



Instructions to Access Webex® Webinar Training

EDRS training presentations are conducted as “webinars,” which are internet-based seminars that you access through your computer internet browser and the Webex Player application. The New York State Bureau of Vital Records offers webinar training as a live demonstration with opportunity to ask questions, or as a prerecorded presentation. For the live training you will sign into the course at the scheduled day and time. For the pre-recorded presentations you can access the training at any time of your choosing.

What you need to do to be able to attend webinar training:

- You need **access to the internet** on your computer, both to register for training and to attend/view the training.
- You need to have already **downloaded and installed the Webex Player** application on your computer before your training day. It is recommended that you perform this installation as soon as you register for a course, or even before registering. Do not wait until it is time for the course to begin, or you will miss the course. See the section below, [Install the Webex Player Application](#).
- For **live training** you will need a **telephone** to dial into the webinar conference call. NOTE: A telephone is not needed for viewing recorded webinar training.
- For **live training** you will need to **register for the course** before the date of the course. See the instructions below in the section, [How to Register and Attend a Live Webinar Presentation](#).
- For **recorded webinar training** see the instructions below in the section, [How to View a Recorded Training Presentation](#).

[Install the Webex Player Application](#)

The Webex Player must be installed on your computer before you can attend or access any webinar training. This includes viewing previously recorded training presentations, as well as attending a live webinar training presentation.

Click the following link to download and install the free Webex Player:

[Download the Webex Player](#)

Download and install the **.ARF File Webex Player** for viewing Webex live and recorded presentations. Be sure to select the correct player for your computer type (Windows or Macintosh) and follow the installation instructions.

[How to View a Recorded Training Presentation](#)

Recorded training presentations are a video of a previously recorded presentation, which you will view in the Webex Player application. To view the recorded training presentations, **please**



first read all the following directions, and then you may access/view a pre-recorded training presentation.

1. After downloading and installing the **Webex ARF Player**, you will be able to click the recorded training session title to go to the recording you wish to view.
2. The link to the recorded training will first take you to the **Register** screen for you to sign into the training session. The **Register** screen includes fields for you to enter your name and contact information. If you do not see the **Register** screen, click the **View** button to advance to the **Register** screen.
3. On the **Register** screen, enter the requested information about yourself, and then click the **Register** button. The Register screen will disappear.
4. You will then see a **Playback in Progress** screen. Within a moment the recorded webinar presentation will start playing.

[How to Register and Attend a Live Webinar Presentation](#)

Live training sessions are offered with a real-time question and answer period during the training. The live training is conducted as a "webinar" (internet-based seminar) over the internet and telephone, using your computer, internet browser application, and Cisco Webex; Player application.

Register for Live Training:

1. Download and install the **Webex ARF Player** on your computer.
2. Locate the desired date/time of the live training session you wish to register for, and click the title of the course to sign up to attend that session.
3. On the **Register** screen, enter your name and contact information to sign up to attend the session at the scheduled date/time. Click the **Register** button.
4. You will receive an email confirming your enrollment in the upcoming training session. The email will include instructions for when and how to access the webinar presentation by internet and telephone. You may add the confirmation message to your computer calendar tool, such as Outlook. This will help you to have the link and phone number in a convenient place when it is almost time for your training session to begin.
5. When the day and time of your webinar training arrives, click the link to the course in the confirmation message (or computer's calendar appointment).