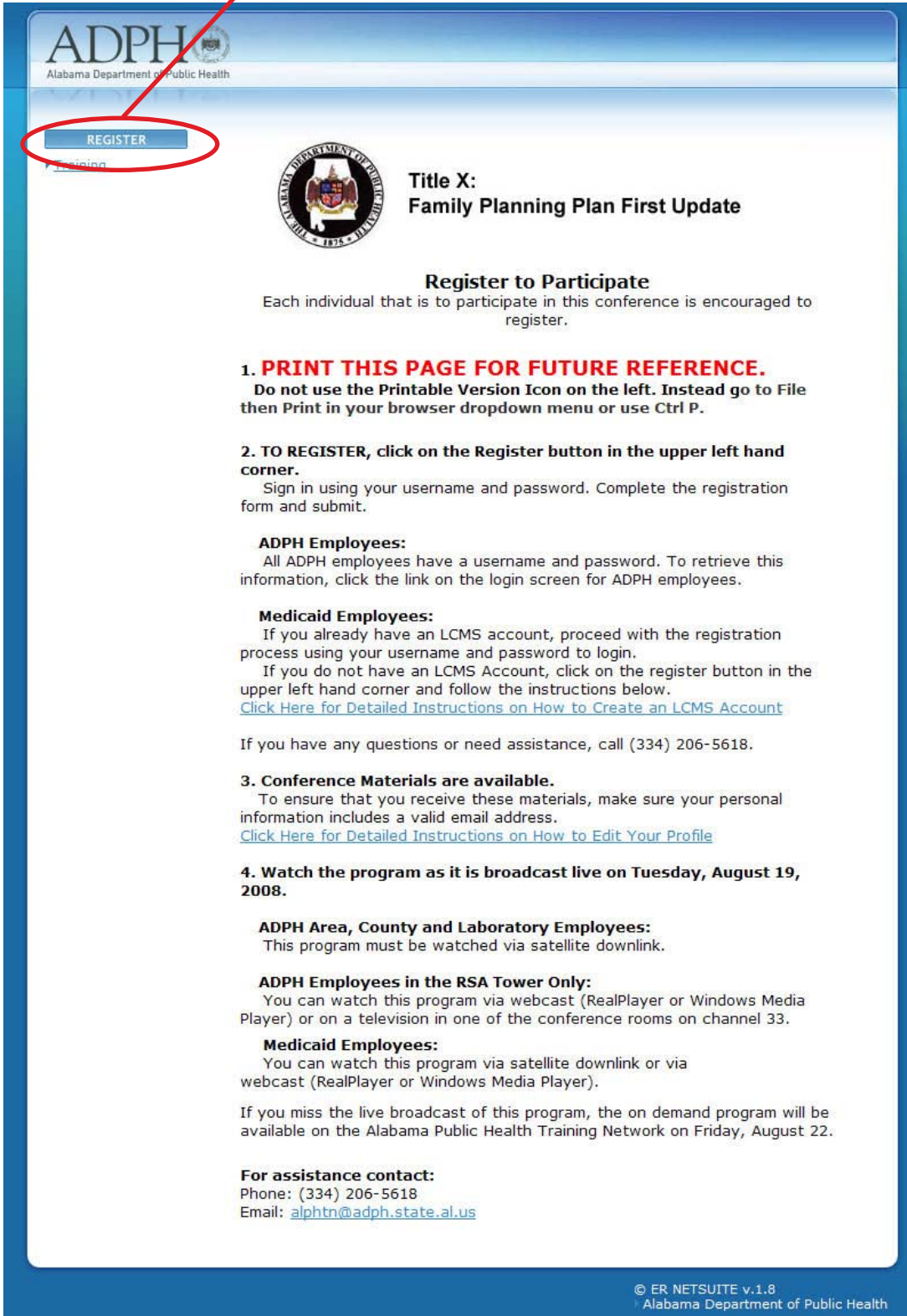


PRINT THIS DOCUMENT FOR FUTURE REFERENCE


STEP ONE

- 1 Read through the steps of the Register to Participate page.
Then click the blue register button in the upper left hand corner.



