

Procedure for registration and access to virtual classes

ELIGIBILITY REQUIREMENTS FOR ONLINE TRAINING

- Have a **computer, a web camera and a headset with a microphone**¹;
- Have access to the Internet (high-speed or intermediate connection);
- Have handed in the registration and payment authorization form signed by the school sponsoring you;
- Have obtained a written confirmation of the acceptance of your application² from the PREC's Training Department;
- Have a **valid Gmail email address**, which must be provided to the AQTr;
- Have an ID photo and a driver's license photo, which must be provided to the AQTr.


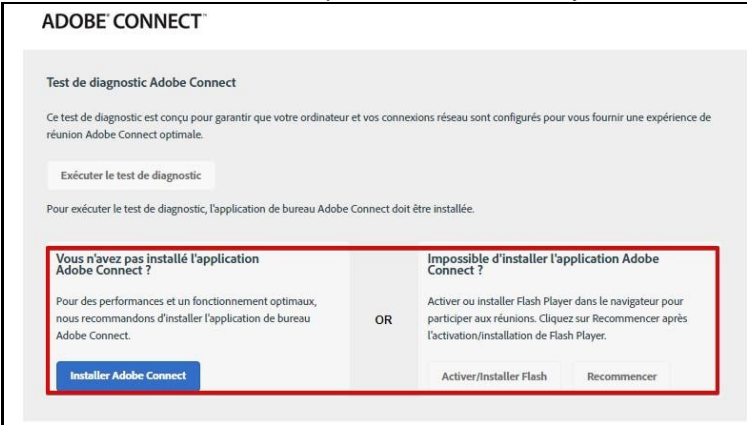
Steps of the task	Details of the steps	Remarks
72 hours before the start of the virtual class: reception of access links		
1. Receipt of registration confirmation email	Once your registration is completed, the training department will send you a registration confirmation email as well as a copy of the procedure for access to virtual classes. You must reply by providing <u>your Gmail email address, a photo ID and a photo of your driver's license</u> .	
2. Receipt of training materials	Once it receives your Gmail address, the training department will send you three Google Drive links giving you access to the training documents ³ . This way, you will be able to take notes on your end and at the same time have on screen the documents which are available for consultation.	
3. Receipt of the Adobe Connect user code.	Then, the training department will proceed with your registration for the training on the Web platform and will send you two emails: one email containing a user code and password and one email containing an invitation to the training and a link to the virtual classroom. There may be a delay of 48 hours before these emails are received. For any issue, please contact the training department.	It is important to keep the username and password which will be sent to you by email; you will need them to access the training session.

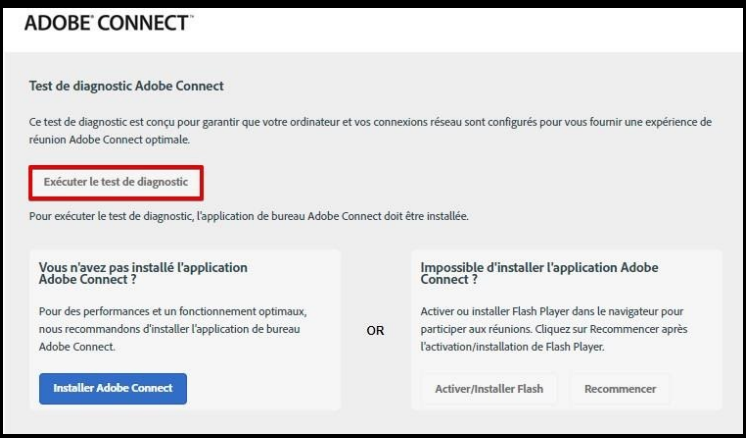
¹ It is strongly recommended that you do not use the Internet Explorer web browser. Instead, it is recommended to use Google Chrome, Firefox (version 9.0 or higher for Windows and 3.6 or higher for MacOS) or Safari (version 4.0 or higher for MacOS). Cable connection is recommended.

