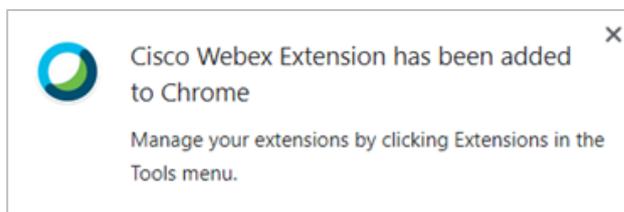
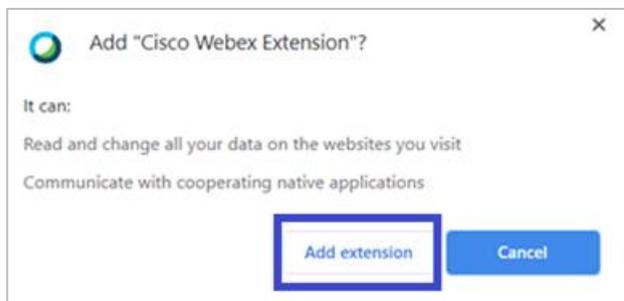
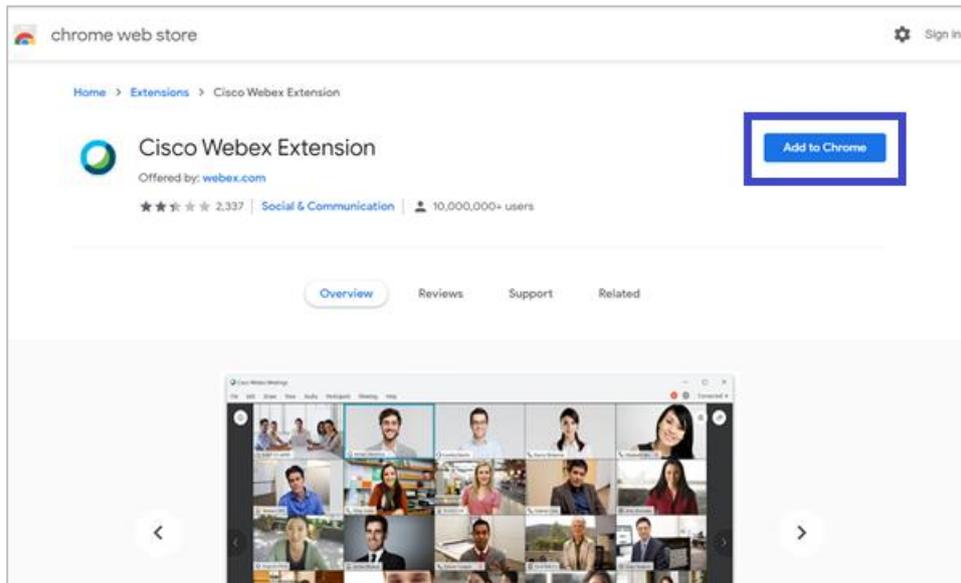


Instructions for logging in the Cisco WebEx Training

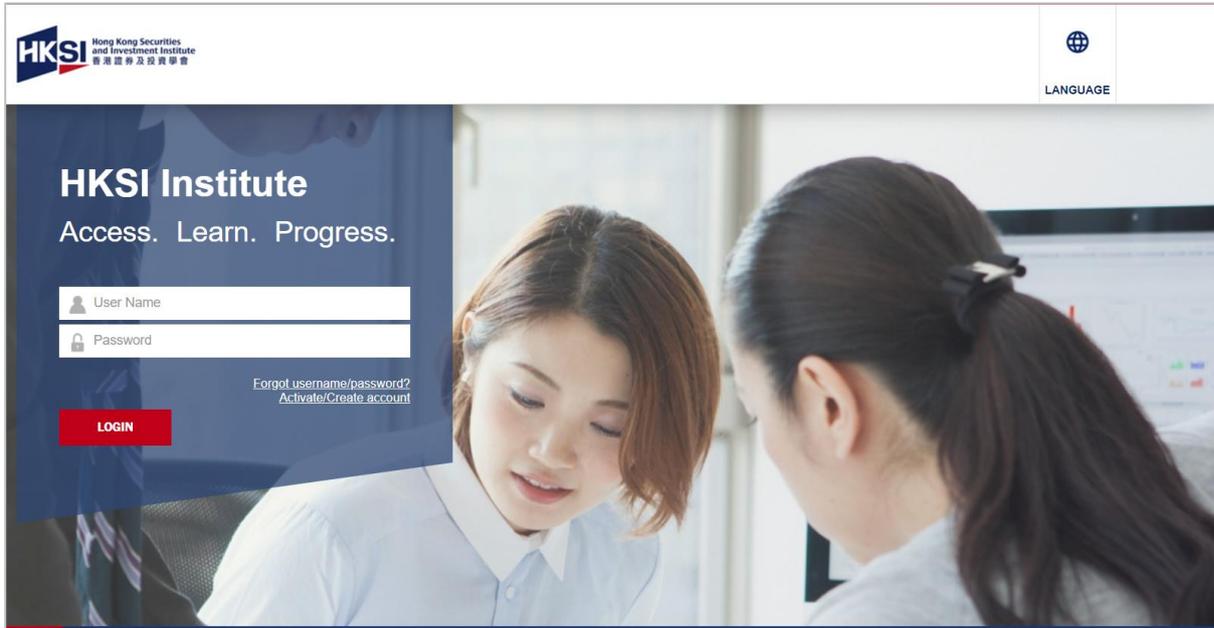
<u>Join webinar with laptop computer via the online portal.....</u>	<u>2</u>
<u>Join webinar with mobile device (iOS).....</u>	<u>6</u>
<u>Join webinar with mobile device (Android).....</u>	<u>13</u>

