

Minnesota Common Course Catalogue (MCCC)

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](http://mde.webex.com) 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.

The screenshot shows the WebEx Meeting Center interface. At the top, there is a navigation bar with tabs: Welcome, Training Center, Meeting Center (highlighted with a red circle), Event Center, Support Center, My WebEx, and Host Log In. Below the navigation bar is a banner with the Minnesota Department of Education logo and several small images of students. The main content area is titled 'Browse Meetings'. It features a search bar with the text 'Search for meetings by host, topic, or words in the agenda:' and a 'Search' button. Below the search bar are buttons for 'Today', 'Daily', 'Weekly', and 'Monthly'. A date selector shows 'Wednesday, July 15, 2015'. There are two checkboxes: 'Show past meetings' and 'Show only meetings that require registration'. Below these are columns for 'Time', 'Topic', 'Host', and 'Duration'. The current view shows 'No meetings are either scheduled or in progress.'

- The list of MCCC 9-12 information sessions will display.

- Select the register link on the far right of the session you wish to attend. You must repeat the registration process for each session.

Date & Time	Topic	Host	Duration		
In Progress					
<p>■ Cannot find your meeting? Check the Scheduled Meetings list below or click the Refresh button.</p> <p>Select register for each session you wish to attend</p>					
Later (Not Started)					
Aug 25, 2015 1:00 pm	MCCC EE Overview	Karen Millette	1 hour 15 mins	Register	Start
Aug 26, 2015 1:00 pm	MCCC EE Local Course Index	Karen Millette	1 hour 15 mins	Register	Start
Aug 27, 2015 1:00 pm	MCCC User Interface	Karen Millette	1 hour 15 mins	Register	Start
Aug 31, 2015 1:00 pm	MCCC Calendar Management	Karen Millette	1 hour 15 mins	Register	Start
Sep 1, 2015 1:00 pm	MCCC EE Staff and Student	Karen Millette	1 hour 15 mins	Register	Start

5. Enter the required information and press the Register Now button.

Register for MCCC EE Overview

Please complete this form to register for this meeting. An asterisk (*) indicates required information.

* First name:

* Last name:

* Email address:

Job title:

Company:

Address 1:

Address 2:

City:

State:


ZIP/Postal Code:

Country/region:

Phone number: Country/region Number (with area/city code)

Fax number: Country/region Number (with area/city code)

[\(Clear my information\)](#)

Fill in the required fields and select Register Now 

6. The Registration Confirmed page will display.


Registration Confirmed

Thank you for registering.

You are now registered for the meeting: **MCCC EE Overview**

You will receive a confirmation email message that contains the meeting password and instructions for joining the meeting.

The meeting will start at 1:00 pm Central Daylight Time (Chicago, GMT-05:00) on Tuesday, August 25, 2015. Please join the meeting on time.



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:

From: Karen Millette <messenger@webex.com>
To: Millette, Karen (MDE)
Cc:
Subject: Registration accepted for meeting: MCCC EE Overview

Verify that WebEx.com is on your safe sender list so the confirmation does not end up in the Junk/Spam Folder

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@verview1](#)

This is the link to the online/visual portion of the presentation

To join this online meeting (Now from mobile devices!)

1. Go to <https://mde.webex.com/mde/j.php?MTID=m79701bbc4a32618a4b50bfe0e2d8dbe7>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: [EE@verview1](#)
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=ma98ee4202d3665c9f5ece99fe1d9d003>

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

Here are the telephone numbers and conference code for the audio portion of the presentation.

For assistance

1. Go to <https://mde.webex.com/mde/mc>
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/i.nhn?MTID=m30c6chf8c2fed0c4190f52a0ce2c8eaf>

Remember: You must complete the registration process for each session you wish to attend. The registration confirmation link is unique for each session.