Hello Nikelle, Laura, and our other VHCC associates,

My name is April, and I’ll have the pleasure of conducting your Vision CMS training sessions.
Please take a moment to review the following notes regarding training:

Important: GoToMeeting invitation link is below.

A CMS Reference Training Guide is attached to this email invitation in pdf format. Your agendas for Basic and Advanced training sessions are included on this reference guide. Please distribute this document to participants, in hard copy and/or by forwarding this email.

The quality of your training is very important to us. To get the most from your online class:

PRIOR TO TRAINING DAY—

* Make sure all necessary staff are invited; forward this email to anyone participating remotely.
* If gathering in a central conference room; test the laptop/projector for functionality
* Verify your internet connection in conference room (hardwire, wireless, both)
* Verify that all participants and/or conference rooms are equipped with audio (mic/speakers) and a computer to login to GoToMeeting, as well as follow guided CMS activities.

DAY OF TRAINING—

* Invite all participants to be available 15 minutes prior to scheduled start time
* Please encourage all remote participants to logged in to GoToMeeting 5-10 minutes prior to scheduled start time

These valuable steps will ensure that less time is spent on technical logistics and more time is spent preparing you to use the CMS.

Thank you for your cooperation and enjoy your Vision Internet CMS training.