

## How to Launch Zoom and Participate in Your Meeting

### What You Need To Get Started

- An internet connected computer, laptop, or device
- Your meeting link and ID #
- A headset or ear buds (may be helpful if you are receiving audio via your computer)
- A phone (if you are unable to receive audio via your computer, laptop, or device)

At least 24 HOURS prior to the web Conference, IDEA Data & Research will send an email similar to the sample below. You can either click on the link provided, or go to the Zouzoom website at <https://www.zoom.us/meeting> and click on “Join a Meeting” where you can enter the 9 or 10-digit meeting ID number.

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web connected device is not available.

### EXAMPLE: SAMPLE EMAIL

Hi there,

Khala Quarles is inviting you to a scheduled Zoom meeting.

Topic: 2022 Cycles 7 Reporting Requirements

Time: May 4, 2022 10:00 AM (GMT-6:00) Central Time (US and

Canada) Join from PC, Mac, iOS or Android: [https://zoom.us/](https://zoom.us/j/96665849635?pwd=Q1A5WnJRK2IGc2M5UWE3a1VtT2dLdz09)

j/96665849635?pwd=Q1A5WnJRK2IGc2M5UWE3a1VtT2dLdz09

Or join by phone:

+1 646 568 7788 (US Toll) or +1 415 762 9988 (US

Toll) Meeting ID: 966 658 49635

If the host has not started the meeting yet, you will see this screen.



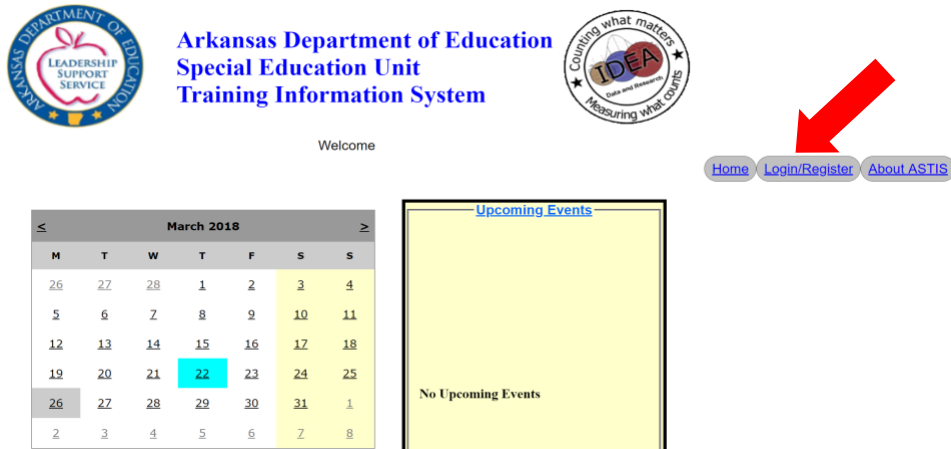
If you choose to use the audio through your computer, it is recommended that you check your audio settings while waiting for the meeting to start.

## How to Register for Your Webinar Using ASTIS

### What You Need To Get Started

Go to [arksped.ade.arkansas.gov](http://arksped.ade.arkansas.gov) and click on the green box labeled ASTIS (Arkansas Special Education Unit Training Information System)

Click on Login/register to begin setting up your account. This is a one-time process.



Arkansas Department of Education  
Special Education Unit  
Training Information System

Welcome

Home Login/Register About ASTIS

March 2018						
M	T	W	T	F	S	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Upcoming Events

No Upcoming Events

When the next screen opens click on register/signup.

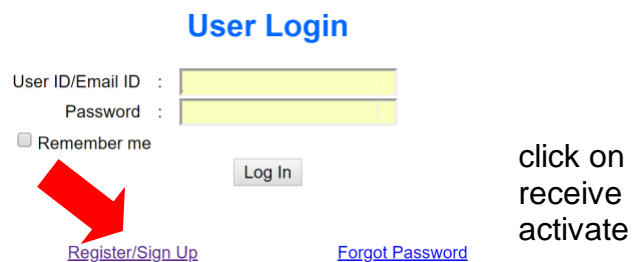
Once you have filled in the required information, Register User. Shortly thereafter, you will an email. You must respond to the email to your account.

Now you can login to ASTIS and select the workshop you want to attend.

Workshop registration can be accessed by using the calendar or the upcoming event links that scroll.

We have also provided a video about ASTIS, which can be accessed from the ASTIS portal on [arksped.ade.arkansas.gov](http://arksped.ade.arkansas.gov).

If you have any difficulties setting up your account or registering for a workshop, please contact Khala Quarles at [kpquarles@ualr.edu](mailto:kpquarles@ualr.edu) or 501-916-5863



User Login

User ID/Email ID :

Password :

Remember me

Log In

[Register/Sign Up](#) [Forgot Password](#)

click on receive activate