**Below are the instructions for the PSN webinar.**

**Please make sure to make payment prior to the class…** [**http://www.processserversnetwork.com/payment.html**](http://www.processserversnetwork.com/payment.html)

**Please make sure to email a copy of your driver’s license prior to the class.**

**On Friday, prior to the class, you will receive an email with the books attached.**

1. Please allot time from 8 am to 5 pm to complete the webinar.
2. You will be able to login at least 30 minutes prior to the start of the webinar.
3. You will receive an email with the webinar invite but I will also send a manual invite prior to the class just in case anyone has a problem with the first invite. Please contact me immediately (512-704-8104) if you have any problems, logging in to the webinar. I will not be able to answer phone calls after 7:55 am on class day.
4. Due to JBCC security, you must have a webcam and microphone/speakers.
5. Due to JBCC security, you must be visible during the webinar because the webinar will be recorded.
6. Due to JBCC security, you must submit (email or text) a photo copy of your driver’s license or photo ID for verification purposes prior to attending the webinar.
7. You will have to fill out an exam at the completion of the course while on the webinar.
8. Upon completion, 2 certificates will be forwarded to the Kinkos location that you provide and available for pick up at that location.

**Webinar instructions**

1. Please click the link on the email invitation. If you cannot login that way, please go to webex.com and join the meeting (meeting number provided in email)
2. Make sure to put the name on your registration for the participants name so you may be counted for attendance.
3. Make sure to turn on your webcam and audio.
4. Do not click to share screen (instructors screen will be the only one shared)

If you have any questions, please feel free to email me.