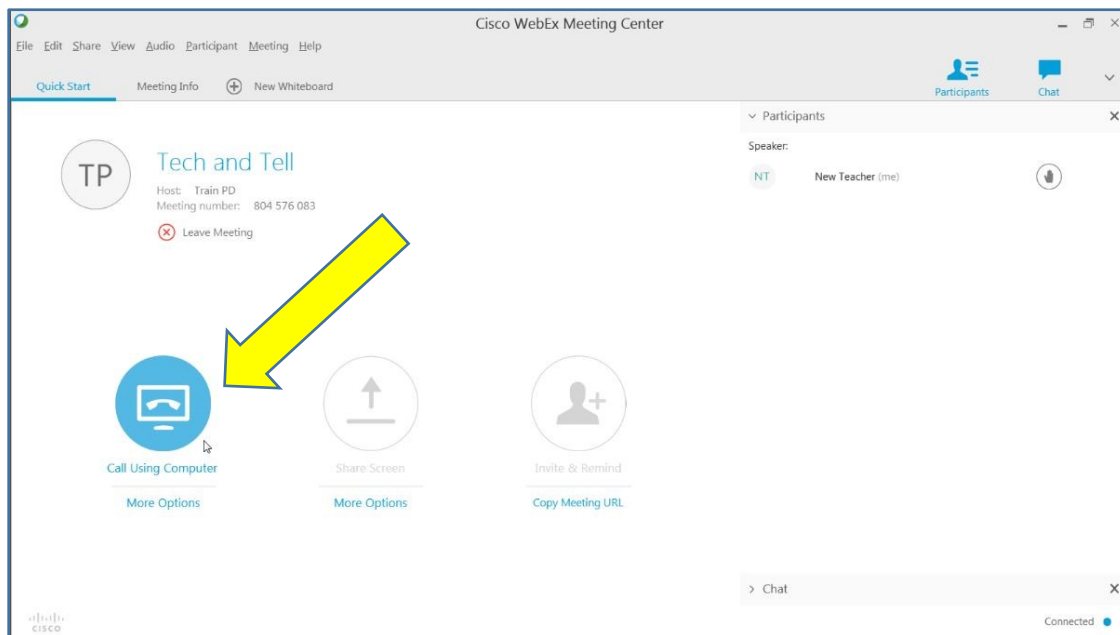
9. Success! You will be in the WebEx webinar room, but now you must connect to audio.
10. Connect to audio using the Computer **or** the Phone option.



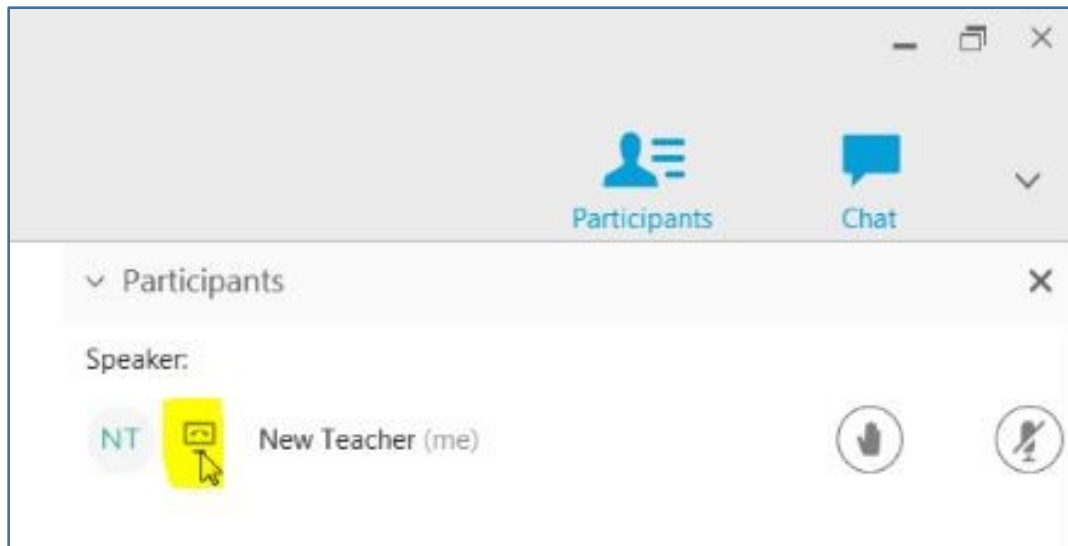
11. To connect to audio **by phone**, use this information to call-in.



