Behavioral Health Webinars
&
Behavioral Health Policy Trainings
Registration Instructions & Joining the Online Event

This is being provided to assist Behavioral Health providers with registering and joining the behavioral health webinars and trainings. There are two ways to register for all Behavioral Health Webinars and trainings. If you have any questions or need assistance troubleshooting, please e-mail us at behavioralhealth@dhcfp.nv.gov prior to the event beginning.

Option 1:

If you have not received since May 2018 emails from WebEx (messenger@webex.com) providing you invitations or reminders to Behavioral Health Webinars (scheduled the second Wednesday of each month), then please email us at behavioralhealth@dhcfp.nv.gov and request to be placed on the email list for future trainings and webinars. Once an event is scheduled in WebEx, you will be sent an invitation. Please proceed by following the directions below.

1. When you receive an invitation email from WebEx (messenger@webex.com), it will state the “event requires registration” and provide you the link and directions to register for the online event. This is an example of the invitation email you will receive:

   "Hello, 

   Behavioral Health invites you to attend a Web seminar using WebEx. This event requires registration.
   Topic: Behavioral Health Webinar
   Host: Behavioral Health
   Date and Time: Wednesday, June 13, 2018 10:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)
   Registration password: This event does not require a password for registration
   To register for the online event
   1. Go to https://dhcfp.webex.com/dhcfp/onstage/g.php?MTID=ee42e2720fafa859d3b3c2f6d85a2bcb5
   2. Click "Register".
   3. On the registration form, enter your information and then click "Submit".

   Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event.

   For assistance
   You can contact Behavioral Health at: kim.riggs@dhcfp.nv.gov

https://www.webex.com

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation."
2. When you click the link to register in the invitation email you received above, it will take you to the WebEx page which provides the event information and has a “Register” button.

3. Upon clicking the “Register” button, you will be asked for the following:
4. Once the registration is approved by WebEx, you will receive a confirmation email message via WebEx with instructions on how to join the event. It will state, “your registration was approved…” and it will provide you with the link to join the online event on the day of the event (save this e-mail).

Hello [Name],

Your registration was approved for the following Web seminar. We will start the event on time. Please join it at least 10 minutes before the scheduled starting time so you won’t miss valuable information.

Topic: Behavioral Health Webinar
Host: Behavioral Health

**Date and Time:**
Wednesday, June 13, 2018 10:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)

**Event number:** 999-999-0999

**Registration ID:** [Redacted]

Event password: This event does not require a password.

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**To join the online event**

[Click here](https://dhcfp.webex.com/dhcfp/onstage/g.php?MTID=e6af5d7c8c7d1b29ac3d38a089c0c53b8) to join the online event.

Or copy and paste the following link to a browser:

https://dhcfp.webex.com/dhcfp/onstage/g.php?MTID=e5e0a280fb0e88976face1eae57a9c203

To view in other time zones or languages, please click the link:

https://dhcfp.webex.com/dhcfp/onstage/g.php?MTID=e5e0a280fb0e88976face1eae57a9c203

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**To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.**

US Toll: +1-415-655-0002


Access code: 809 193 002

For assistance

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You can contact Behavioral Health at:

[Kim.Riggs@dhcfp.nv.gov](mailto:Kim.Riggs@dhcfp.nv.gov)

Can’t join the event?

To join the event more quickly, you can set up Event Manager before the event starts. Go to:


5. You will be sent a reminder email via WebEx two days prior to the online event with the same information as the registration approval email above (refer to step 3).
6. We recommend joining the online event 15 minutes prior to the event starting. You can click on the link provided in your reminder email (refer to step 3) and it will take you to the WebEx page where you will click on the “Join Now” button.

**Option 2:**

1. Through the Division of Health Care Financing and Policy Behavioral Health Website, [http://dhcfp.nv.gov/Pgms/CPT/BHS/](http://dhcfp.nv.gov/Pgms/CPT/BHS/), click on the link titled “Behavioral Health WebEx Link” under “Meetings” to the right of the page.
2. This will take you to the WebEx page, https://dhcfp.webex.com/mw3300/mywebex/default.do?siteurl=dhcfp, where you will click on the tab titled “Event Center”.

![WebEx Event Center](image)

Enter the meeting, event, or session number to join.

NEW! Invited to a Personal Room? Enter the host's room ID.

Enter your room ID and click on "Join".

3. Once you are in the “Event Center” tab, click on the “Register” button to begin your registration (refer to step 2 on option 1 above).

![WebEx Event Center](image)

Events by Date

June 2018

- Jun 13, 2018 10:00 am Behavioral Health Webinar

Register

4. You will receive a registration confirmation email. Continue to follow all above steps two (2) through eight (8).