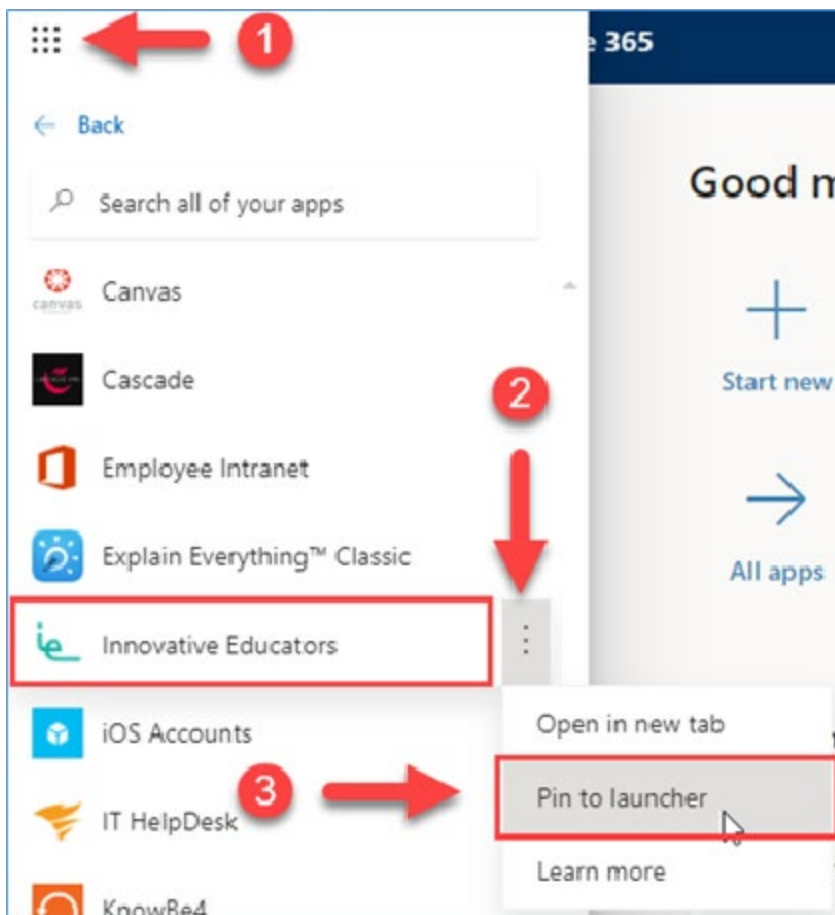


# Innovative Educators

## Instructions to Access Live and On-demand Webinars

Innovative Educators is now compatible with Office 365 Single Sign On (SSO). This means that you will no longer need to use a coupon code. To access upcoming live and pre-recorded webinars, follow these steps:

1. Access our [Office 365](#) portal and click the waffle menu. Click **All Apps** and search for the **Innovative Educators** tile.
2. Click the three-dot menu.
3. Pin to launcher to make it easier for you to find it in the future.



To register for a live webinar, launch the Innovative Educators app from Office 365. Then, click the tile of the webinar you would like to attend. Next, click **Register/Add to Dashboard Progress**.

**Live Webinars:**

1. Click the Register / Add to Dashboard Progress button to add this to the webinar progress bar on your dashboard.
2. You'll receive a confirmation email with a link to access the live webinar on the specified date and time.

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**On-Demand Webinars:**

1. Click Start to view the recording.
2. Or, click My Dashboard to return to your digital library.

**Register / Add to Dashboard Progress**

For live webinars, you will get a confirmation email with instructions on how to access the webinar on the date and time of the event. Add the event to your calendar so that you can get your own reminder.

If you are unable to attend a live webinar at the specified time, you will receive a link to the recording within 48 hours after the live webinar is over.

### Certificates of Completion

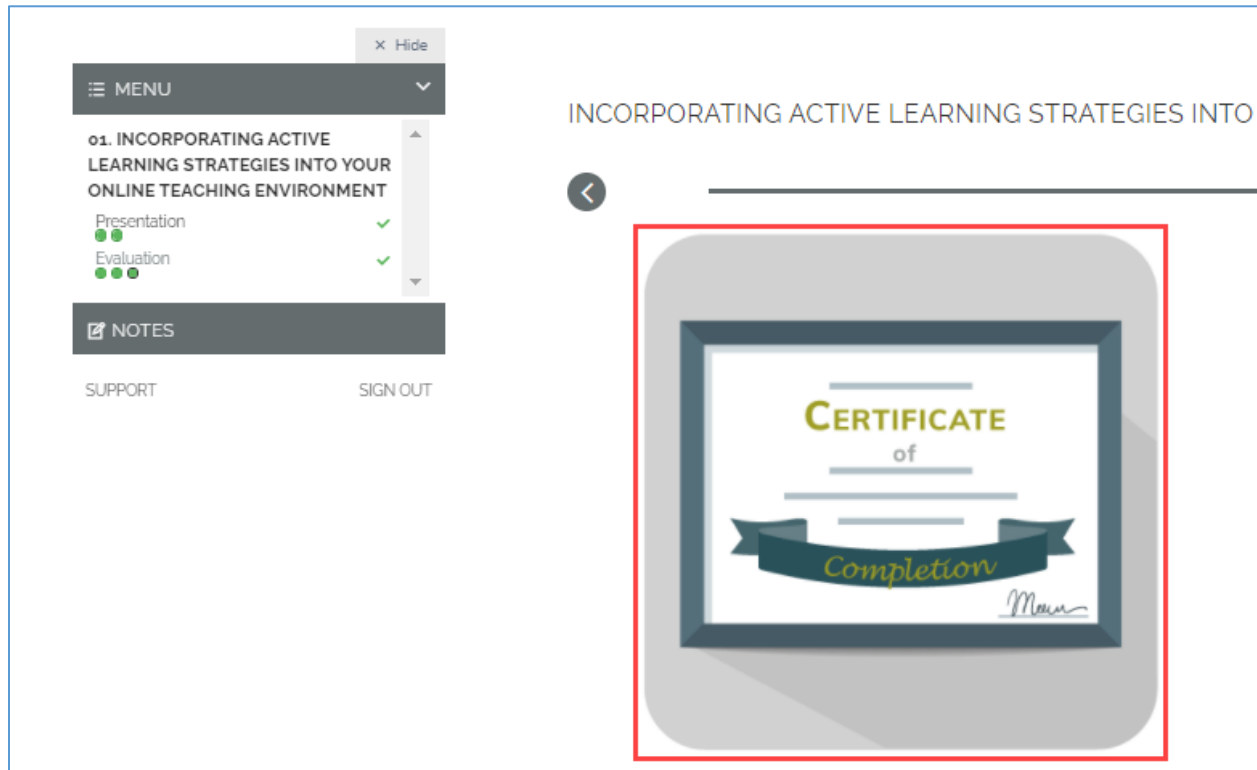
Certificates of completion are available through the platform for live webinars. To access your certificate, scroll down to the **View Your Webinars** section and click **Completed**. Next, click **View**.

[-] View Your Webinars

Started / Registered (2) **Completed (3)**

> Incorporating Active Learning Strategies Into Your Online Teaching Environment	Course	<b>View</b>
> Handling Distracting & Annoying Behavior In & Out Of The Classroom	Course	View

Click the **Certificate** tile to download the template. Then open the template with your PDF application. Add your name, webinar date, and save it for your records.



Certificates for completed on-demand webinars are also available through the platform following the instructions above. However, you will need to navigate to the end of the timeline by clicking the right button (>) until you see the certificate page.

