## Learning Center – Joining a Training Session using WebEx

Note: You must first register for the WebEx instructor-led class prior to attending the training. To do this, use the **Search** field to locate your course. Click on the course to see the classes offered (at the bottom of the page). For the class that meets your schedule, click on **Request** to register for the class. For more details to register, see the job aid "Search and Register for Course – e-Learning and Instructor-Led."

To join a WebEx training session from the Learning Center, use the following steps:

- 1. From the Learning tab or My Inbox, click *View Your Transcript*.
- 2. Result: The Transcript page opens.
- 3. Locate the class that you need. Hint: The session will have the calendar icon to the left of the title.
- 4. Click the View Training Details drop-down box.

se the transo	cript to manage all active training.			
	O HRS AGGREGATE TRAINING COMPLETED	FISCAL YEAR ENDI	ING SCOST	
Active 🔻	By Due Date 👻		Search for training	0
earch Result	ts (2)			
	Annual Mandatory Compliance T Due: 10/1/2015 Status: Registered	Training	Open Curricul	um 🝷
	Test (Starts 2/9/2015 10:00:00 Al Due: No Due Date Status: Registered	M)	View Training	D 👻
			Withdraw	

5. Click Launch.

7

Result: The following window will display.

6. Click on Run a temporary application.

88 - U Client Er	ıtry X	Citrix XenApp - Logged Of	f No Messa Don't wan Don't wan	age bar? Use t to use Java' t to install so	Java to join your meeting. P Install the meeting application twared Run a temporary applic	and join again. abon to sin this mee	ing immediately.	Safety • Igol:	
It's e	asy to set up mee	etings on your computer!							
1	Select the yello Run	w bar above and choose	Install or	2	When you are requested Install, or Run.	d to take an action	, select Yes, Col	ntinue,	
				X					

8. If you receive another dialogue box with the Run option, click Run again.

Run Save Cancel

## Result: The WebEx will begin to launch.

9. To join by phone, you will see a pop-up box that will include your conference number and the meeting id. Dial the 800 number and then follow the prompts on the call.

🍑 Audio Co	nference
🕕 Use y	our phone to join this audio conference.
Use Phone	
	1 Call one of these numbers:
6	+800-926-2991 (Main Toll Free Call-in Number)
	1-855-293-8255 (Secondary Toll Free Call-in Number)
	More cal-in numbers

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