

# INTRO TO IFSP DEVELOPMENT TRAINING

## HOW TO REGISTER AND PREPARE FOR THE VIRTUAL TRAINING FORMAT



### REGISTER FOR A TRAINING

**Register for a training within 6 months of your hire date.**

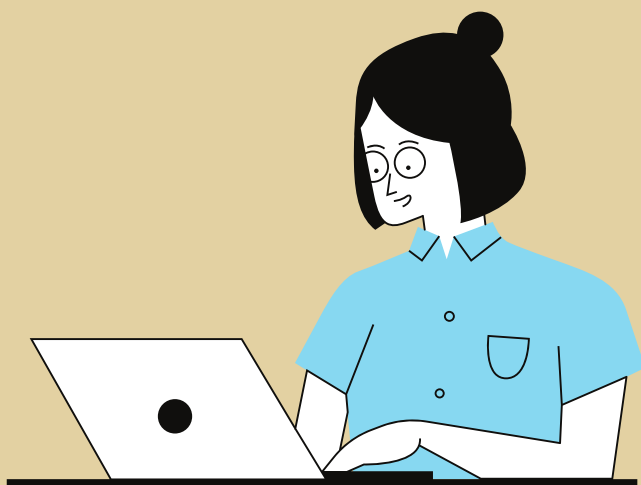
After completing the two required online modules and obtaining your certificate of completion you will be able to register for an **Intro to IFSP Development** training. Go to the [Ticket Tailor](#) website to search for an available training series. You can add your email to the wait list if the training is full but this does not guarantee you a spot for the training. Do not sign up for more than one training, your colleagues are also looking to register as well.



### USE GOOGLE CHROME

**Set your default browser to Google Chrome.**

Set your default browser to Google Chrome prior to logging on to the Go To Training platform to join the training. You will experience technical difficulties with the platform's video conferencing features including the breakout room feature if you are using other browsers including Safari, Firefox or Microsoft Edge.



### 1 INTRO TO IFSP ONLINE MODULES

**Complete both required modules.**

The online modules *Welcome to NJEIS* and *Introduction to IFSP Development* are required to be completed prior to attending the Intro to IFSP Development training. The modules can be located on the [NJEIS Blackboard](#) website under **My Courses**.

### 2



### 3 CONFIRMATION EMAIL

**Review information in this email carefully.**

A confirmation email will be sent out 1 week prior to the training. The email will include the Participants Guide attached and additional directions to help prepare for the training. Sometimes this email does not appear in the inbox, so be sure to check your junk mail folder as well .

### 4



### 5 DAY OF THE TRAINING

**Log on early.**

The Go To Training platform can take a bit longer to log in and get all functions working compared to some other platforms. Therefore, the training link will be active 30 minutes prior to each scheduled session .