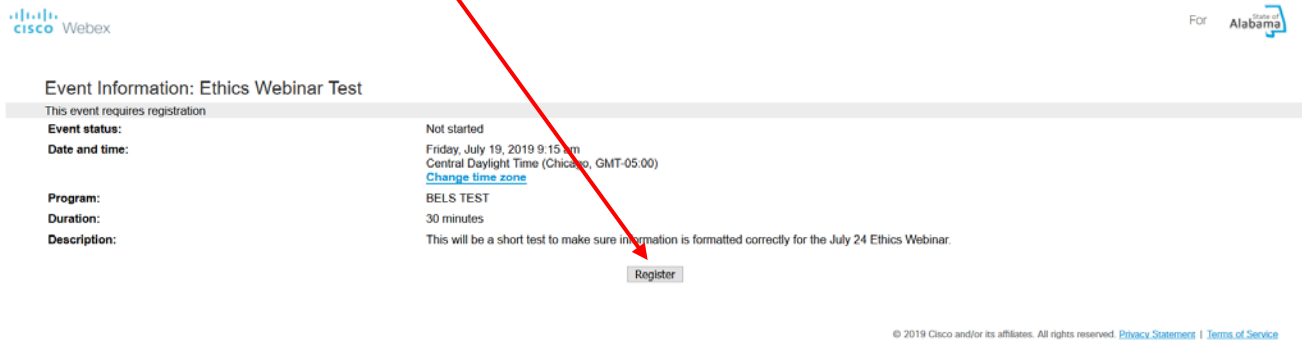


# Webinar Instructions – How to Use Webex

**IMPORTANT:** Please make sure that [messenger@webex.com](mailto:messenger@webex.com) is made a safe sender for emails. Your registration email and certificate email will be coming from this email address.

## Step 1

You should have received an email about the Webinar. Click on the link in the email to register. You should see this screen. Click register.



If you did not receive the email, you can go to our website under Continuing Education. Then click on Webinar.



Then click on Webinar Registration.



## Page 2 Webinar Instructions – How to Use Webex

### Step 2

Enter your information and hit Submit

The screenshot shows the registration form for an "Ethics Webinar Test". The form includes fields for: First name, Last name, Email address, Confirm email address, Company, Address 1, Address 2, City, ZIP/postal code, Country/region (set to United States of America), and Number of employees (set to 1-99). There are also radio buttons for "Would you like to receive information about future seminars?". The form is titled "Register for Ethics Webinar Test" and includes a "Submit" button at the bottom right. A red arrow points from the instruction "Enter your information and hit Submit" to the Submit button.

### Step 3

You should see this screen once you've registered. Hit Done

The screenshot shows the "Registration Confirmed" screen. It includes a "Done" button at the bottom left. The screen also features sections for "Invite a Friend" and "Set Up Webex Events". A red arrow points from the instruction "Hit Done" to the Done button.

### Step 4

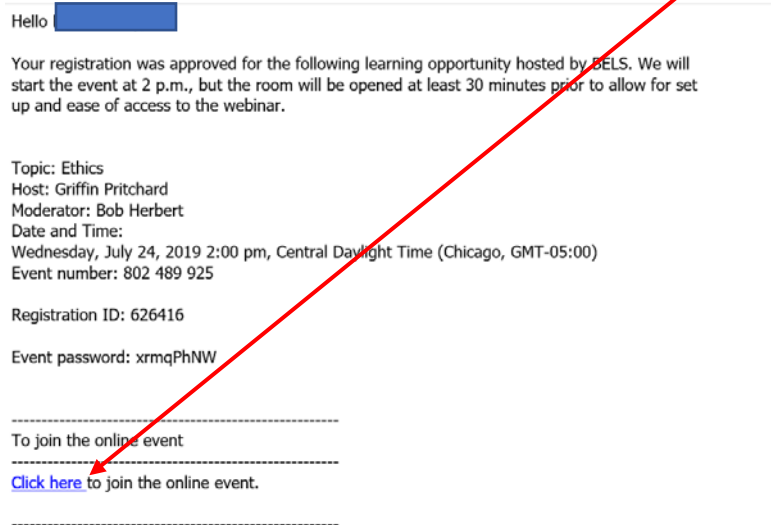
You will see this screen. Close your browser.

The screenshot shows the "Join an Unlisted Event" screen. It includes a "Join Now" button at the bottom right. The screen also features a footer with copyright information. A red arrow points from the instruction "Close your browser." to the Join Now button.

## Page 3 Webinar Instructions – How to Use Webex

### Step 5

You will get an email reminder 10 minutes before the start of the webinar. Click the link to join the event. If you do not receive the reminder, either use your original email to go to our website or go to our website under Continuing Education, then under Webinar and go to Webinar Registration. In any of these options above, you should see the screen in Step 6.



