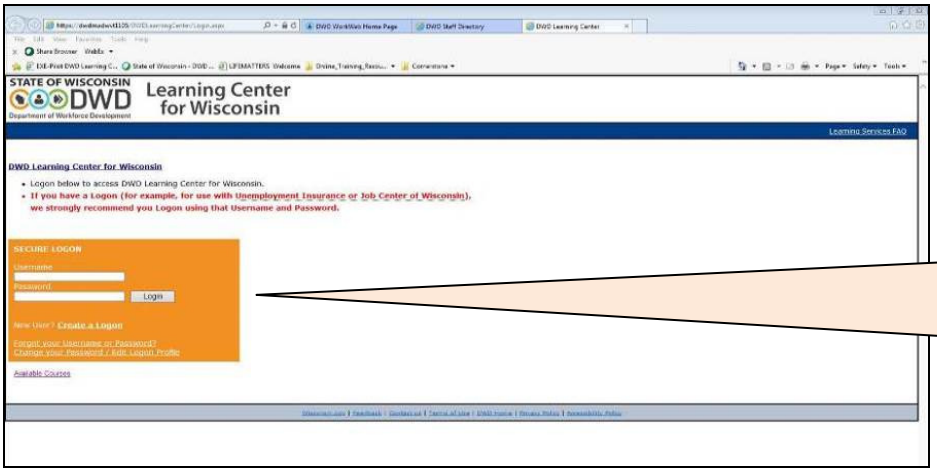
# Joining ERD Labor & Employment Master Classes with WebEx in Learning Center for Wisconsin

Please be sure to locate headphones or speakers for listening in advance of the training time. If you do not have access to speakers or headphones, use your phone to call in. Instructions for calling in using your phone are also included in the instructions below.

***Send Technical Support questions to: Cornerstone@dwd.wisconsin.gov***

**Step 1: Go to http://dwdlearningcenter.wi.gov**

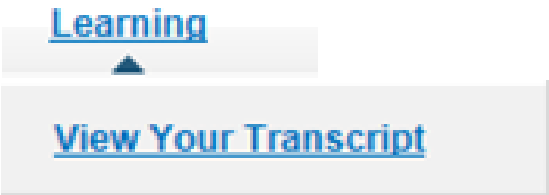



**Use your existing Username and Password from:**

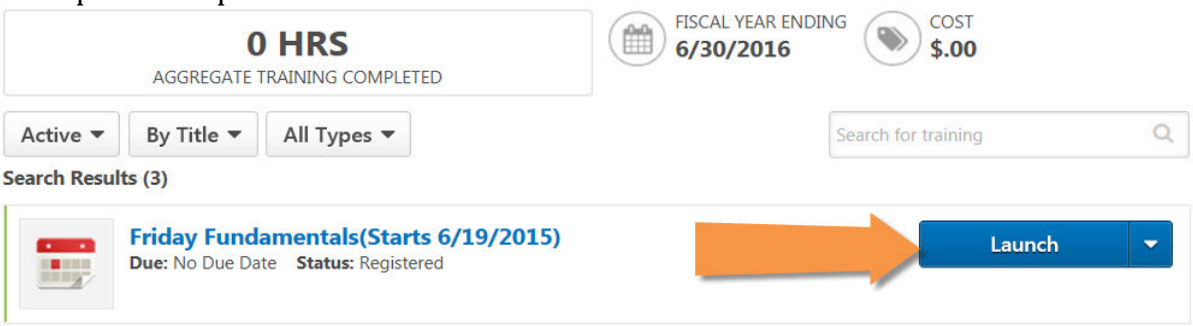
- **JobCenterOfWisconsin.com**
- **Unemployment Insurance (UI)**

**If you are a New User, you will need to create your logon credentials**

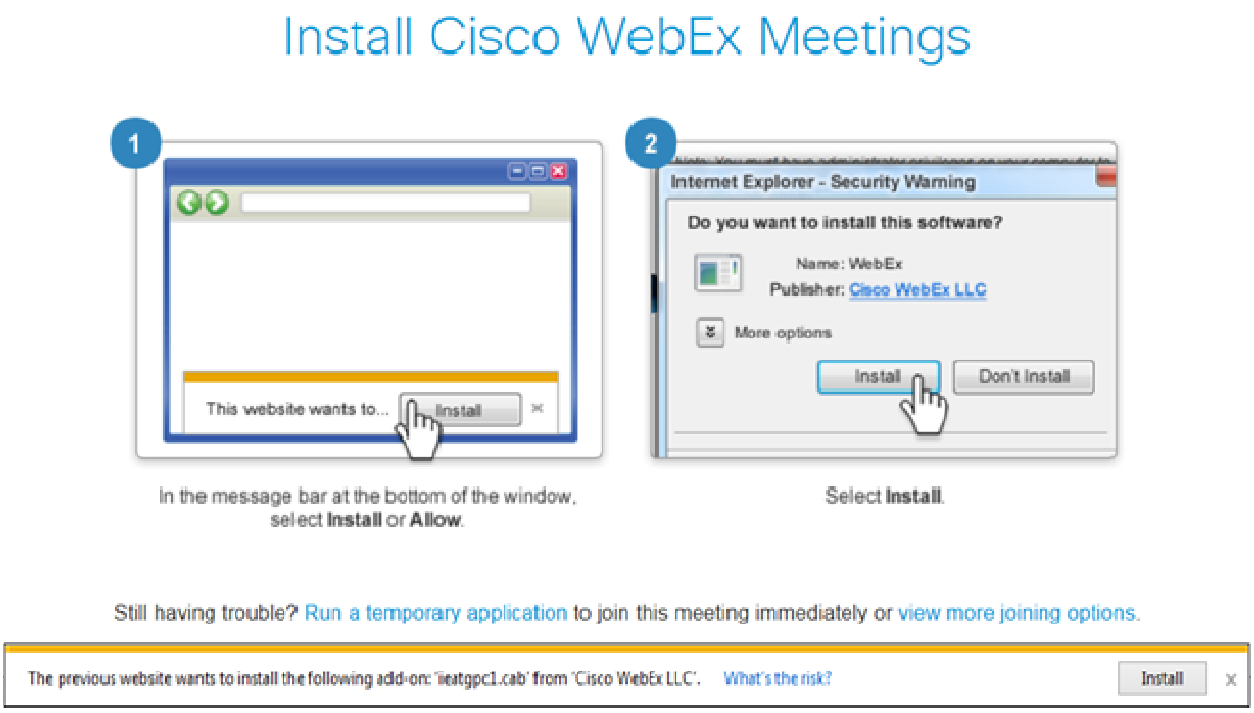
**Step 2. Go to your Transcript**
Under the "Learning" tab click on "View your Transcript"



