

## ADMIN TRAINING

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Administrator training consists of up to four hours of online webinar training. A typical session takes approximately two hours. A professional services representative will meet with you and any other administrators (including course creators) and walk you step-by-step through site and course administration.

The Premium subscription package comes with free training for your EasyCampus administrators. If you require this service but do not have a Premium subscription, please email support to inquire about costs, dates and times.

### Steps

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1. Arrange times and dates with our support team. You will receive an invitation to a webinar over GoToMeeting.

***Note: Plan for a few sessions if that suits your needs better***

2. Before the meeting, gather any specific questions you or a member of your administrator team may have.
3. Dial into the meeting on the arranged date and time.

