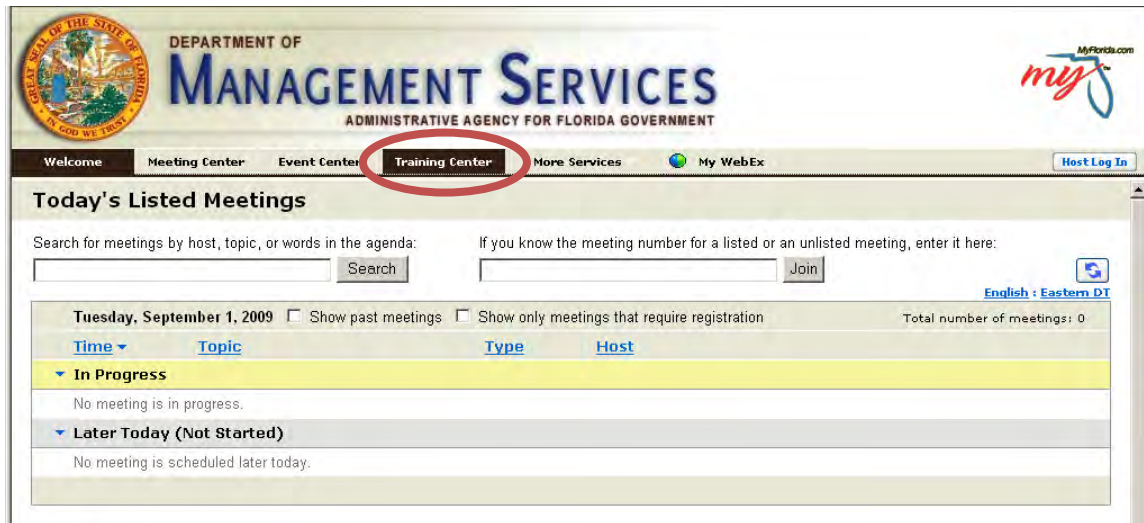


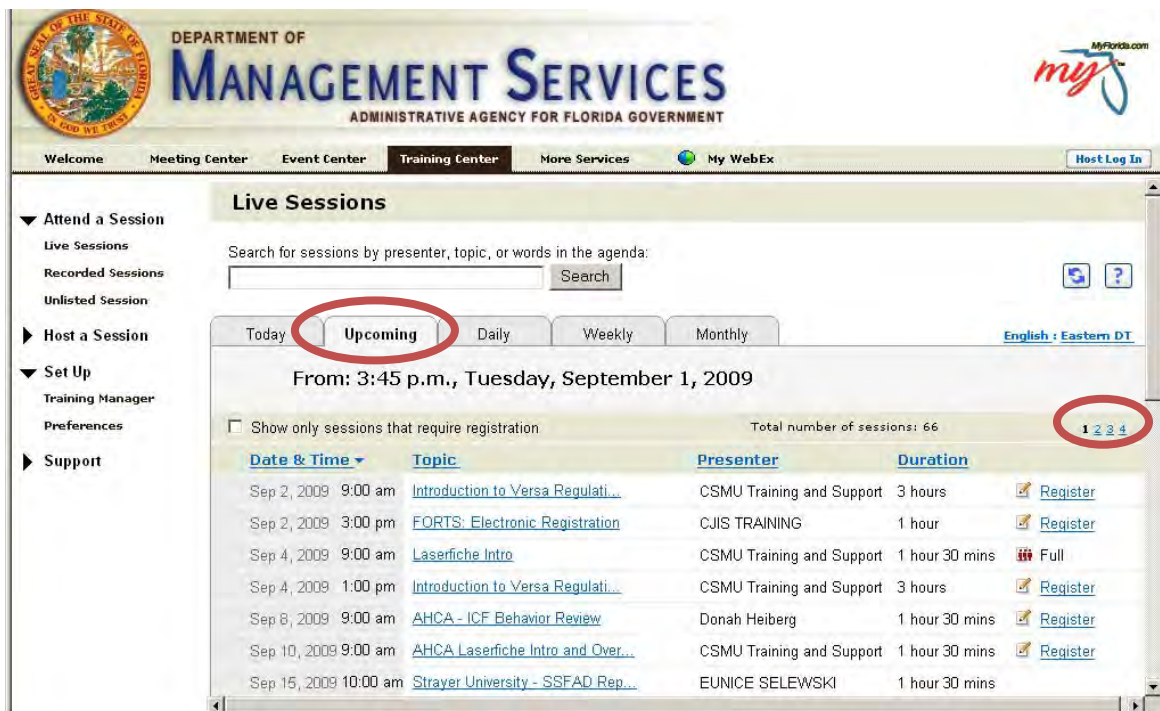
Registering for a WebEx Training Session

To register for a WebEx training session, go to: <https://suncom.webex.com>. Select **Training Center** by clicking the tab.



The screenshot shows the Department of Management Services website. The navigation bar includes tabs for Welcome, Meeting Center, Event Center, **Training Center** (highlighted with a red circle), More Services, and My WebEx. Below the navigation bar, the page displays "Today's Listed Meetings" with search fields and a table of meetings for Tuesday, September 1, 2009. The table has columns for Time, Topic, Type, and Host. The "In Progress" section shows no meetings, and the "Later Today (Not Started)" section also shows no meetings.

In the Training Center, select the **Upcoming** tab. Find the session Date & Time and Topic that you want to attend. Choose **Register** and follow the onscreen prompts. **Note:** The page numbers at the top and bottom of the page allow you to see more session dates and times.



The screenshot shows the "Live Sessions" section of the website. The "Upcoming" tab is selected and highlighted with a red circle. The page displays a list of sessions for Tuesday, September 1, 2009, starting from 3:45 p.m. The table has columns for Date & Time, Topic, Presenter, and Duration. The "Register" button for each session is highlighted with a red circle. The page number "1 2 3 4" is also highlighted with a red circle.

Date & Time	Topic	Presenter	Duration	Register
Sep 2, 2009 9:00 am	Introduction to Versa Regulati...	CSMU Training and Support	3 hours	Register
Sep 2, 2009 3:00 pm	FORTS: Electronic Registration	CJIS TRAINING	1 hour	Register
Sep 4, 2009 9:00 am	Laserfiche Intro	CSMU Training and Support	1 hour 30 mins	Full
Sep 4, 2009 1:00 pm	Introduction to Versa Regulati...	CSMU Training and Support	3 hours	Register
Sep 8, 2009 9:00 am	AHCA - ICF Behavior Review	Donah Heiberg	1 hour 30 mins	Register
Sep 10, 2009 9:00 am	AHCA Laserfiche Intro and Over...	CSMU Training and Support	1 hour 30 mins	Register
Sep 15, 2009 10:00 am	Strayer University - SSFAD Rep...	EUNICE SELEWSKI	1 hour 30 mins	

Contact Eunice Selewski at (850) 245-1972 or Eunice.Selewski@fldoe.org for assistance.