<u>Live Stream Training Guide for Attendees</u>

Before the Training Starts:

- Ensure you have the proper equipment and software necessary to attend the training on your device.

- Ensure you have all training materials printed or where you can locate them electronically during the training.

- Ensure the area you are attending from does not have PHI visible to your device's camera.

- Join the training 10-15 minutes before the start time to ensure you gain access.

During the training:

- Keep your device muted

- Raise your hand if you have a question-when instructor replies, you may unmute to ask your question.

- Answer to roll call

- Avoid sharing PHI and other Personal Information if you share your screen during training. Shut down all other applications before screen sharing.

After the Training:

- End the connection on your device

- Submit your test (if one was given) per the instructions given in the training