### Step 6

Enter the information. Hit Join by browser (do not hit Join Meeting)



#### Event Information: Ethics

Registration is required to join this event. If you have not registered, please do so now.



**Event status:** Started ([Register](#))

**Date and time:** Thursday, July 11, 2019 3:45 pm  
Central Daylight Time (Chicago, GMT-05:00)  
[Change time zone](#)

**Program:** BELS Free Webinar

**Duration:** 1 hour

**Description:** This event is free and will be hosted by Griffin Pritchard and moderated by Bob Herbert. Over the course of the 60-minute presentation, viewers will be given a refresher on what behaviors are expected of professionals and a few scenarios to better illustrate the topic of ethics. Reminder - for Professional Land Surveyors - this is a PDH requirement under updated BELS Law and Code.

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

**First name:**   
**Last name:**   
**Email address:**   
**Event password:**



[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

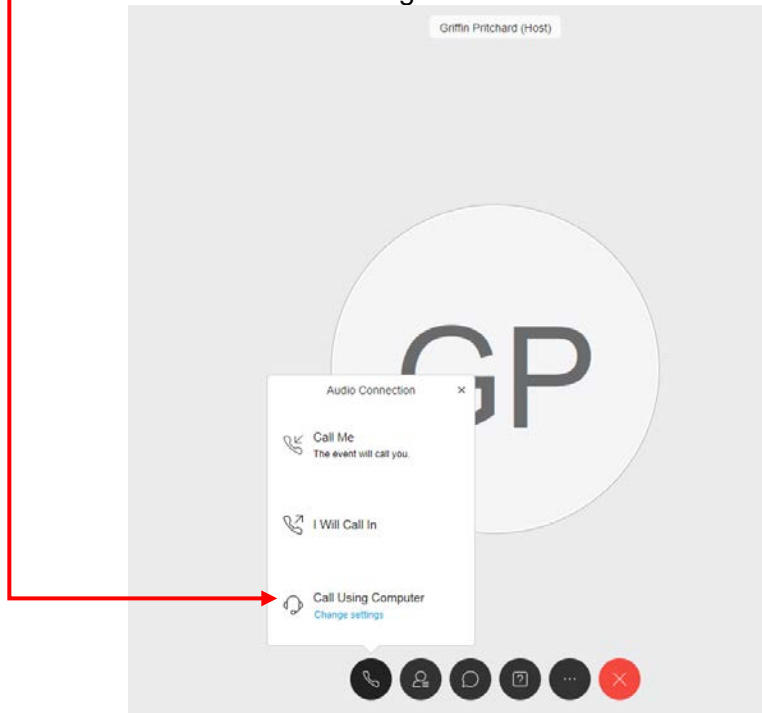
[Register](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

## Page 4 Webinar Instructions – How to Use Webex

### Step 7

Hit Call Using Computer. You should now be seeing the webinar.



### Step 8

After the webinar, you should receive an email from [messenger@webex.com](mailto:messenger@webex.com) (sample below) that contains the certificate for the PDH. If you do not receive the email, within an hour after the closing of the webinar, contact Griffin Pritchard at [griffin.pritchard@bels.alabama.gov](mailto:griffin.pritchard@bels.alabama.gov)

From: Griffin Pritchard <[messenger@webex.com](mailto:messenger@webex.com)>  
Sent: Friday, July 19, 2019 3:01 PM  
To: [REDACTED]  
Subject: Thank you for attending the Web seminar: Ethics Webinar Test

**Webinar Participant:** John Doe

Thank you for attending the Ethics Webinar Test BELS webinar on Friday, July 19, 2019 using WebEx.

This will serve as the **CERTIFICATE** for today's presentation.

**Presented by** -- Alabama Board of Licensure for Professional Engineers and Land Surveyors (BELS)

**Webinar Title** -- An Ethical Conversation

**Speakers** -- BELS Staff / Bob Herbert & Griffin Pritchard

**Date** -- July 24, 2019

**Credit** -- 1 Hour / 1 PDH

**Signature** \_\_\_\_\_

*My signature confirms my participation in this webinar event.*  
PLEASE KEEP THIS FOR YOUR RECORDS

This certificate is submitted to John because BELS can certify that the participant attended this full live program. This certificate of attendance is **NOT** provided to participants who did not attend the live program.

If you have comments or questions, please contact your host, Griffin Pritchard, at:  
[griffin.pritchard@bels.alabama.gov](mailto:griffin.pritchard@bels.alabama.gov)

<https://www.webex.com>