

Getting Ready for Scientific Learning WebEx Sessions

You will need a phone and a computer with Internet access to participate in the WebEx session. If you do not have access to a phone, please contact your Scientific Learning host!

Please complete these simple steps prior to the session:

1. **Follow the instructions below to set up your computer for the virtual classroom.** Your web sessions will use the WebEx Training Center platform and you'll need to complete a one-time, automated setup that takes just a few seconds with a high-speed Internet connection or several minutes with a slow connection. **Note:** The first time you join or start a session, the WebEx Training Manager will automatically be installed; however you can manually download it in advance. *You must have administrator privileges on your computer to use this installer.*
 - Click on the following link (if it isn't a hyper link for you, open Internet Explorer and cut the information and paste it in your address bar): <https://scientificlearning.webex.com/mw03051/mywebex/default.do?siteurl=scientificlearning>
 - In the top section called WebEx Training Manager, click to download the installer for your operating system.
 - Difficulties? Contact Intercall WebEx Technical Support directly at 800.508.8758 or email mcsupport@intercall.com
2. WebEx Sessions not requiring advance registration:
Watch for the training invitation from your Scientific Learning host in your email inbox. Click the link in the training invitation to join the session.

If you do not receive your training invitation email, send an email to your Scientific Learning host in advance of the session to request your Session number. You will then be able to access the session by going to <https://scientificlearning.webex.com> and entering your Session number.

3. WebEx Sessions requiring advance registration:
Watch for your registration invitation from your Scientific Learning host in your email inbox.

After registering, watch for your registration confirmation email from messenger@webex.com. It should arrive immediately after you register for the session. If you don't see it, look in your spam folder. *You could also ask your school or district tech to allow you to receive emails sent from webex.com!*

If you do not receive your registration confirmation email, send an email to your Scientific Learning host in advance of the session to request your Registration ID and Session number. You will then be able to access the session by going to <https://scientificlearning.webex.com> and entering your Session number, and then entering your Registration ID.