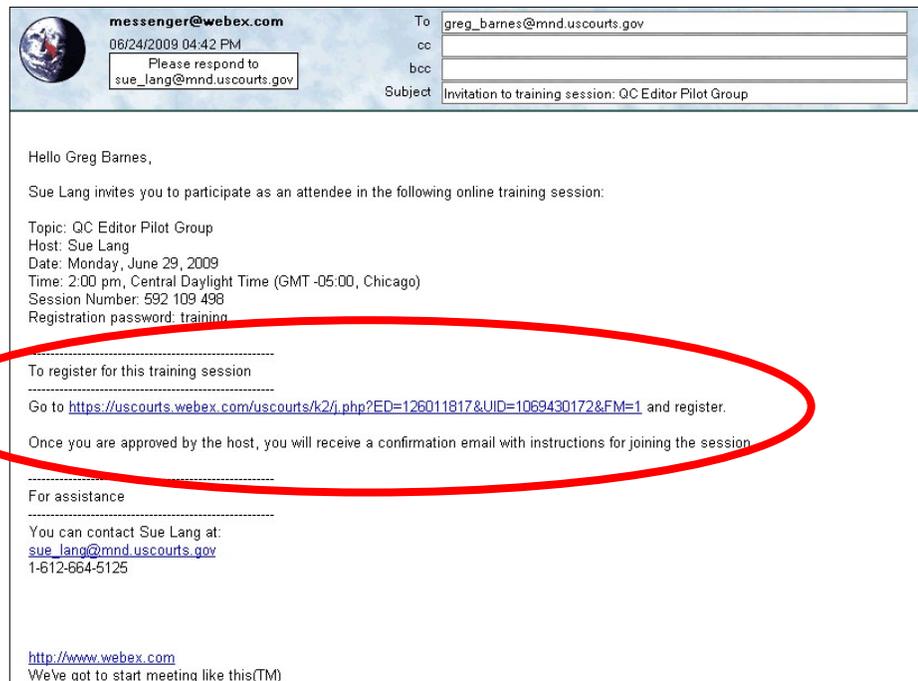


# Registration Process for WebEx CM/ECF 4.0 Upgrade

1. Email from “[messenger@webex.com](mailto:messenger@webex.com)” will arrive in your Inbox
2. Click the training session registration link



**messenger@webex.com**  
06/24/2009 04:42 PM  
Please respond to  
sue\_lang@mnd.uscourts.gov

To: greg\_barnes@mnd.uscourts.gov  
cc:  
bcc:  
Subject: Invitation to training session: QC Editor Pilot Group

Hello Greg Barnes,

Sue Lang invites you to participate as an attendee in the following online training session:

Topic: QC Editor Pilot Group  
Host: Sue Lang  
Date: Monday, June 29, 2009  
Time: 2:00 pm, Central Daylight Time (GMT -05:00, Chicago)  
Session Number: 592 109 498  
Registration password: training

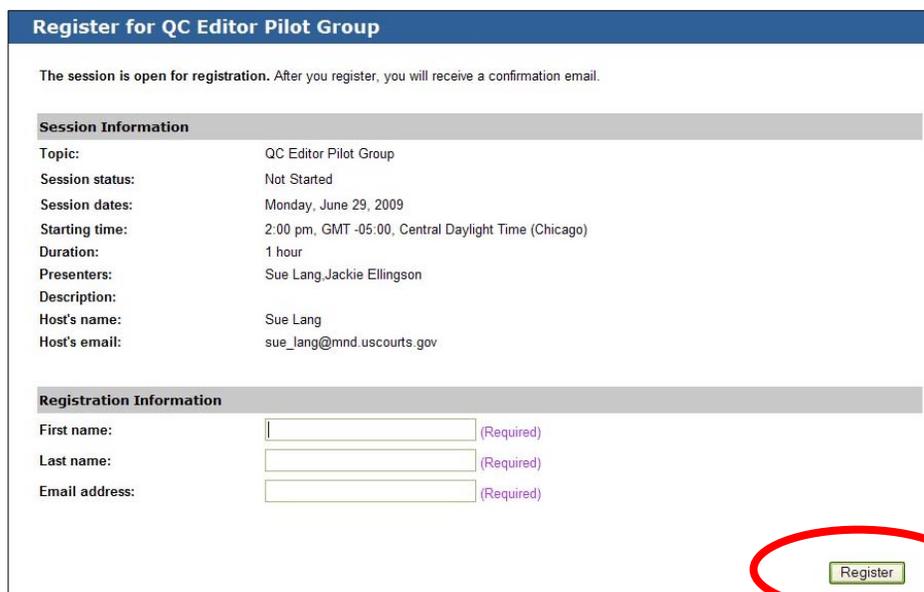
To register for this training session  
Go to <https://uscourts.webex.com/uscourts/k2/j.php?FD=126011817&UID=1069430172&FM=1> and register.

