

# How to Access Teleclass Handout Notes

## **If you have already registered for the teleclass**

1. Connect to [www.webbertraining.com](http://www.webbertraining.com)
2. Click on Member Login
3. Enter your Username and Password and click on Enter. If you cannot remember your Username or Password, click on "Forgot Your Password" and enter your e-mail address. Your Username and Password will be immediately e-mailed to you.
4. You will now be in your Member's Page and you should see listed there all of the teleclasses for which you have already registered. If the teleclass is less than 2 days away there will be an icon for Notes to the right of the teleclass title.
5. Click on the icon.
6. The next screen will list several files under the heading "Documents" (usually a document for slides, a document for handouts, and one or two others). Click on the document that you want to open.
7. You can save that document to your hard drive or just use the web document.

## **If you have not registered for the teleclass**

Register for the teleclass, or contact Paul Webber [paul@webbertraining.com](mailto:paul@webbertraining.com)