

OSCPA Lunch + Learn/Ethics/Webcast Instructions

The OSCPAs utilizes Zoom Webinars for these courses. Following the steps below will ensure a seamless conference 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 event, you will receive two event reminder emails* from the OSCPAs: 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 live stream chat and Q&A features
 - Accessing your course materials
 - Receiving your CPE certificate
 - OSCPAs CPE policies

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

2. Use the course access link* in the event reminder email to register your name and email address to access the live stream. Think of this process as checking-in for the event.

**We suggest [downloading the Zoom desktop app](#) for the best experience. If you are unable to download the Zoom desktop app, please access the link using Google Chrome, not Internet Explorer, as your internet browser.*

3. After you register your name and email address, you will be brought to the event registration confirmation page. To access the live stream, click "Please click this URL to join" (see image below).

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

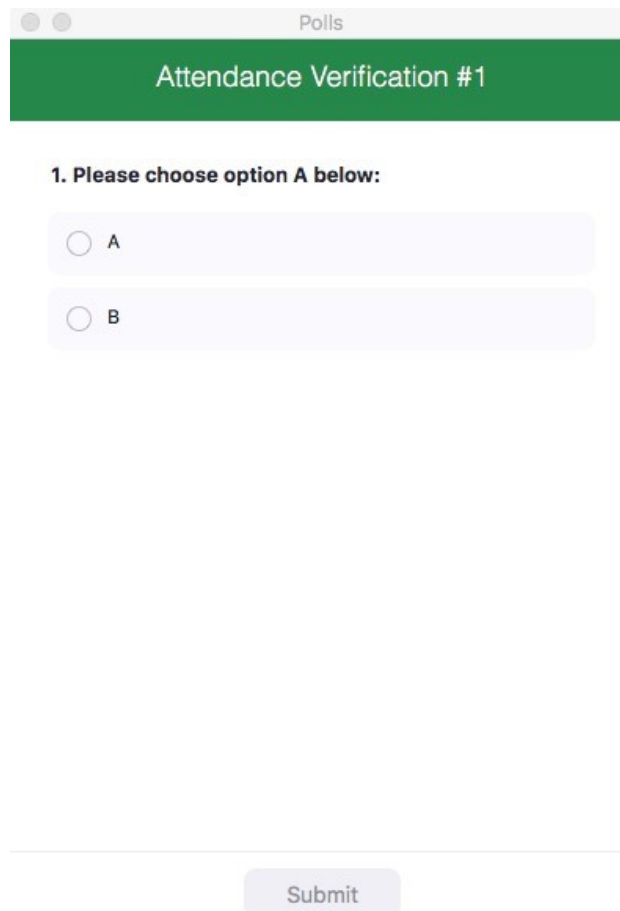
4. You will be automatically placed into the waiting room for the event and will be automatically directed to the broadcast at the designated start time.

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). Please be sure to enable pop-ups if accessing the course from a web browser, although we suggest using the [Zoom desktop app](#).

If you do not see an attendance verification poll within the first 20 minutes of the broadcast, please use the Chat Feature for technical support and an OSCP representative will assist you.



The image shows a screenshot of a web browser window titled "Polls". A green banner at the top of the window reads "Attendance Verification #1". Below the banner, the text "1. Please choose option A below:" is displayed. There are two radio button options: "A" and "B". At the bottom of the window, there is a "Submit" button.

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 OSCP Education Department at cpe@oscpa.com or (405) 841-3800.

5. **CPE Certificate**

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