

Marketplace Training Resources

Check out the new features & Functions! (as of July 2009)

	Window Shoppers	Index-Informed Shoppers	Department Buyers (Training Required)	Approvers (Training Required)	Department Administrators	Financial Managers/ Department Coordinators
On-Line Tutorials & Resources	Profile Set-up Tutorial	Profile Set-up Tutorial	Profile Set-up Tutorial	Profile Set-up Tutorial	Profile Set-up Tutorial	
	Window Shopper Tutorial	Index-Informed Shopper Tutorial	Department Buyer Tutorial	Approver Tutorial	Business Unit Management Tool Tutorial (coming soon)	
		Assigned Cart Processing Tutorial	Assigned Cart Processing Tutorial	Invoice Review Tutorial		
Webinars*	Shopper Webinar	Shopper Webinar	Shopper Webinar	Approver Webinar	Department Administrator Webinar	Business Unit Configuration Webinar (how to set up a department to access Marketplace)

- For Questions on your role or a department's configuration: Contact the [Department Representative](#)
- For Questions on Marketplace: Contact [Marketplace Help](#) or call x49494
- *For instructions on how to participate in a Webinar: Click [here](#).

How to participate in a Webinar

1. SIGN UP:

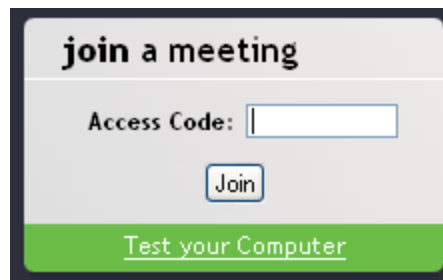
- Sign up through the Webinar links for the class.
- You will receive an invitation the day prior to your Webinar with your access code and phone number. If you do not receive one, contact [Marketplace Help](#).

2. TEST YOUR COMPUTER:

- Go to <http://www.Readytalk.com> before the Webinar and click on “Test your Computer” to make sure you can access the Webinar. (you will need Java on your system.)

3. COMPUTER:

- Go to www.Readytalk.com and enter the 7 digit access code given to you in the invitation. Click Join to enter the conference.
- You will be taken to the participant registration page. Fill out the information to receive credit for the class. **(Required for Department Buyers and Approvers.)**
- You will be placed into conference and will see the Webinar screen.
- If you log-on before the trainer has started the conference you will be placed into the lobby.



Participant Registration

Name Required

Email

Phone

Company

How did you hear about ReadyTalk?

Customer Support
U.S. and Canada: 800.843.9166
International: 303.209.1600



3. PHONE:

- Dial into the phone number in the invitation and enter the same 7 digit access code as you used for the web conference.

