

# Supporting with Access to Benefits Workshop: Technology information and helpful resources

*Last updated: March 8, 2022*

Please access the [latest version of this document](#).

## **To register for the workshop:**

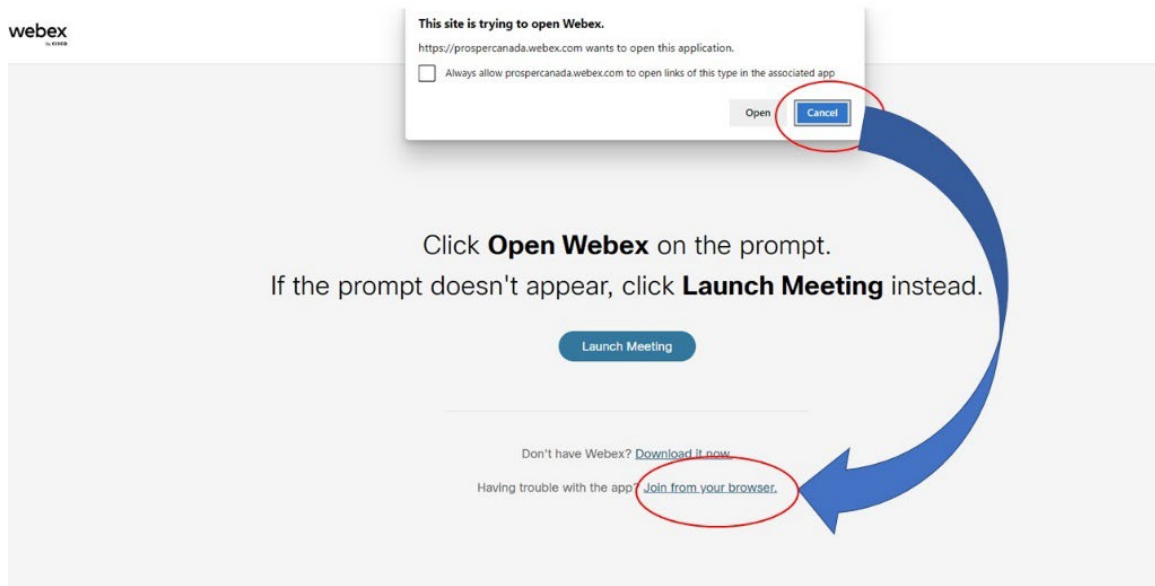
- Please register here: <https://training.prospercanada.org/pages/workshop>
- Please check your inbox for a confirmation email that will include login information and add the event to your calendar.

## **Preparing for the workshop:**

- While not a prerequisite, you may wish to complete the free online course: [Foundations of Access to Benefits \(prospercanada.org\)](#) ahead of the workshop.
- Please download the [workshop participant materials](#).
- Have some paper and pen or a notes app handy.

## **On the day of the workshop:**

- Join via your calendar.
- We recommend joining in from a desktop or a laptop for this workshop rather than a phone or tablet.
- Please ensure your device has internet, video camera and microphone functionality. A headset/earbud will also help minimize audio feedback or echo. We recommend you test your camera and microphone prior to joining the session.
- The host platform, Webex, will prompt you to download the app. You may do so, or you can click “cancel” on the pop up that appears and click “Join from your browser” at the bottom of the page instead. See screenshot below.



- You will be prompted to enter your name (this will appear in the chat during your session), confirm your email address and verify using captcha.
- The host will admit you into the meeting.

### During the workshop

- When you join the meeting your camera and mic will be turned off.
- You control your camera and can opt to turn it on and off.
- For any questions, please use the **chat** function in Webex.
- Should we encounter a tech glitch, and the workshop ends unexpectedly, please wait a minute or two and rejoin using the meeting link.

### After the workshop

- Download the [workshop presentation deck](#).