

# JOB AID: REGISTERING FOR AND ATTENDING A WEBINAR

This document is intended to support EPRI | U for Transmission users in registering for and attending one of the available webinars.

This job aid provides guidance on:

- <u>Registering for a webinar</u>
- Adding the webinar to your calendar
- Launching the webinar

For additional information about accessing and navigating within EPRI | U for Transmission, please refer to the <u>Getting Started</u> job aid.

### **Registering for a Webinar**

1. Click the **registration link** in the announcement email.

OR Locate the desired event in the EPRI | U for Transmission LMS.





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2. Click the down arrow to the right of the View Details button, then click Request:

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P37	7-101 Tran	sformer	UHF and A	coustic Emis	ssion	
Par	tial Disch	arge Det	tection			All Cold
Last Updated 05/18/2020 Duration 1 hour						1 WERX /1/ 14 19
Detai	Is					P37-101 Transformer UHF and Acou Emission Partial Discharge Detectio
Partial proble	Discharge detecti ms in a transform	ion is an importa er. In this Webi	ant tool for predicting nar you will learn:	g and sometimes even l	locating	Not Started
• • •	The basics of Parti How Acoustic Emir Real-world challen How EPRI research	al Discharge det tsion and UHF d iges of partial di i is helping	tection in transformer letection work scharge in the field	5		Select a Session
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Date	(Ascending)	~			1 Session	
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21	Wed, Oct 21, 202 Register by Wed, Distance Learning	0, 11:00 AM - 12:0 , Oct 21, 2020, 11:0 9	IO PM EDT IO AM EDT	Viev	w Details 🗸 🗸	
61				Reque	st	
61	English (US)					

- 3. The screen will update to show that you are registered.
- 4. You will receive an email confirmation of your registration.

### Adding the Webinar to your Calendar

1. Double-click the **\*.ics attachment** in your email confirmation.





2. The Event will open. Click the Accept button to add the event to your calendar.

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#### Launching the Webinar

- 1. Open the calendar invitation and click the link to launch the EPRI | U for Transmission LMS.
- After logging in, locate the webinar on your transcript, then click the Launch button. Note: If the webinar doesn't appear on the home page of your Dashboard, you can click View Your Transcript from the Learning menu to review your full transcript.

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Featured	On Demand	Instructor Led Payments Payments on the EPRIU Learning Management
Probabilistic Risk Assessment Computer Based Training - Risk-Informed Regulation (PRA-CBT), Version 2.2 ETTM-Electrical and Prevanatic Signal Loops, CBT Module, Version 1.9 Computer-Based Training Module on Flow-Accelerated Corrosion (FAC) for non-FAC Personnel	None Launch	Some courses require a fee to attend or access. ensure that course registrations are confirmed imm the only option available to pay for courses. Please

## **Additional Support**

If you have any questions, or need additional support, email <u>EU4T@EPRI.com</u>.