12. To connect to audio **by computer**, click on the computer icon and follow the directions.



13. Success! You now have audio.

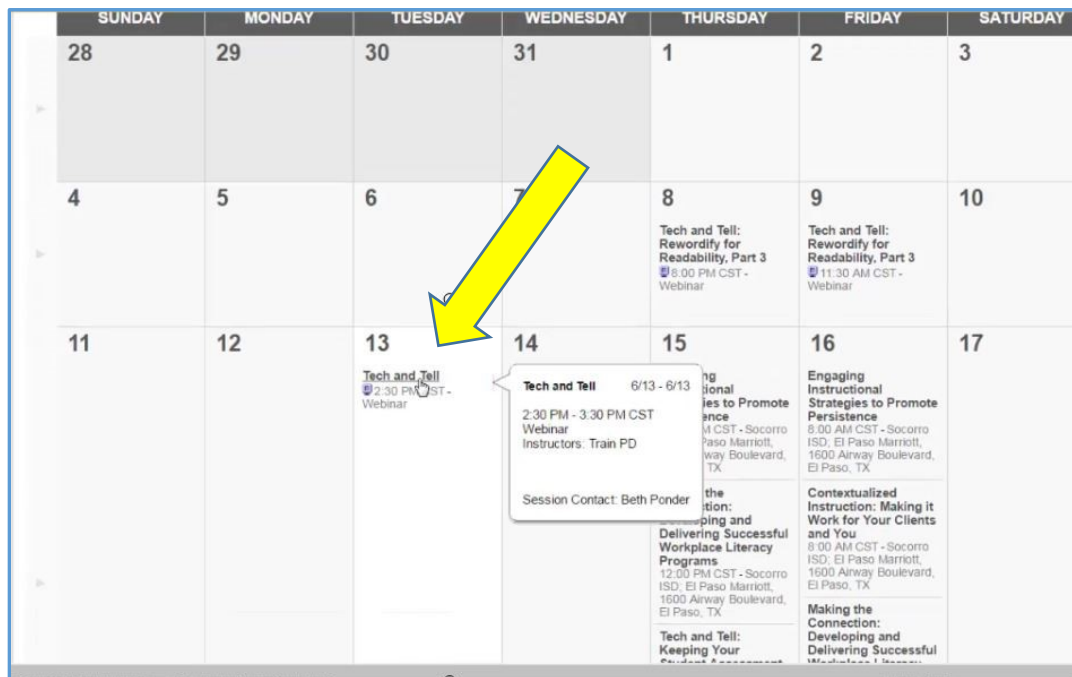


B. To register for and access a TNT webinar from an Apple or Android device including an iPhone, Android phone, iPad, or tablet, follow these directions:

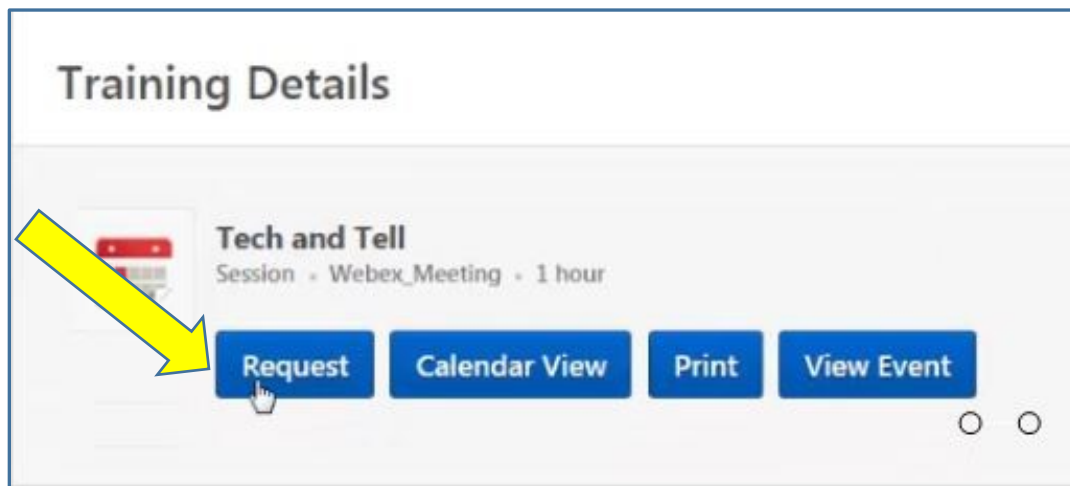
1. Go to <https://twc.csod.com>, and log into your account.



- Go to the Events Calendar and find the TNT webinar on Thursday evening or Friday morning.

