

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@dhcp.nv.gov](mailto:behavioralhealth@dhcp.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@dhcp.nv.gov](mailto:behavioralhealth@dhcp.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:



- 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.

The screenshot shows the Cisco WebEx interface. At the top, there is a navigation bar with links for Home, Meeting Center, Event Center, Support Center, Training Center, My WebEx, and Log In. On the left, a sidebar menu lists various actions: Attend an Event (with sub-links for List of Events, Unlisted Events, Event Recordings, and Search), Host an Event, Set Up (with sub-links for Event Manager and Preferences), and Support. The main content area is titled 'Events by Date' and includes a language selector (English - San Francisco Time) and two checkboxes: 'Show past events' and 'Show only events that require registration'. Below this is a table with columns for Date & Time, Topic, and Panelist. The table shows one event: 'Jun 13, 2018 10:00 am Behavioral Health Webinar' with a 'Register' button. A blue arrow points to this button. At the bottom right, there is a copyright notice: '© 2018 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

- Upon clicking the “Register” button, you will be asked for the following:

The screenshot shows the registration form for the Behavioral Health Webinar. The form is titled 'Register for Behavioral Health Webinar' and includes a help icon and a language selector (English - San Francisco Time). Below the title, there is a note: 'Please complete this form to register for the event. An asterisk (\*) indicates required information.' and another note: 'Please answer the following questions.' The form contains several required fields marked with an asterisk: First name, Last name, Email address, Phone number, Confirm email address, Title, Company, Address 1, Address 2, City, State/province, ZIP/postal code, and Country/region. There is also a dropdown for 'Number of employees' and a question 'Would you like to receive information about future seminars?' with radio buttons for Yes and No. The form ends with 'Submit' and 'Cancel' buttons.

- 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 [redacted],

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:** [redacted]

**Registration ID:** [redacted]

Event password: This event does not require a password.

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**To join the online event**  
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[Click here](#) to join the online event.

Or copy and paste the following link to a browser:

<https://dhcfp.webex.com/dhcfp/onstage/g.php?MTID=e6af5d7c8c7d1b29ac3d38a089c0c53b8>

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 join the audio conference only**  
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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

Global call-in numbers: <https://dhcfp.webex.com/dhcfp/globalcallin.php?serviceType=EC&ED=689496267&tollFree=0>

Access code: 809 193 002

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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:

<https://dhcfp.webex.com/dhcfp/ecsetup.php?frommail=1>

- 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).

- 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.

The screenshot shows the Cisco WebEx interface for an event titled "Event Information: Behavioral Health Webinar". The page indicates the user is registered. Key details include:
 

- Event status:** Not started
- Date and time:** Wednesday, June 13, 2018 10:00 am Pacific Daylight Time (San Francisco, GMT-07:00). A "Change time zone" link is available.
- Duration:** 1 hour 30 minutes
- Description:** Monthly Behavioral Health Webinar

 On the right side, there is a "Join Event Now" button. Below it, a message states: "You cannot join the event now because it has not started." A "Registration ID:" field is present with a masked ID. A yellow "Join Now" button is highlighted with a blue arrow pointing to it. Below the button is a "Join by browser" link with a "NEW!" tag. At the bottom, a note says: "Please see your registration confirmation for the registration ID. If you lost your registration ID, click here to have it sent to you again."

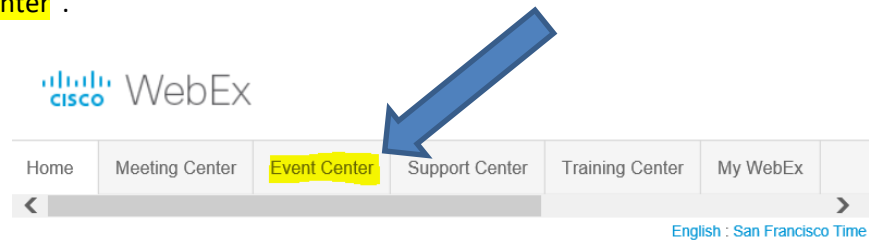
Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

## Option 2:

- Through the Division of Health Care Financing and Policy Behavioral Health Website, <http://dhcfp.nv.gov/Pgms/CPT/BHS/>, click on the link titled “Behavioral Health WebEx Link” under “Meetings” to the right of the page.

The screenshot shows the website for the Nevada Department of Health and Human Services, specifically the Division of Health Care Financing and Policy. The page features a navigation menu with items like HOME, ABOUT, PROGRAMS, PROVIDERS, MEMBERS, PUBLIC NOTICES, RESOURCES, BOARDS/COMMITTEES, and CONTACT. The main content area is titled "BEHAVIORAL HEALTH SERVICES" and includes a welcome message and a description of the services. On the right side, there is a "Meetings" section with a list of links. The link "Behavioral Health WebEx Link" is highlighted in yellow and pointed to by a blue arrow. Other links in the "Meetings" section include "Public Notices", "Behavioral Health WebEx Login Instructions", "Behavioral Health Agendas and Minutes", and "Regulatory" links for "MSM Chapter 400 - Mental Health" and "MSM Chapter 2500 - Targeted Case Management".

- 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".

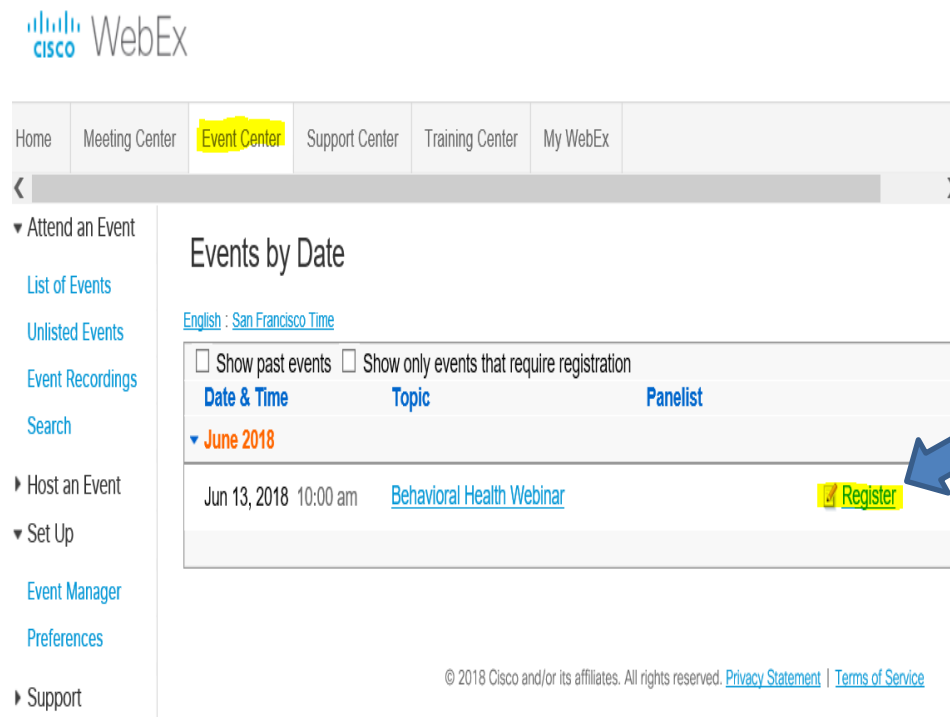


Enter the meeting, event, or session number to join.

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

Join

- 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).



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