

Training Calendar - July 2010 (By Date/Time)

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

*****NEW!*****

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 "Click to Join" button of the meeting you want to attend (see table below).

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 (see table below).

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 (see table below). Note that the WebEx password field is case sensitive.

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

5) **New Process!** Click on "Click to Pre-Register" Please wait while this screen loads. You will need to complete the questions in full.

List your name as documented on your contracting or as listed for employment.

Complete an accurate email address used for business purposes

City/state where you reside

The Party ID you were assigned when contracted or your current Writing number

Your current alignment by sales channel (FMO, ICA, ISR)

6) Click "Register"

7) You will receive an immediate email invitation to the session. Click on the link found under "To Join the Training session."

8) 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.

9) 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.

10) If after a few minutes you are unable to login, log out and start again.

11) 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 (see table below).

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 (see table below).

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 FMO's, FMO Brokers, & Agents who are Contracted, Licensed, & Certified by UHC.**

Date	Day	Time Hawaii	Time Pacific	Time Mount	Time Cent	Time East	Length	Class	WebEx Link	WebEx Password	Audience	Meeting #	Dial-In #
July													
9-Jul	Fri	6:00AM	9:00AM	10:00AM	11:00AM	Noon	60 min	Evercare Chronic Illness	Click to Pre-Register	Training	ICA, ISR, FMO	826 211 053	(800) 230-1096
12-Jul	Mon	5:00AM	8:00AM	9:00AM	10:00AM	11:00AM	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	820 631 994	(800) 230-1096
12-Jul	Mon	6:00AM	9:00AM	10:00AM	11:00AM	Noon	60 min	Portal Training	Click to Pre-Register	Training	ICA, ISR, FMO	826 098 235	(800) 230-1766
13-Jul	Tue	6:00AM	9:00AM	10:00AM	11:00AM	Noon	60 min	Portal Training	Click to Pre-Register	Training	ICA, ISR, FMO	822 353 776	(800) 230-1951
13-Jul	Tue	8:00AM	11:00AM	Noon	1:00PM	2:00PM	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	821 078 504	(800) 230-1096
13-Jul	Tue	Noon	3:00PM	4:00PM	5:00PM	6:00PM	60 min	Portal Training	Click to Pre-Register	Training	ICA, ISR, FMO	825 740 762	(800) 230-1096
14-Jul	Wed	4:00AM	7:00AM	8:00AM	9:00AM	10:00AM	60 min	Portal Training	Click to Pre-Register	Training	ICA, ISR, FMO	829 809 595	(800) 230-1074
14-Jul	Wed	6:00AM	9:00AM	10:00AM	11:00AM	Noon	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	828 867 662	(800) 230-1085
14-Jul	Wed	10:00AM	1:00PM	2:00PM	3:00PM	4:00PM	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	825 835 176	(800) 230-1059
15-Jul	Thurs	8:00AM	11:00AM	Noon	1:00PM	2:00PM	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	822 000 322	(800) 230-1059
15-Jul	Thurs	11:30AM	2:30PM	3:30PM	4:30PM	5:30PM	60 min	Agent Toolkit	Click to Pre-Register	Training	ICA, ISR, FMO	828 752 026	(800) 230-1059
16-Jul	Fri	8:00AM	11:00AM	Noon	1:00PM	2:00PM	60 min	Online/Offline Enrollment	Click to Pre-Register	Training	ICA, ISR, FMO	828 154 987	(800) 230-1059
23-Jul	Fri	6:00AM	9:00AM	10:00AM	11:00AM	Noon	60 min	Evercare Chronic Illness	Click to Pre-Register	Training	ICA, ISR, FMO	824 666 951	(800) 230-1074