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.  

<table>
<thead>
<tr>
<th>Join Session Now</th>
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<tbody>
<tr>
<td><strong>Your name:</strong></td>
<td>Joanna Doe, Minneapolis ELO</td>
</tr>
<tr>
<td><strong>E-mail address:</strong></td>
<td><a href="mailto:joanna.doe@bie.edu">joanna.doe@bie.edu</a></td>
</tr>
<tr>
<td><strong>Session password:</strong></td>
<td>*********</td>
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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.).