OSCPA Live Stream/Virtual Course Instructions

The OSCPA utilizes a web-based platform for live stream/virtual courses. Following the steps below will ensure a seamless experience. If you have questions about the following procedures, or would like to schedule a tutorial, please contact the Education Department at cpe@oscpa.com or at (405)-841-3800, ext. 3829.

Accessing Your Course Information

1. After registering for the live stream/virtual course, you will receive two event reminder emails from the OSCPA: 1) the first email will be sent one week prior to event and 2) the second email will be sent the day before the event. Reminder emails will include the following information:

   - Event Details
      i. Date and time
      ii. Number of CPE credit hours
      iii. Access link
   - Earning CPE credit
   - Important system requirements
   - Using the chat and Q&A features
   - Accessing your course materials
   - Receiving your CPE certificate
   - OSCPA CPE policies

   If you do not receive your event reminder email, please contact the OSCPA immediately.

2. Use the course access link in the event reminder email to register your name and email address to access the course (see image below). Think of this process as checking-in for the event. *Please use Google Chrome as your internet browser for the best experience.*
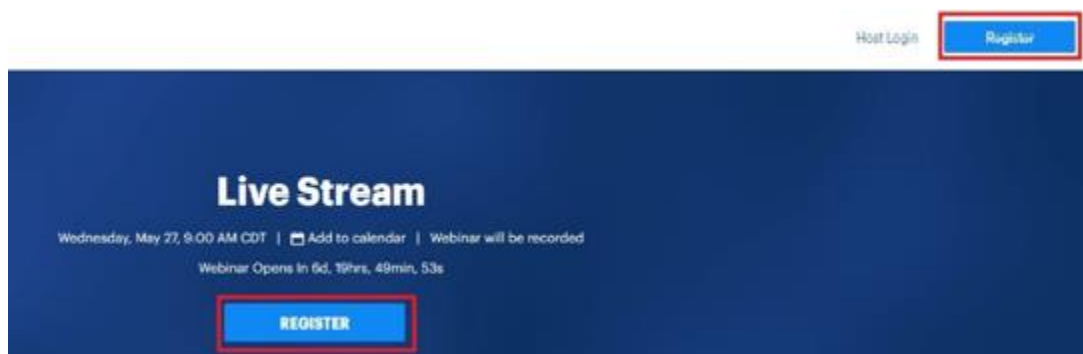
3. After you register your name and email address, you will be brought to the registration confirmation page. To access the course, click the "back to webinar page" button at the top of the page (see image below):

4. The waiting room will open 15 minutes before the event start time. Enter the waiting room by clicking the "enter webinar" button (see image below):

Navigating the Page

1. **Attendance Verification Polls:**
   To receive full CPE credit for the course, you must answer at least 70% of the polls that automatically appear on your screen (see image below):
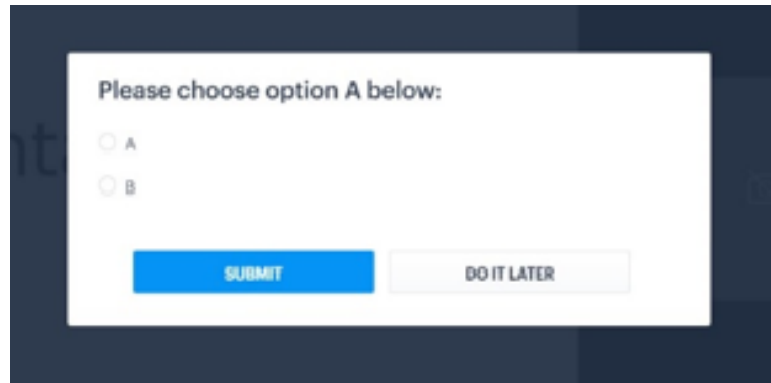
2. **Chat:**
   Use the Chat Box to interact with other attendees, ask for technical support or respond to the discussion leader's questions.

3. **Q&A**
   Use the Q&A Box to submit questions for the discussion leader. Please avoid the Chat Box for these types of questions.

4. **Technical Difficulties**
   If you experience technical difficulties, there is a live team available to help. Simply type your problem in the Chat Box (either for the public or as a private message), and we will be sure to respond as quickly as possible. You can also contact the OSCPA Education Department at cpe@oscpa.com or (405) 841-3800.

5. **CPE Certificate**
   Please allow up to one week for your CPE Certificate to sent via email.