PARTICIPANT VIRTUAL TRAINING
QUICK REFERENCE GUIDE

This guide will help participants transition training into a virtual format. For questions contact Training & Organizational Development (TOD) at training@fsu.edu

BEFORE

- Register for training in OMNI self-service (registration instructions)
- Try to register at least 48 hours prior to the start of a training if possible
- Watch for an email from training@fsu.edu with a Zoom link and numbers that will allow you to join the training
- Test your technology ahead of time; facilitators will not be able to troubleshoot for individuals

DURING

- Use the link or dial in to join the meeting (allow 5 minutes to connect)
- Allow access to camera & microphone, if instructor prefers
- Remember:
  - you must be present during the entire training to receive credit
  - find a quiet space with little interruption
  - virtual trainings require your attention & participation too!

AFTER

- Once attendance has been recorded you can leave the meeting
- Email any questions or feedback to the Training Center