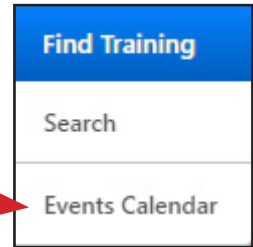
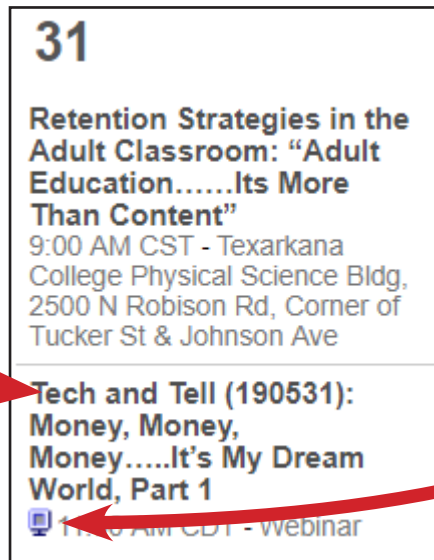


Requesting a Live Webinar

1. Hover on the **Find Training** tab and click on **Events Calendar**.

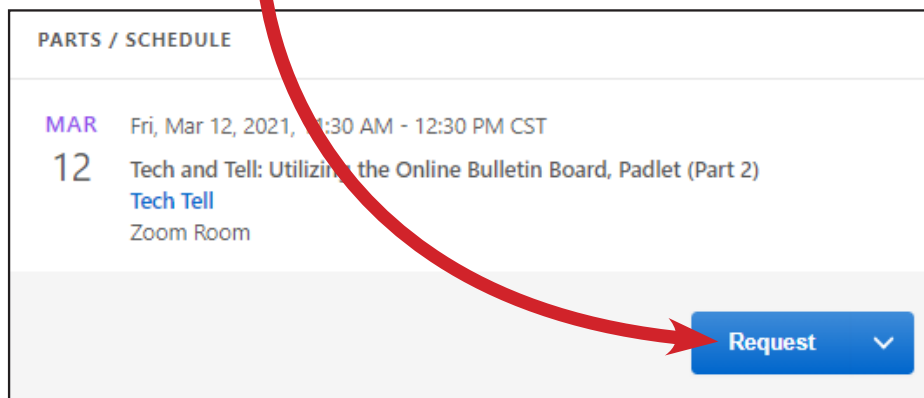


2. Use the events calendar to search for a live webinar. Click on the **bolded title** to view the Training Details.



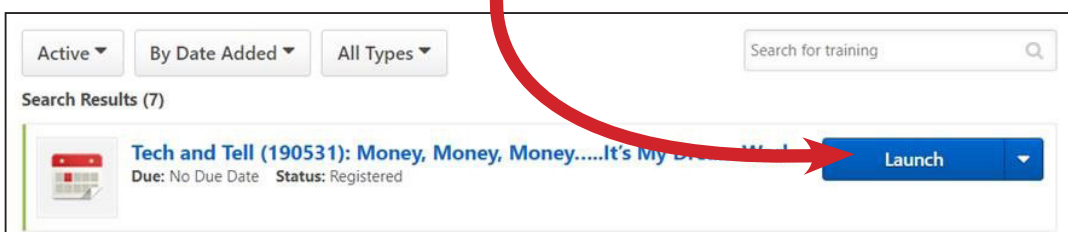
NOTE: The computer icon represents a live webinar.

3. Click on the **Request** button to register for the live webinar.



NOTE: We recommend launching the webinar at least 15 minutes in advance, especially if this is your first time joining a webinar.

4. On the day of the webinar, return to the active section of your transcript. Click **Launch** to join the webinar.

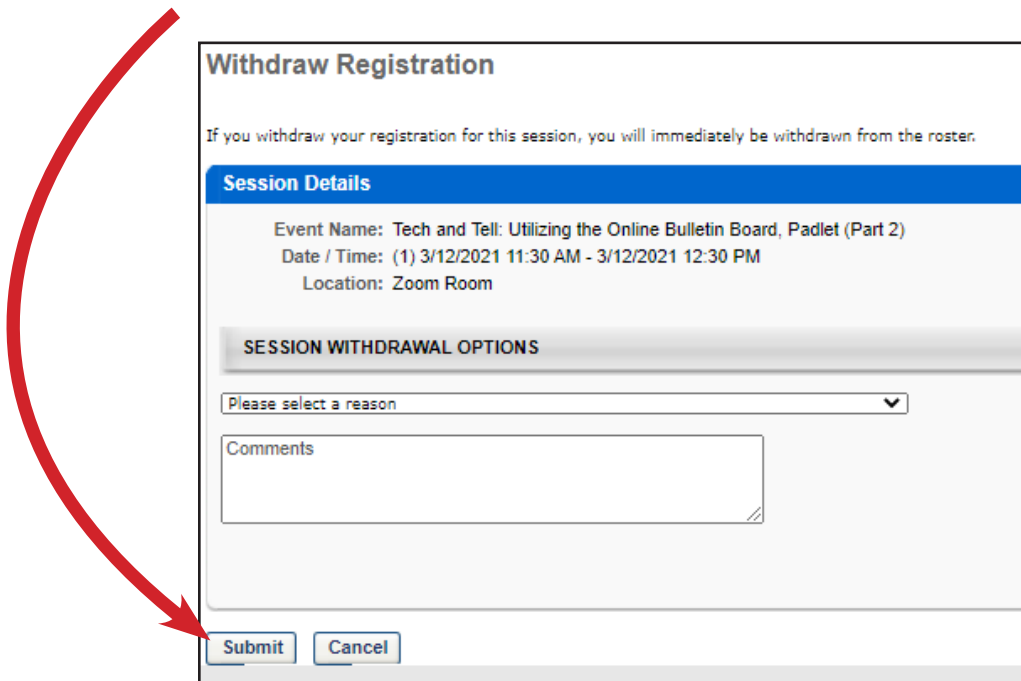


Withdrawing from a Live Webinar

You can also withdraw from a session if you cannot attend. This can be done on your active transcript. Click the down arrow next to **Launch** and select **Withdraw**.



Please select a reason why you are withdrawing from the dropdown menu and **Submit**.

A screenshot of the "Withdraw Registration" form. At the top, it says "Withdraw Registration". Below that, a message reads: "If you withdraw your registration for this session, you will immediately be withdrawn from the roster." The form is divided into sections. The first section is "Session Details" with a blue header, containing: "Event Name: Tech and Tell: Utilizing the Online Bulletin Board, Padlet (Part 2)", "Date / Time: (1) 3/12/2021 11:30 AM - 3/12/2021 12:30 PM", and "Location: Zoom Room". The second section is "SESSION WITHDRAWAL OPTIONS" with a grey header. It contains a dropdown menu with the text "Please select a reason" and a "Comments" text area. At the bottom of the form are two buttons: "Submit" and "Cancel". A large red arrow curves from the "Submit" button back to the "Withdraw" option in the dropdown menu from the previous image.

IMPORTANT: To ensure you receive PD credit, please make sure your Zoom name matches the name you have in the PD Portal.

Need help launching the webinar?

Please review the instructional PDF on [Launching a Live Webinar via Desktop/Laptop](#) or [Launching a Live Webinar via Mobile Device](#).