
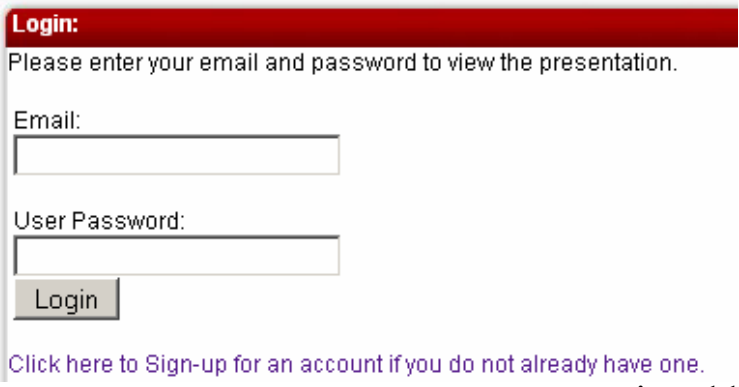


Webcast Registration Instructions

How to Register

To utilizing the new Webcast Portal you must first register to view the Webcasts. To register click on  [Launch Webcast](#). A “Login:” window will open (see **image 1.1 below**). At the bottom of the window you will see “**Click here to Sign-up for an account if you do not already have one**”. Click that link.



Login:

Please enter your email and password to view the presentation.

Email:

User Password:

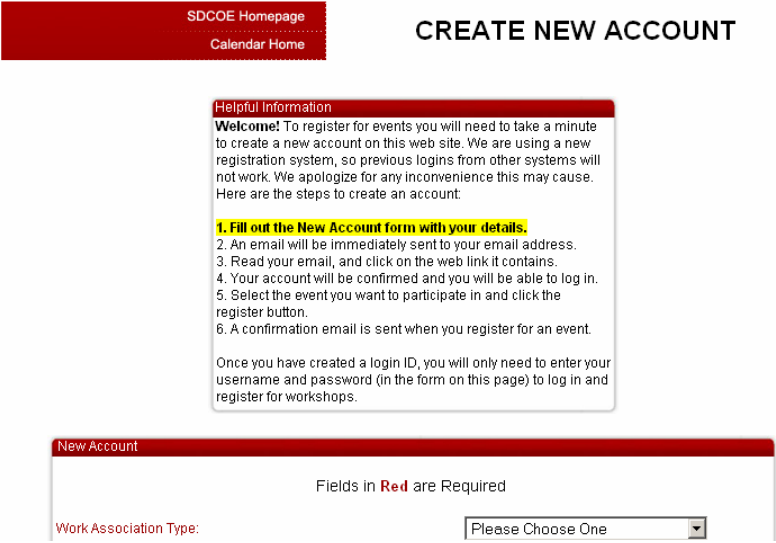
Login

[Click here to Sign-up for an account if you do not already have one.](#)

image1.1

How to Create a New Account

The “Create New Account” window will open (see **image 1.2 below**). Please follow the step by step instructions on setting up your new account. Fill out the New Account form. An email will be sent to your email address. Please ignore that email. The link is incorrect. Go to http://wcportal.sdcoe.net/v_h.asp select the category you want to view (Live, Archive, Upcoming, etc.) You will only need to register one time.



SDCOE Homepage
 Calendar Home

CREATE NEW ACCOUNT

Helpful Information

Welcome! To register for events you will need to take a minute to create a new account on this web site. We are using a new registration system, so previous logins from other systems will not work. We apologize for any inconvenience this may cause. Here are the steps to create an account:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be able to log in.
5. Select the event you want to participate in and click the register button.
6. A confirmation email is sent when you register for an event.

Once you have created a login ID, you will only need to enter your username and password (in the form on this page) to log in and register for workshops.

