


Self Registering for IntelliConnect

We are currently limiting the session to 20 people. If you wish to use one logon for multiple people around one phone and a data projector then we may require you to mute your call as it could affect sound quality.

Use the following process to self register.

Step	Action
1.	Logon on to the Internet.
2.	Go to the following web page: https://cch.webex.com
3.	Select the <Training Center> tab. This will list all courses currently available for Asia Pacific region. The times of the courses may display in Australian time. On the right-hand side of the screen next to the tabs you will see a hyperlink called English: Australian East . Please select this hyperlink on screen. Change the time zone and country fields to New Zealand and click the <OK> button. This will update the session times to New Zealand.
4.	To quickly find New Zealand courses, type <NZ> into the search field and press the <Search> button. A list of courses will display. The course is called NZ – IntelliConnect Note: If the course is full you will see the following icon  Full . You will need to go to another session.
5.	Single click on the <Register> hyperlink. The Register for.... screen will display. It will give details of the course, scroll down to the Registration Information area and fill in contact details. Important: The email address you enter will be required when you log into the Webex session and you will need to enter the same address.
6.	Select the <Register> button.
7.	The registration confirmed screen will be displayed. A notification will be sent to your email as well.
8.	To finish the registration. Click the <OK> button. The page will update to the Training Session view.
9.	Please note a reminder email will also be sent to you one day prior to the Webex session. This contains full details on how to logon to Webex.
10.	If you have any issues with self registration you can contact us on the following email: training@cch.co.nz

How to Cancel a Registration

To cancel a registration prior to the session you have two choices:

1. Contact training@cch.co.nz letting them know which session you are cancelling from and then re-register.
2. Simply do not attend the session and re-register.

If you don't make your session....

There can be a number of reasons why you may not make your session.

The following table describes the various scenarios and what action can be taken.

Attempt to logon to Webex session and cannot get through.	Dial into the conference call on 0800 44 8147 using details from your invite. The trainer will attempt to help you through.
Attempt to logon to Phone Conference and cannot get through.	Send a chat message through the Webex session
Miss session because forget to logon.	Simply register for another session.