

# UHC Training Webcasts

**\*\* Access Information - Please read carefully \*\***

**Register for Webcasts in LearnShare!**

**[Click here to find out how!](#)**

**LOGON INSTRUCTIONS** — to see the visual portion of the webcast

1. 10 minutes prior to the start time, log on to the WebEx site by clicking the title of the meeting you want to attend on MAForAgents.com.

**Follow the instructions that appear on your screen (the order and amount of information requested may vary depending on which meeting you attend)**

2. If prompted to enter a meeting number, enter the appropriate meeting number for the meeting you want to attend.
3. Type in your full name (first name > space > last name) and e-mail address.
4. If prompted, enter the appropriate password for the meeting you want to attend. Note that the WebEx password field is case sensitive.

For example, if your password is Training (capitalize the T)

5. Click on "Join Now".
6. If you have never accessed a WebEx site, you may be prompted to select "Yes" while the system does an auto-install of a light java version of the software on your computer.
7. The system will display "Preparing Meeting Manager", then "Meeting in Progress". Continue to wait until you are accepted into the meeting. This may take a few minutes.
8. If after a few minutes you are unable to login, log out and start again.
9. **If you have any trouble accessing a webcast, call the WebEx help desk at (888) 793-6118.**

**CALL-IN INSTRUCTIONS** — to hear the audio portion of the webcast

1. Dial in to the appropriate toll-free number for the meeting you want to attend.
2. Depending on the meeting you select, you will either be greeted by a live operator or prompted to enter an access code followed by the # sign.
3. If greeted by a live operator, tell him/her which meeting you want to attend.
4. Provide your first and last name, and if requested, company, title, phone number, and/or e-mail address.

**\*This information is for use by Contracted, Licensed, Certified Agents ONLY!**