
From: Connect
Sent: Tuesday, January 05, 2016 4:14 PM
To: Connect
Subject: Webinar Schedule for Timesheet and Absence Requests



Attention Judiciary Employees:

We hope that everyone has logged into CONNECT and become familiar with the system. Time and Absence will launch tomorrow, Wednesday, 01/06/16. It is important that every employee complete the online training through the [CONNECTed Training Library](#) for reporting your time in CONNECT.

To further support you in completing your timesheets in CONNECT, we are conducting several "Ask The Expert" webinars that will focus primarily on time entry and absence requests.



Registration is required, and it only takes three simple steps:

1. Visit <http://mdcourts.gov/connect/connected/webinars.html> to see the table with the schedule of webinars.
2. In the right column next to the topic you would like to attend, click the "**Register Now**" link. This will launch a new web page for you to complete.
3. Enter your First Name, Last Name and Email Address; then click "Register" at the bottom. You will then receive a confirmation email.

To help you remember your registration, the webinar system will send you a reminder email 1 day before, and again 2 hours before the session begins.

During a session, you can post your questions through the online webinar, as well as listen to the panel's discussions. These webinars are an excellent opportunity to ask your questions, or listen to what others are asking, and learn from their questions as well. NOTE: Webinars are ***not training***; they are only question and answer sessions. You can join and/or leave a webinar at any time during the scheduled timeframe; you do not have to participate in the entire session.

How to Participate In a Webinar

-  Instructions on how to post questions and request to speak are available on the [CONNECT webinar page](#), or click [HERE](#) to download.
-  Participation in an 'Ask the Expert' webinar requires a computer with an internet connection and a phone line or speaker/headset to listen to the panelists.

CONNECTors: This is a great opportunity to gather several people together in a conference room and facilitate the webinar at your location.

Please contact us at connect@mdcourts.gov if you have any questions about the webinars.

Thanks,
The CONNECT Team