

## **INSTRUCTIONS FOR COMPLETING 2017 P&P WEBEX RECORDINGS**

To access the recordings of the jurisdictional Policy & Procedure (P&P) classes, perform the steps shown below. Any links provided may be **directly clicked** or **copied & pasted into your browser**.

1. Please **print a copy of the slides/handouts** for your class before watching it at:  
<http://www.esinova.org/Education/PP-Slides.html>
2. To **access the recording**, go to: <http://esinovatraining.webex.com>  
(Do not use a www prefix.)
3. On the right-hand side of the page near the top, click on **View session recordings**.
4. When you arrive at the page which lists **Recorded Sessions**, click on the link for the session you wish to attend as shown here:
  - a. Fairfax [P611-17 Fairfax County Policy & Procedure Update](#)
  - b. Loudoun [P621-17 Loudoun County Policy & Procedure Update](#)
  - c. Prince William [P631-17 Prince William County Policy & Procedure Update](#)
5. When you arrive at the page for that session, click **View**.
6. A small window will appear asking for the **Recording password**. Type in the password provided in an email from ESI and click **OK**.
7. A small window will appear asking for registration information. Complete the required information and click **Register**.
8. The recording will begin playing back a short time thereafter. (You may be required to download a benign player software program to get started). If you have difficulty, please contact Webex technical support (1-866-569-3239).
9. When you finish the recording, close (X) it, & you will be directed to a website with **instructions for completing & receiving credit** for your class. The links are as follows:
  - a. Fairfax: <http://www.esinova.org/Education/FFX-PP-Assess.htm>
  - b. Loudoun: <http://www.esinova.org/Education/LDN-PP-Assess.htm>
  - c. Prince William: <http://www.esinova.org/Education/PWC-PP-Assess.htm>