CJS Class and Group Enrollment

Please be aware of the following **requirements** needed for classes and group reporting:

- **You must have an email address to be able to participate.** If you do not have an email, unfortunately you cannot participate in our video groups. You can set up a free Gmail account through Google by following this link: https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/

- Your will need to download the WebEx App if you are using your phone. You do not need to make an account but will need the app to access the meeting link.
  - Apple Store: https://itunes.apple.com/us/app/cisco-webex-meetings/id298844386
  - Google Play: https://play.google.com/store/apps/details?id=com.cisco.webex.meetings

- **Be on time.** If you are more than 10 minutes late you will not receive credit for attendance, and you will need to be enrolled in an additional class to receive credit.

- Please **limit distractions during class time** and have paper and pen/pencil available**.**

- **You will need to be in a quiet space** where you can listen and participate in the class/group. You may be asked to leave the class/group if you cannot do this during the designated time as it is disruptive.
  - If you are near other people and can still listen and participate, you **must use headphones** to keep other clients' confidentiality.

- **You will be unenrolled from a class if you miss two sessions.**

- If the instructor's screen freezes during the meeting or has other technical difficulties, **please stay in the webex class for 10 minutes before leaving the meeting**.