ADPH
Alabama Department of Public Health

REGISTER

 **Title X:
Family Planning Plan First Update**

Register to Participate
Each individual that is to participate in this conference is encouraged to register.

- 1. PRINT THIS PAGE FOR FUTURE REFERENCE.**
Do not use the Printable Version Icon on the left. Instead go to File then Print in your browser dropdown menu or use Ctrl P.
- 2. TO REGISTER, click on the Register button in the upper left hand corner.**
Sign in using your username and password. Complete the registration form and submit.
ADPH Employees:
All ADPH employees have a username and password. To retrieve this information, click the link on the login screen for ADPH employees.
Medicaid Employees:
If you already have an LCMS account, proceed with the registration process using your username and password to login.
If you do not have an LCMS Account, click on the register button in the upper left hand corner and follow the instructions below.
[Click Here for Detailed Instructions on How to Create an LCMS Account](#)
If you have any questions or need assistance, call (334) 206-5618.
- 3. Conference Materials are available.**
To ensure that you receive these materials, make sure your personal information includes a valid email address.
[Click Here for Detailed Instructions on How to Edit Your Profile](#)
- 4. Watch the program as it is broadcast live on Tuesday, August 19, 2008.**
ADPH Area, County and Laboratory Employees:
This program must be watched via satellite downlink.
ADPH Employees in the RSA Tower Only:
You can watch this program via webcast (RealPlayer or Windows Media Player) or on a television in one of the conference rooms on channel 33.
Medicaid Employees:
You can watch this program via satellite downlink or via webcast (RealPlayer or Windows Media Player).
If you miss the live broadcast of this program, the on demand program will be available on the Alabama Public Health Training Network on Friday, August 22.

For assistance contact:
Phone: (334) 206-5618
Email: alphntn@adph.state.al.us

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STEP TWO

- 1** **ADPH Employees** will already have a Username/Password. Click the link beside ALABAMA DEPARTMENT OF PUBLIC HEALTH Employees. **Advance to Step Three.**
- 2** If you are a **Non-ADPH Employee** and you already have an LCMS account but you have forgotten your username and password, click the link beside "Can't remember Username or Password?" **Advance to Step Three.**
- 3** **Non-ADPH Employees** will need to create an LCMS account. To do this, click the link beside "Don't have a Username?" **Advance to Step Four.**

The screenshot shows the ADPH website interface. At the top left is the ADPH logo and the text "Alabama Department of Public Health". At the top right, the date "Monday, August 04, 2008" is displayed. Below the header is a search bar with a "SEARCH" button and links for "Advanced Search", "Log In", "Log In Help", and "Courses". The main content area is titled "Title X: Family Planning Plan First Update". Below this title is a "Log In" section with the following text: "You must be Logged In to view this item!". Underneath, it says "To Log In, enter your Username and Password." and "Don't have a Username? > Click Here". There are two input fields: "* Username:" and "* Password:". Below these is a "LOGIN" button. At the bottom of the login section, it says "* - Indicates required field". At the very bottom of the login section, there are two links: "Can't remember Username or Password? > Click Here" and "ALABAMA DEPARTMENT OF PUBLIC HEALTH Employees > Click Here". Red lines and circles highlight the "Click Here" links in the instructions and the "Click Here" links on the page.

STEP THREE

- 1 **All Users** who are trying to retrieve username and password information for already existing accounts, enter in your first name, last name and the last 4 digits of your Social Security Number.
- 2 Click Submit and follow the instructions to login. **Advance to Step Five.**



Forgotten Log In Information?

Use the form below to retrieve your Log In information.

