WebEx Registration Instructions

You can access the visual portion of the WebEx session online by clicking the link provided in your registration confirmation email. Each session has a unique link. Access the audio portion by calling in from your telephone. We will provide the call-in number online after you complete the registration process, in your registration confirmation email and again as you log into the WebEx session.

Registration is required. You must register for each individual session separately.

Presentation materials will be emailed to registered participants prior to the session.

If these date and time options do not fit your schedule, please contact the MCCC staff at mde.mccc@state.mn.us.

HOW TO REGISTER

1. Go to the Minnesota Department of Education WebEx website (http://mde.webex.com).

2. The following screen will display with the current date. Make sure you are in the Meeting Center. To find the MCCC grades 9-12 session schedule, type MCCC in the search box and press the Search button.
3. The list of MCCC 9-12 information sessions will display.

4. Select the register link on the far right of the session you wish to attend. You must repeat the registration process for each session.
5. Enter the required information and press the Register Now button.

6. The Registration Confirmed page will display.

7. Press OK to complete your registration. A confirmation email is sent for each session for which you register. If you do not receive these emails, you have not successfully completed your registrations. Make sure to check in your junk/spam folder! You will need the unique information in each email to sign onto the visual portion of each session.
8. Your registration confirmation email looks like this:

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Hello Karen Millette,

Your registration for this online meeting is accepted.

Topic: MCCC EE Overview
Date: Tuesday, August 25, 2015
Time: 1:00 pm, Central Daylight Time (Chicago, GMT-05:00)
Meeting Number: 807 396 967
Meeting Password: EE@view1

To join this online meeting (Now from mobile devices!)
1. Go to https://mde.webex.com/mde/j.php?MTID=m79701bcb4a32518a41b50bfe0e2d8dbe7
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: EE@view1
4. Click "Join".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:
https://mde.webex.com/mde/j.php?MTID=ma98ee=4202d3665c9f5e9e99fe1d9d003

To join the teleconference only

Provide your phone number when you join the meeting to receive a call back. Alternatively, you can call:
Call-in toll-free number: 1-(888)742-5095 (US)
Conference Code: 680 183 9603

For assistance
1. Go to https://mde.webex.com/mde/mmc
2. On the left navigation bar, click "Support".

You can contact me at:
karen.millette@state.mn.us

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:
https://mde.webex.com/mde/l.php?MTID=m39c6cb2f8c2fe4f0c4190f520ce2c8eaf
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Remember: You must complete the registration process for each session you wish to attend. The registration confirmation link is unique for each session.