

## **Professional Staff Conference 2022**

## How to register

- 1. Visit the **registration page**
- 2. Click Register

3. If the web browser is not already signed into Zoom, on the *Sign in* screen, click **SSO** 

4. On the *Sign in with SSO* screen, type **otago** and press continue

On the Otago sign in screen, select
 Staff Login and enter your University username and password





## **Professional Staff Conference 2022**

Picking sessions in the Lobby

- You will receive your ticket by email.
  Click View Ticket to see this screen.
- 2. Click **Join Lobby** to enter the conference.

2022 Professional Staff Conference	
View Event 🖄	
Te Herenga Tangata 🚔 connected e	③ Aug 31, 2022 8:30AM - Sep 1, 2022 5:00PM NZST <u>2 Days</u>
	A Organized by Connected Conference
	🖾 1 Ticket
,	Add to Google Yahoo Outlook iCal
Ticket	Price
Conference Ticket	Free
Join Lobby	
Connected Conference	
Thank you for your registration!	We look forward to your participation.
Know Before You Go!	
Only you can use your ticket - address.	- Be sure to log in with the account associated with this email
<b>O</b> Update Zoom to the newest v	version to join the event!

- 3. You may stay on the web browser, or join the Lobby via the Zoom app
- Once you are in the Lobby, click
  Explore Sessions to view what is on offer and read descriptions
- When exploring sessions, use the **bookmark button** to add a session to your **ltinerary** you can change your mind anytime
- 6. When you return to the Lobby in the future your Itinerary will be saved