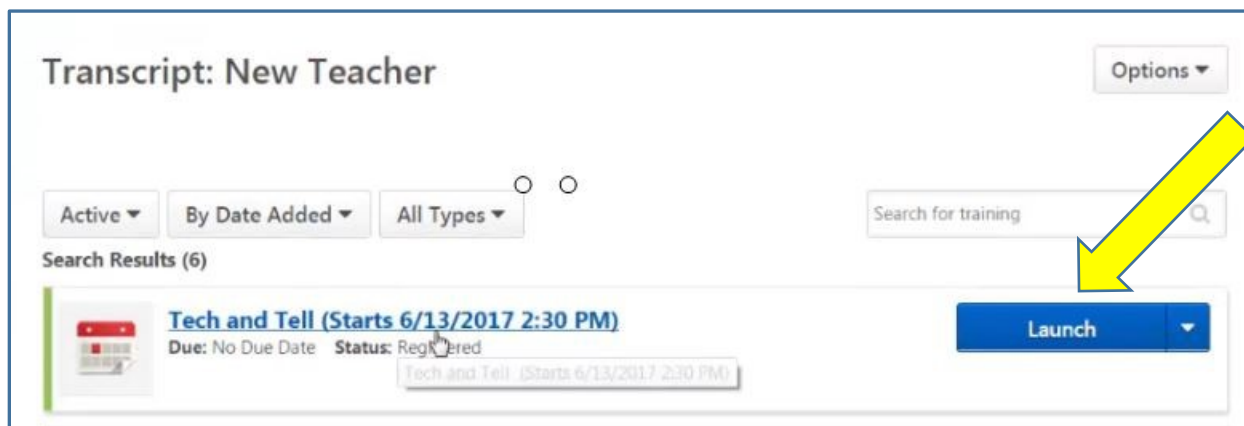


- Click on that TNT webinar training event, and then click on the **blue Request button**.



- Important:** Before joining your scheduled session, download and install the free **WebEx** application from the app store of your choice. (You only need to do this the first time you join a WebEx session.)
- Open a browser on your device (“Internet” or “Chrome”).
- Go to <https://twc.csod.com>, and log into your account.
- Go to your transcript.

8. Locate your scheduled session on your transcript.



9. Click "Launch." (Make sure your pop blocker is turned off.)

10. Click "Agree" in the window that opens. (You are agreeing to allow pop-up windows.)

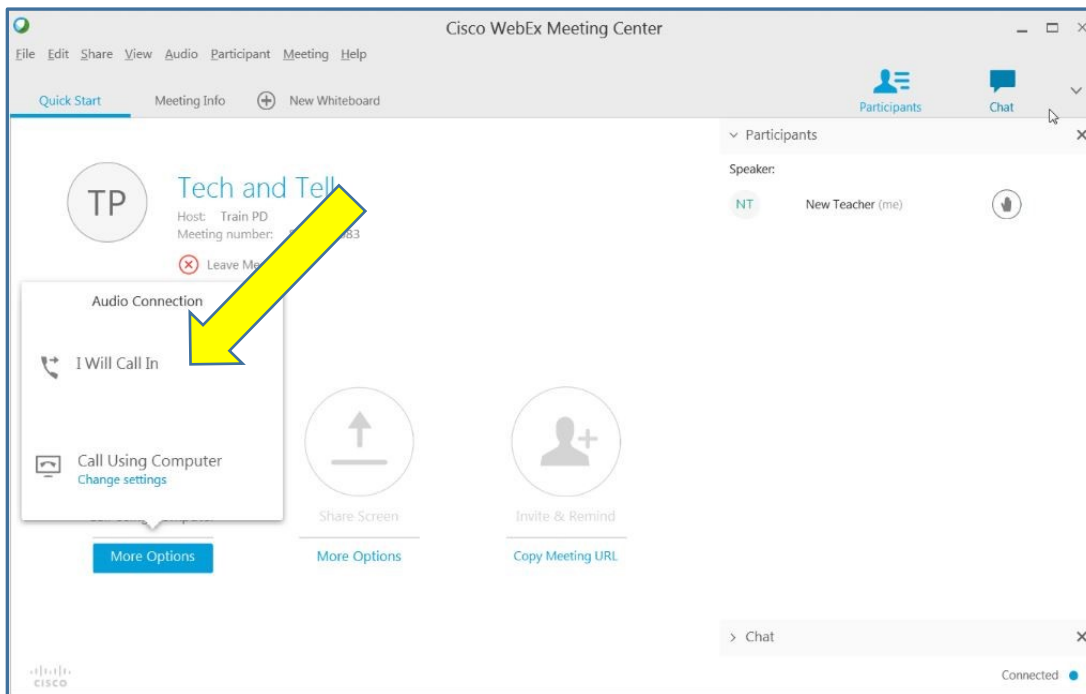


11. Your device should then ask you for permission to open the WebEx app. Allow.

12. The WebEx app will open and ask for your name and email address. Complete the form.

13. Hit enter. Success! You will be in the WebEx webinar room, but now you must connect to audio.

14. Connect to audio using the Computer or the Phone option.



15. To connect to audio **by phone**, use this information to call-in.