Once you are approved by the host, you will receive a confirmation email with instructions for joining the session

For assistance  
You can contact Sue Lang at:  
[sue\\_lang@mnd.uscourts.gov](mailto:sue_lang@mnd.uscourts.gov)  
1-612-664-5125

<http://www.webex.com>  
We've got to start meeting like this(TM)

3. Enter required data into **Registration Information** fields, click **Register**



**Register for QC Editor Pilot Group**

The session is open for registration. After you register, you will receive a confirmation email.

**Session Information**

Topic: QC Editor Pilot Group  
Session status: Not Started  
Session dates: Monday, June 29, 2009  
Starting time: 2:00 pm, GMT -05:00, Central Daylight Time (Chicago)  
Duration: 1 hour  
Presenters: Sue Lang, Jackie Ellingson  
Description:  
Host's name: Sue Lang  
Host's email: sue\_lang@mnd.uscourts.gov

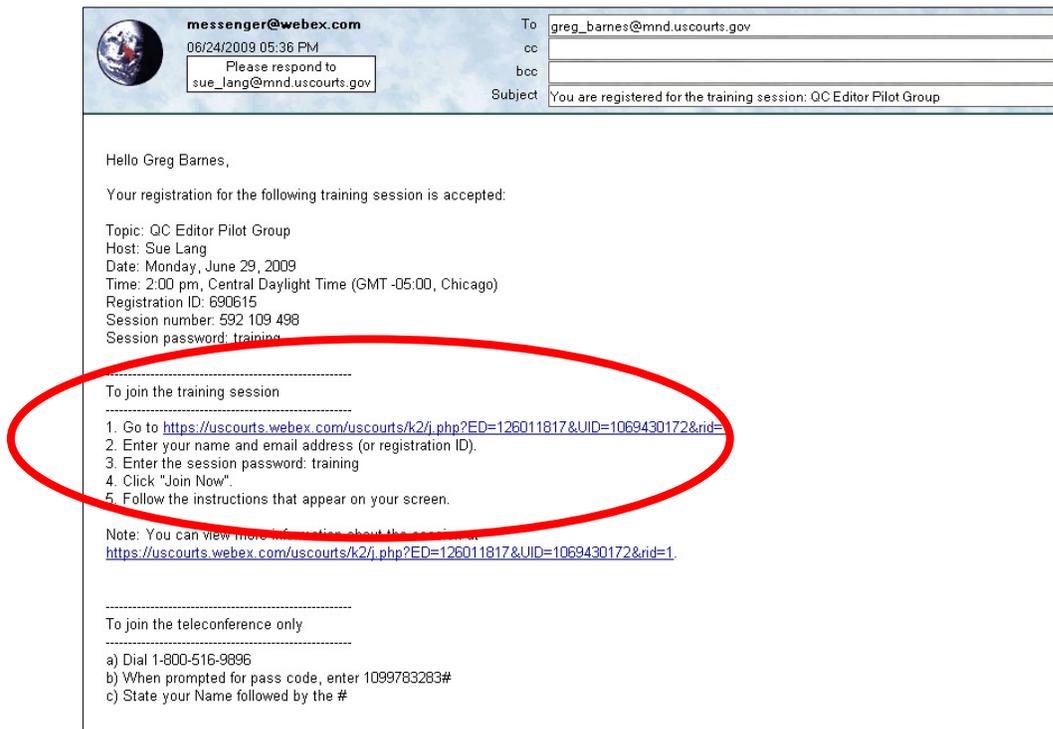
**Registration Information**

First name:  (Required)  
Last name:  (Required)  
Email address:  (Required)

4. The following registration confirmation window will appear:



5. An email will arrive, in your Inbox, with instructions to **Join the session**



6. **At least 20 minutes prior to the actual session, Click on the link to Join the Training Session**