² The applicant must submit an application and meet the conditions stated in the [Detailed Requirements of the SAAQ](#).

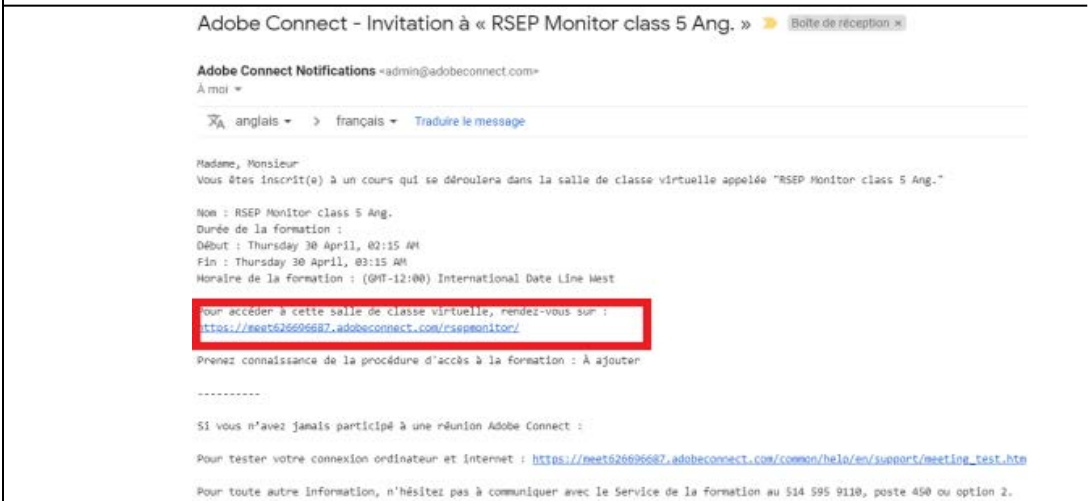
³ Originals will be hand-delivered to you at the AQTr office or mailed to you upon resumption of regular activities.

48 hours prior to the training: test the connection and install Adobe Connect

<p>1. Test your connection.</p>	<p>It is recommended that you test your connection before the training. From the Adobe Connect email containing the link to the virtual classroom, click on the link TO TEST YOUR COMPUTER AND INTERNET CONNECTION.</p> 	<p>Should you have any questions, please contact the training and evaluation department by email at formation.ecole@aqtr.com or by phone at 514-595-9110, extension 2.</p>
<p>2. Install Adobe Connect</p>	<p>You will then be redirected to the Adobe website. Install Adobe Connect by clicking on INSTALL ADOBE CONNECT. If this option does not work, you must enable Flash.</p> 	

<p>3. Perform the diagnostic test</p>		
---------------------------------------	--	--

**Day of training: Login to the virtual classroom via Adobe Connect
In the invitation email, click on the link to access the virtual classroom.**

<p>1. Access the virtual classroom</p>		
--	---	--



2. Enter your username and password.

Follow the steps according to the numbering order shown in the following image:



3. Open in the application

Select how you wish to open the course by clicking OPEN IN APPLICATION, as shown below.

Où voulez-vous ouvrir la réunion ?



Mémoriser mon choix dans ce navigateur

Pour utiliser les fonctionnalités Hôte ou Présentateur, ouvrez dans l'application Adobe Connect ou [activez Adobe Flash Player](#) et [participez avec la vue classique](#).

Vous ne disposez pas de l'application Adobe Connect ? [Télécharger](#)

4. Breaks	At the beginning of the training, the trainer will explain how the virtual classroom works. You will have several breaks. Please do not leave the virtual classroom during the breaks.	
5. Procedure to be repeated	Repeat steps 1 to 4 every day of your virtual classroom training.	
After the training: attendance sheet and evaluation form		
1. Sign the attendance sheet.	You will receive an attendance sheet and an evaluation form, which you must send to the email address formation.ecole@aqtr.com , following the instructions attached to the forms.	

