

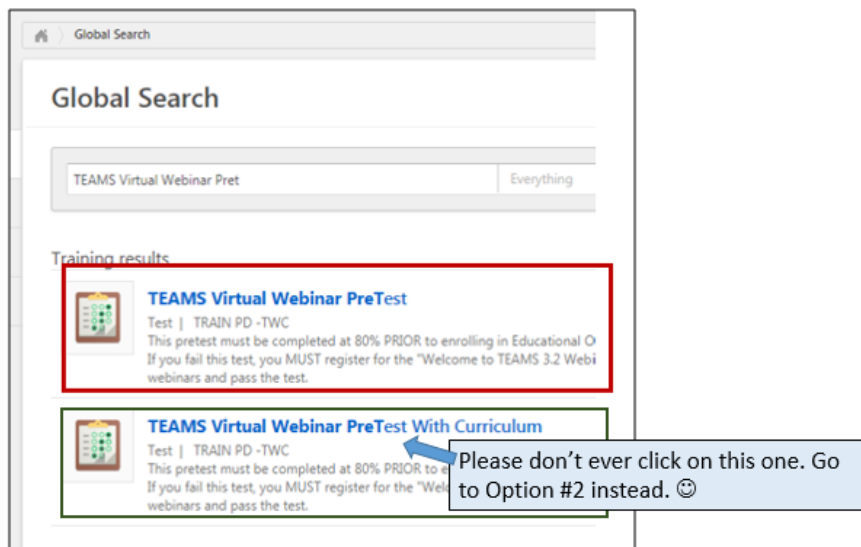
Directions for Completing Required Prerequisite and Registering for the Virtual TEAMS Webinars

Prerequisite work in the PD portal is any activity that must be completed successfully before the system will allow you to “Request” a training. If you’re not familiar with prerequisite items, you can get easily frustrated. **Please follow the steps** below to search for, request and complete the prerequisite so you can have the ability to register for the TEAMS Educational Outcomes Virtual webinars.

1. **If you have already watched the two required TEAMS 3.2 webinars**, and want to just take the pretest (“test out”), search for “TEAMS Virtual Webinar Pretest” in the portal search window.

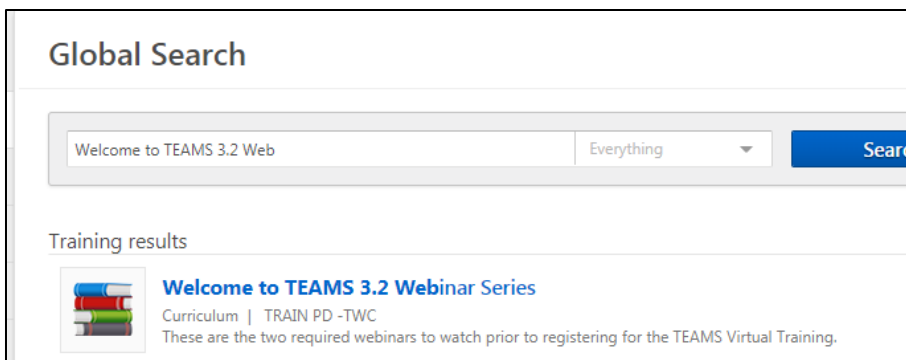


Here are the results of that search. In this screen shot, **pick the first option: TEAMS Virtual Webinar Pretest**



You will only have ONE chance at passing the pretest successfully. If you pass the test, you can go to the Event Calendar and register for one of the webinars.

2. If you don't pass the test after the first try, you will need to search for and complete the **Welcome to TEAMS 3.2 Webinar Series** (see screen shots below.)



Once you have completed the curriculum, and passed the test (you'll have unlimited tries here), you can go to the Event Calendar and register for one of the webinars.

Send any questions to <mailto:pdportal@tam.u.edu>