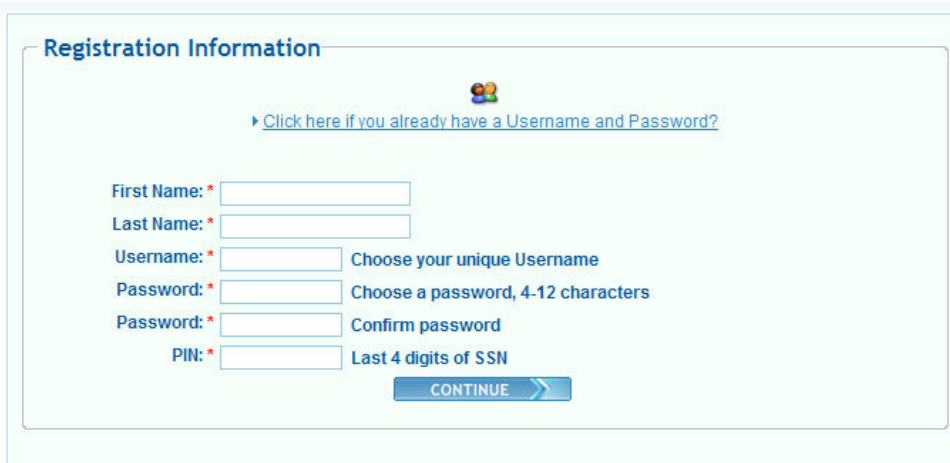
* First Name:

* Last Name:


* PIN Number: Last 4 digits of SSN

STEP FOUR

- 1 **Non-ADPH Employees** will need to fill out the following information to create an LCMS account.
- 2 Click Continue and follow the instructions to login. **Advance to Step Five.**



Registration Information

 [Click here if you already have a Username and Password?](#)

First Name: *

Last Name: *

Username: * Choose your unique Username

Password: * Choose a password, 4-12 characters

Password: * Confirm password

PIN: * Last 4 digits of SSN

STEP FIVE

- 1 Fill out the registration form and click Save & Continue.



ADPH
Alabama Department of Public Health

Title X: Family Planning Plan First Update

* Verify your email address.

* Are you an ADPH employee or a Medicaid Employee?

ADPH Employee Medicaid Employee

* In which county is your base station located?

Please Select

- 2 Click Submit to complete the registration process. **Advance to Step Six.**



ADPH
Alabama Department of Public Health

Title X: Family Planning Plan First Update



**Click the Submit Button to
Successfully Complete Registration**

STEP SIX

1 Upon completion of registration, you will be directed to the Conference Details page. **Print this page for future reference.**

The screenshot shows the ADPH website interface. At the top left is the ADPH logo and the text 'Alabama Department of Public Health'. Below this are navigation links: 'My Account', 'Support', 'Training', and 'Log Out'. A 'PRINTABLE VERSION' icon is also present. The main content area features the Alabama state seal and the title 'Title X: Family Planning Plan First Update'. Underneath is the 'Conference Details' section, which includes the date and time of the satellite conference and live webcast (Tuesday, August 19, 2008, 9:00-11:00 a.m. Central Time), setup time (8:30-10:00 a.m. Central Time), and program time (9:00-11:00 a.m. Central Time). A prominent red instruction reads: 'PRINT THIS PAGE FOR FUTURE REFERENCE. Do not use the Printable Version Icon on the left. Instead go to File then Print in your browser dropdown menu or use Ctrl P.' Below this is the 'Satellite Information' section, providing contact numbers for questions and on the day of the broadcast. At the bottom, there are two tables detailing satellite coordinates for Ku Band and C Band.

<u>Satellite Coordinates Ku Band</u>	<u>Satellite Coordinates C Band</u>
Satellite: Galaxy 11	Satellite: Galaxy 25
Location: 91 Degrees West	Location: 97 Degrees West
Transponder: 20	Transponder: 9
Frequency: 12100 MHz	Frequency: 3880 MHz
Polarity: Vertical	Polarity: Vertical
Audio: 6.2-6.8	Audio: 6.2-6.8

2 You will be able to access this page up until the day of the conference by returning to LCMS. **<http://www.adph.org/extranet>**

- a. Log in using your username and password.
- b. Click on the My Courses link from the My Account page.
- c. Select the appropriate course in the list by clicking the Progress/Details link.