

*****NOTICE*****

**Bureau of Indian Education
Division of Performance and Accountability**

Special Education: WebEx Online Training

Topic: **How to complete the IDEA Part B Unmet Needs Application and technical assistance**

Presenter: Connie Albert, Education Program Specialist – Special Education

Date: Monday, August 29, 2016

Time: 1:30 pm – 3:00 pm MDT
 2:30 pm – 4:00 pm CDT
 3:30 pm – 5:00 pm EDT

1 WebEx session, the session is scheduled for 90 minutes

Who should participate: School Special Education, Principal and Business Manager

To join the WebEx training session:

1. Call (888) 417-0376 then enter code 1509140#
2. Please wait for the presenter to announce roll call. At that time, please state your school or office name and participant count.
 - a. Mute your telephone;
 - b. Do not use cell phone;
 - c. Un-mute your phone when asking a question; and
 - d. Do not place your phone on HOLD. Hold music or beeping will interrupt the recorded training session.
3. Log on to:
<https://bie2.webex.com/bie2/onstage/g.php?MTID=e74b08be0426b870685375a0911cc440d>
Then click “Join Now.”
Type your Name, School Name (*See example below*), and E-Mail Address.

Join Session Now	
Your name:	Joanna Doe, Minneapolis ELO
E-mail address:	joanna.doe@bie.edu
Session password:	*****

4. Enter the session password: uiGZ2uKU
5. Follow the instructions that appear on your screen.

To join the teleconference only: Call (888) 417-0376 and enter code 1509140 for the conference call. Hang up your phone if you must take another call. Do not place the teleconference on hold (*due to hold music, beeping, interference, etc.*).

For assistance: Rachael Nicholas-Mark, Program Support Assistant, will be available between the hours of 7:00 am – 11:00 am MDT on the training date. Call (505) 563-5398. Assistance is not available beginning at 1:00 pm MDT.