New Account

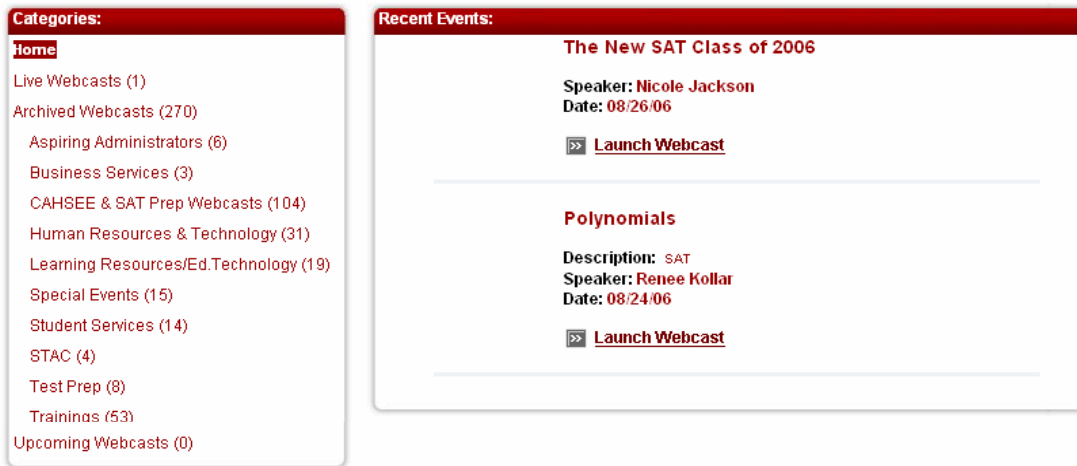
Fields in **Red** are Required

Work Association Type:

image1.2

How to View Live, Archived & Upcoming Webcasts

Webcasts are listed in the category window (see **image 1.3**). You can view Live & Archived Webcasts as well as Upcoming Webcasts. To view a Live Webcast, click on the “Live Webcast” link. If you want to view an Archived Webcast click on the “Archived Webcast” link or the subcategory links listed below Archived Webcasts (see **image 1.3 below**).



Webcasting Software Requirements

image1.3

You can either select the category or subcategory and then the title of the Webcast or if you know the title of the Webcast you can utilize the search function. To do a search type in the title of the Webcast, or a word that was in the title, or by the name of the presenter in the box provided and click the Webcast Search button (see **image 1.4 below**).

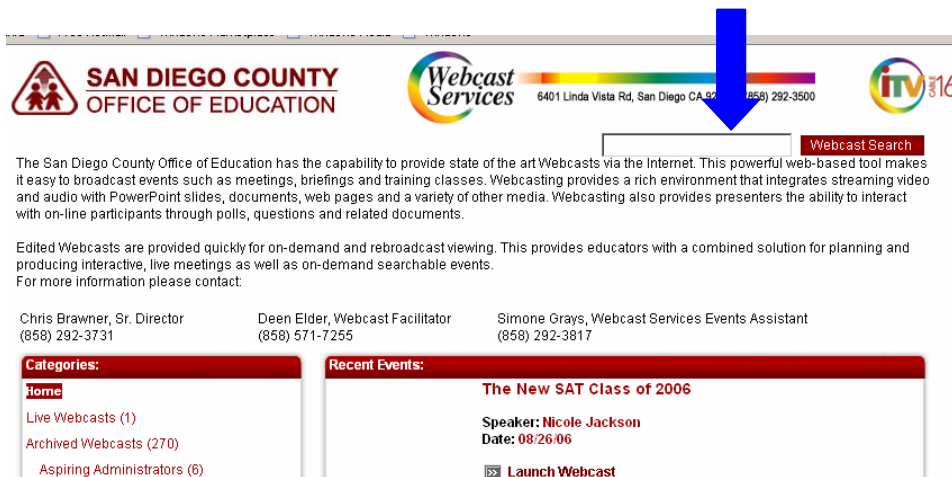


image1.4

Under the Events window it will list the Webcasts you searched for (see **image 1.3**). Once you find the Webcast you want to view click **Launch Webcast** link located beneath the date of the Webcast. Log in using your email address and your password (see **image 1.1**). Click the login button. The Webcast you selected will open. When the window opens click on “**High**”. (See Viewing A Webcast below) If you have problems viewing the Webcast make sure your computer is setup to view the Webcast by clicking on “Webcasting Software Requirements” (see **image 1.3**).