

**Computer Preparation Steps
for
REAP Expansion Application Session
Via Adobe Connect Pro**

What: REAP Expansion Application Session
When: Thursday, October 18, 2012
Time: 9:45: Login
Session: 10:00-11:30
Where: <https://dss.ncgovconnect.com/reapapp101812/>
(Please use **Internet Explorer** for this session)

VERY IMPORTANT ADVANCE PREPARATION STEPS:

BEFORE THE DAY OF THE MEETING:

1. Make sure the following are available:

- Broadband Internet access
- Ethernet cable, i. e. hard-wired connection (do not use Wi-Fi if at all possible)
- Speakers on your computer

2. Prepare your computer and test your connection:

- Copy and paste this link: <https://dss.ncgovconnect.com>, into your **Internet Explorer's address bar**.
- Click on the green check mark to complete the Adobe Acrobat Connect Pro Connection Test.
- Contact your IT technician if problems occur with the completion of the four items in the Connection Test.

ON THE DAY OF THE MEETING:

1. Copy and Paste this link: <https://dss.ncgovconnect.com/reapapp101812/>
into your Internet Explorer's address bar.
2. Sign in under Guest with your first and last name. (you will not need an NCID and password)
3. Guest Sign In is located under the NCID Sign In.
4. Click Enter to join the training session.
5. Choose "yes" if you see a pop up box asking to display secure and non-secure items.
6. Make sure your computer speakers are "unmuted."

Questions about accessing this session? Please contact:
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