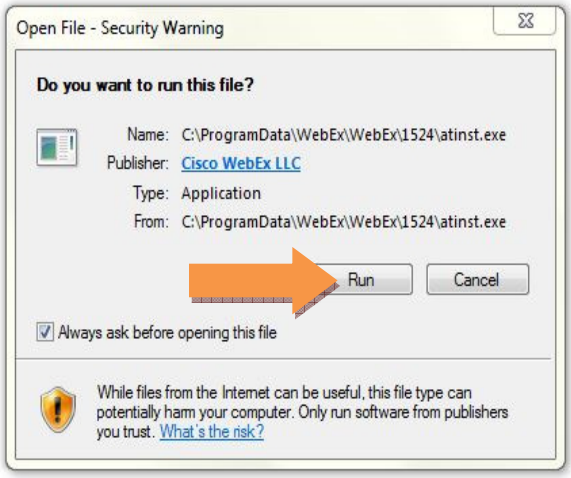

**Step 3. Launch** Labor & Employment Master Classes Click on "Launch" in the options dropdown menu



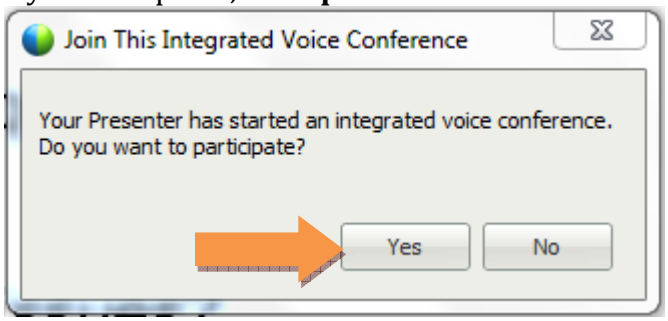
**Step 4. Install for WebEX**
Click on "Install" to run the WebEx file.



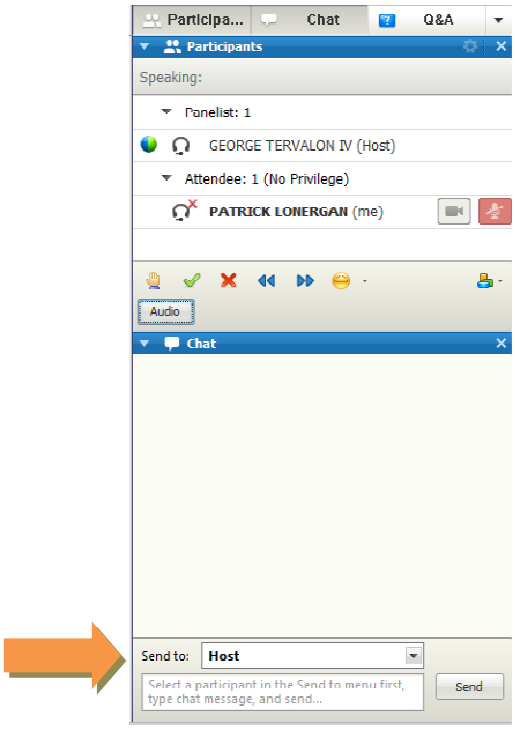

**Step 5. Run File for WebEx Training Session**
Click on "Run" to run the WebEx file. Click on "Yes" if you are prompted with a security warning.



**Step 6. Connect to Audio**
Please use your computer to call in by clicking on "Yes". If you do not have speakers or headphones, you will need to call in using your telephone with **Option B**. Also, if you're **not** viewing the session on your computer, use **Option B** to call into the session.




**Option B. Call Using Your Telephone**
***Dial the phone number provided below enter the access/guest passcode when prompted.***

**Phone Number: 1-720-279-0026**
**Access/Guest Code: 356441**

**Step 7. CHAT for Submitting Questions**
Use the chat feature for submitting questions to the Presenter/Host. Select Host from the drop down menu, type your question in the box and click "Send".