

From: Violeta Navarro  
To: TACs  
Date: January 19, 2023  
Subject: Zoom Link for Online ACCESS Classes in nexTEST

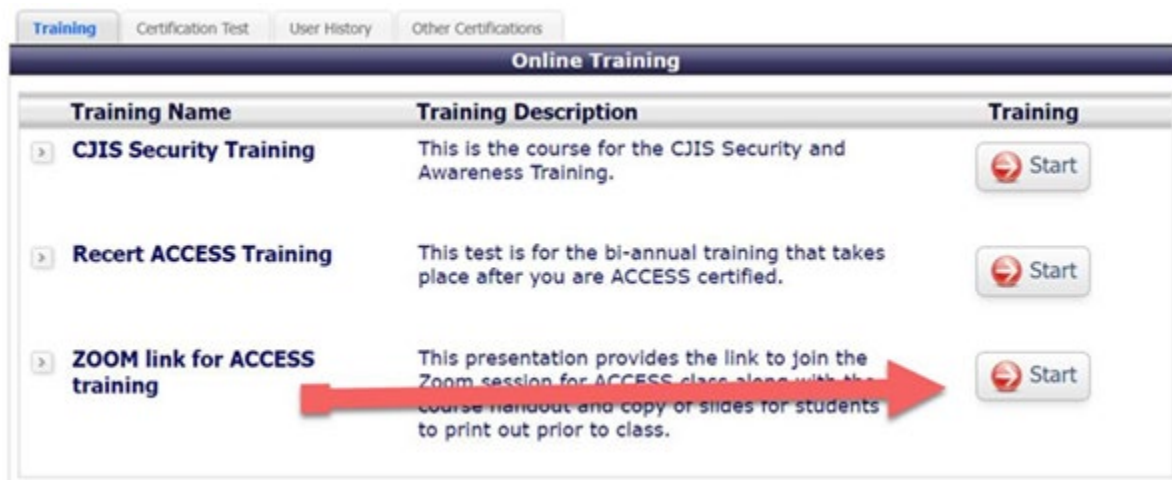
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Hello,


In efforts to streamline our processes and create efficiencies, we have implemented a new process for online ACCESS classes. The Zoom link and class handouts are now available within [nexTEST](#). Effective February 1, 2023 the ACCESS instructors will no longer email this information to the TAC/User. The User will be required to login to nexTEST to retrieve the class information.

This process was tested during our online ACCESS class earlier this week which proved to be successful. These new instructions only apply to the **ONLINE** ACCESS classes. There is no change to the in person classes. For instructions on how to login to nexTEST or how to register users to class please refer to our [TAC nexTEST Guide](#) located on our ACCESS webpage. See below instructions on how to retrieve the Zoom link and class handout.

TACs – if you are registering a student to an online ACCESS class be sure to let the student know the date and time and instruct them to login to nexTEST for the Zoom link and class handout. Class starts at the time listed in nexTEST and students need to be prepared prior to class. On the training tab they will need to click on the training titled “ZOOM link for ACCESS training”. See below for screenshot.



They will need to click  which takes them to the page below. To retrieve the class handouts and power point slides they will need to click on the “Resources” tab. We encourage students to print the handout for taking notes. Number 6 below contains the link to the Zoom for the online ACCESS class. Prior to class students need to click on the hyperlink which will place them in the waiting room for their ACCESS online class. The instructors will admit students to the session only if they are registered to class. There is also a link to Survey Monkey which we encourage students to complete.

Resource section here 

# ACCESS Certification Class

1. If you are ***not enrolled for class today*** and on the roster you will not get credit for class. If you have any question about whether or not you are enrolled for today's class contact your agency TAC.
2. You will not need a microphone for this class. Please ensure your microphone is muted.
3. Video will not be required. Please ensure your video is turned off.
4. The resource section in the upper right corner has a link to the handout and copy of the presentation slides. If you need to print them out please do so ASAP.
5. After class please return and [click here](#) to answer a few question through survey monkey to let us know how we are doing.
6. [Click here to join the Zoom session for today's class.](#)

If a student is not enrolled in class when class starts they **will not get credit for class** and will not be able to take the certification test. This is a standard that we will be strict with. Please do not just have a user click on the Zoom link thinking they can join the class without being enrolled.

A few of the benefits for you as TAC and the student is the materials and link are available 24 hours a day. For TACs you will no longer need to worry about receiving the email with the Zoom link, and ensuring that information is passed to your student. If you are out of the office, your student still has access to all they need to attend class. Additionally, this will potentially eliminate users having issues logging into nexTEST after class to take their test.

If you have any questions please let me know.

Thank you,

*Violeta Navarro*

Information Security Officer

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[ACCESS Webpage](#)