

# UTAH DIABETES WEBINAR SERIES HOW TO ADOBE CONNECT

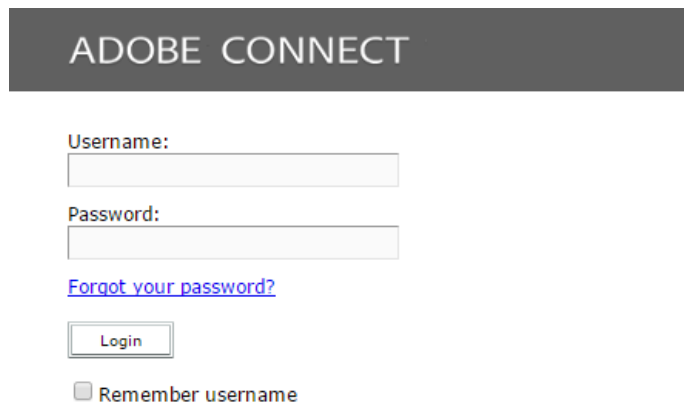
*The Utah Diabetes Webinar Series takes place on the  
3<sup>rd</sup> Wednesday of every month (no webinar in December)  
from 12:00PM-1:00PM Mountain Time.*

## **STEP 1 – REGISTRATION**

1. The Diabetes Webinar Series registration link will be sent out via List Serve **OR** visit the Diabetes Webinar Series website at <http://choosehealth.utah.gov/healthcare/continuing-education/diabetes-webinar-series.php> to stay up to date on upcoming webinars and sign up for List Serve.
2. Follow the link to the webinar registration page. You will be able to view topic and speaker descriptions prior to registering.
3. Click on the “**Register Now**” button OR “**Event Registration**” in the tab at the top of the page to register.
4. Complete the registration form. **\*PLEASE MAKE NOTE OF YOUR USERNAME AND PASSWORD. You will need this information to access all portions of the webinar (pre-test, webinar, post-test, and your certificate).\***
  - **NOTE** – if you have attended a webinar in the past, you may use the same username and password you previously created to register.
  - **PHARMACISTS** – please provide your **DOB and NABI#** in the designated text box in order to receive CE.
5. Once you submit your registration information, you will receive a registration confirmation email containing the link for the webinar. **You will use this link to access all portions of the webinar, so you may want to save the email and/or link for quick reference.**
  - **NOTE** – please **check your spam folder** if you do not receive the email within 24 hours. The email comes from <admin@adobeconnect.com>.

## **STEP 2 – PRE-TEST**

6. Complete the **pre-test PRIOR to the webinar** using the ***link in the confirmation email.***
  - **NOTE – You will not be able to access the webinar at the scheduled day and time if you have not completed the pre-test.**
7. To complete the pre-test, you will be asked to **login using the same username and password** you created to register for the webinar with.



ADOBE CONNECT

Username:

Password:

[Forgot your password?](#)

Login

Remember username

8. Once logged in, you will be directed to the webinar overview. Click **“Open”** to access each portion of the webinar (pre-test, webinar, post-test, certificate).



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9. **Each step of the webinar training must be completed in order** (i.e. you must complete the pre-test before you will be able to access the webinar).
10. Click **“Open”** to begin and complete the pre-test. The pre-test will open in a new screen.
  - **The introduction slides for the pre-test will automatically play. Please click the “play” or “next” button to begin the test questions.**
  - Once you have completed the pre-test, you may close the window.

## **STEP 3 – WEBINAR**

11. Attend the webinar on the scheduled day and time using the **link provided in the confirmation email.**
  - **NOTE** – once you complete the pre-test, the access button for the webinar will change to say “Open.” However, *you will not be able to access the webinar until the scheduled day and time.*
  - **IMPORTANT** – When you access the webinar, TWO SCREENS from Adobe will open (a blank white Adobe page in your internet tabs AND the webinar pop-up). **PLEASE LEAVE BOTH SCREENS OPEN.** **Exiting out of the blank page may cause a loss of connection with Adobe and lead to experiencing difficulty in accessing the webinar.**

## **STEP 4 – POST-TEST & CERTIFICATE**

12. After attending the webinar, you will have **three weeks to complete the post-test.** **You will NOT be able to earn CEs for the webinar after the three week time frame.** Please complete the post-test AND print/save your certificate in order to earn CEUs.
13. **Complete the post-test by using the same link that was sent in your registration confirmation.**
14. Click on “Open” next to the post-test to complete the test. You will have two attempts and must receive at least 80% to pass.
15. Once you have completed the post-test with a passing score, use the same **link from your confirmation email to access and print your certificate.** The system may require you to exit out and login again to print your certificate (this allows the system to reset and register your score).

**For additional questions or assistance, please contact:**

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**Please visit the Utah Diabetes Webinar Series website for additional information about the webinars and for upcoming topics and presenters you may be interested in!**

**<http://choosehealth.utah.gov/healthcare/continuing-education/diabetes-webinar-series.php>**

