

ESTS ONLINE INSTRUCTION

Online interface requires some basic instruction and adherence for proper function and to ensure the best possible outcome. Following these instructions are required to participate in the online/live continuing educational presentations. Once you read this directive, you will be required to **submit an agreement/acknowledge form from the ESTS website** prior to attending the online class. **If you need additional help you may call our main number (850) 222-3787 for further assistance.**

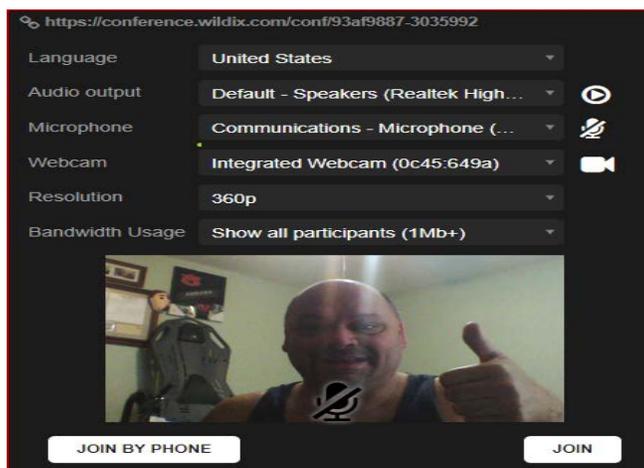
Clicking the link below will take you back to the “classes” page.

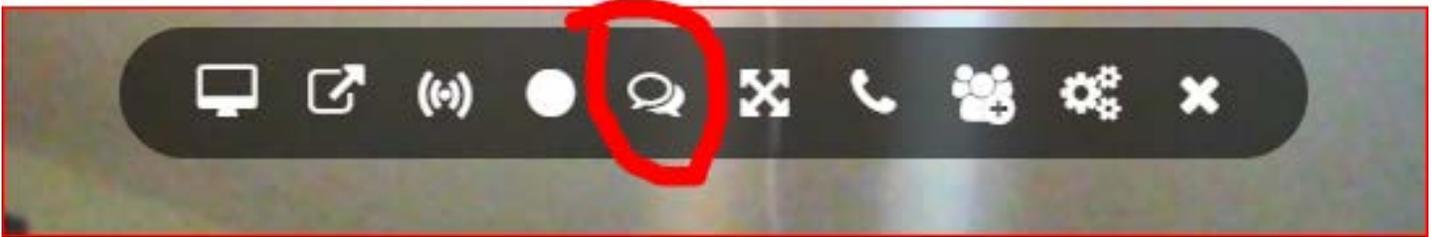
<http://elevatorsafetytraining.com/classes/>

Once you read and agree to the requirements below, send us an email at info@estsinc.net and you will be forwarded the “agreement/acknowledge form”. **This form will need to be signed and returned before a “LINK” will be sent for the class you are registered for.**

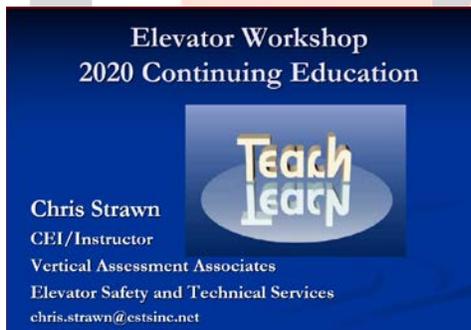
Requirements:

1. **You are required to have a personal computer (PC) i.e. stationary or laptop.** No group participation is permitted. **Each individual must be connected** using the link sent to your email after registration. Non-compliance will mean you will not receive a certificate
2. Your PC will be required to have an **onboard camera**, or you may have a separate **webcam** connected. **A camera is required.**
3. **If you are not already using it, you will be required to download and install Google Chrome.** Once you are registered for the class, you will be sent a link. Upon clicking the link, you will be routed to the meeting site automatically. This will be a “one-step” function if you already have Chrome designated as your “default” browser. If you do not prefer to make Chrome your default internet browser, you will need to copy and paste the link into the Chrome browser.
4. Once you have performed the link. You will/may see this screen. Be sure the **microphone is off** (no dogs and background noise—our communications are performed separately), and the **video camera is on**. Off is indicated by the line through the icon (as seen below on the microphone icon). Clicking the icon/s will toggle them off/on. After this is done, simply **click JOIN**. *do not click ‘join by phone’.





5. Once you have joined, you will immediately be taken to the video screen. There, you will perform two (2) functions. *note: every time you move your cursor, a dropdown window will appear in your view. You will not need all of these and clicking them may confuse or change your view.
 - a. Click on the message icon (circled in red). This opens the messaging program. Type your name, the one you used during registration, and hit “enter”. To collapse the messaging window again, simply click the messaging icon (window will disappear).
 - b. If you do not see the image below in the center of your screen, click on the image and it will populate and/or become your central image. *this is the presentation window



6. **Check your volume to be sure you can hear** the information provided. If you are experiencing problems, move our cursor and immediately message using the chat window previously discussed. **There will be a few minutes at the beginning of each segment/presentation for resolving issues for all participants.**
7. **DO NOT** unmute yourself during any segment/presentation. Doing so will interfere with all participants experience. Interactive participation is encouraged and addressed below.
8. **Interactive Participation:** any time you **have a question**, you may immediately **submit the question using the ‘chat’** option previously discussed. Questions are encouraged and desired to ensure a quality outcome.
9. **Each participant** will be required to remain on the presentation (**within camera view**) during the **entire time** the educational segment is conducted. **Breaks will be provided**, just like in-person classes.
 - a. Periodically, the **instructor will instruct participants to send a chat** to verify your live attendance. Not complying with this requirement will mean you do not receive credit for the segment (hours/CEUs/etc.).

***Do not forget to go to the “classes” page on the ESTS website and submit the form!!**