



SCHOOL OF PUBLIC HEALTH

UNIVERSITY AT ALBANY State University of New York

Q: What is a webinar?

A: Webinar is short for web-based seminar and delivers training through the Internet directly to your computer. You are able to view the presentation via your home/office computer and listen to the audio portion of the presentation through a teleconference. Webinars are interactive and allow the participants to ask questions and communicate with the presenter.

Q: What are the technical requirements for webinars?

A. You will need a computer with internet access and a phone connection. It is preferred that you use a phone connection with speakerphone capabilities or a headset so you can use your hands to interact with the webinar via your computer keyboard and mouse. When you are in a training session you should close down all other programs (email, word documents, etc.).

Q: How do I access the webinar on the day of the training?

A: After you sign up for the webinars through www.nylearnsph.com you will receive a confirmation email from WebEx. PLEASE SAVE THIS EMAIL. It includes all the information you will need to access the webinar, such as:

- a weblink to join the training session (click on the link or cut and paste it into your browser)
- the call in number and participant passcode to join the teleconference
- your registration ID and password required to join the training session
- Note: please log into the webinars 10 minutes early

OR

The day of the webinar you can also log into www.nylearnsph.com. Go to My Courses. Click on launch course under the title of the webinar. Find the webinar in Today's Listed Meetings on the WebEx site and click Join. Enter the requested information and click Join.

Q: Can a group participate in webinars?

A: Webinars are designed so that each person participates via their own computer and phone connection. However, you may use a conference room and project the webinar for a group. If you have a group participating via one computer, you will need to designate one person to control the computer during the training session.

Q: How do I sign up for BEHP webinars?

A: You sign up for these webinars through www.nylearnsph.com. They are included in the list of courses within the Basic Environmental Health Program (Program Catalog).

If you have questions or concerns, please contact the Center for Public Health Continuing Education at 518-402-0330 or coned@albany.edu.