Join webinar with laptop computer via the online portal

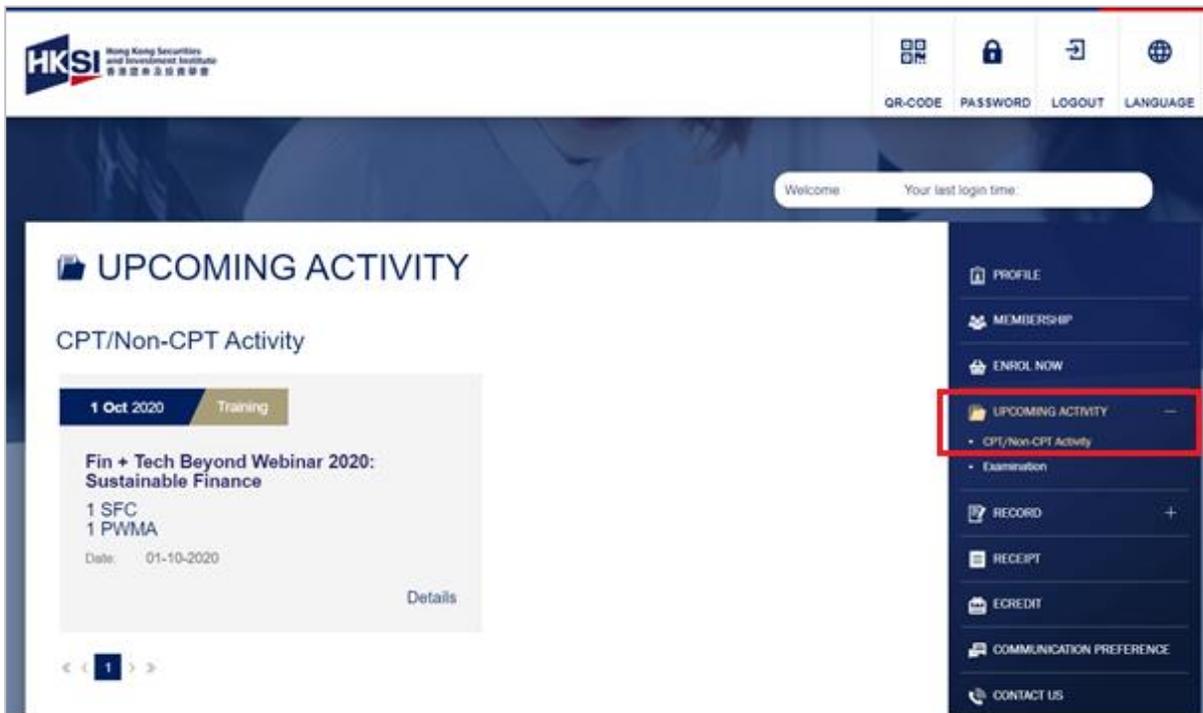
Step 1: Download and install the Add-on File “[Cisco Webex Extension](#)” in your laptop computer from the Chrome Web Store for Google Chrome, please follow the instructions below.



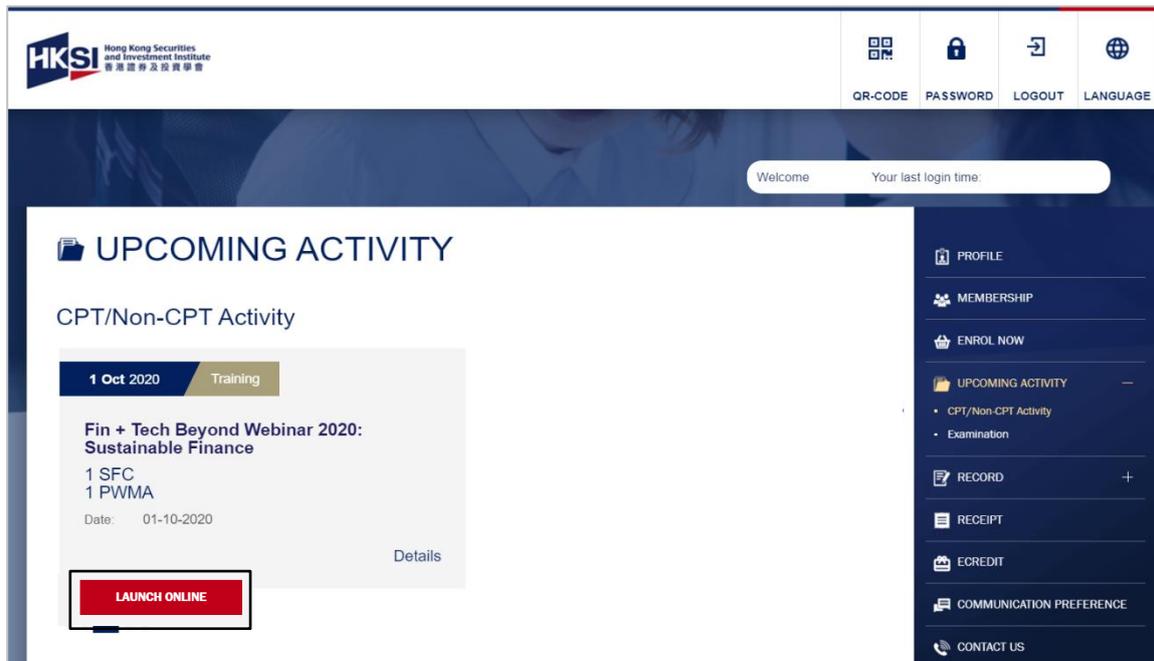
Step 2: Login to the HKSI Institute Portal <https://login.hksi.org/login> with your User Name and Password. If you forget your login information, you can reset your login name and password by using “Forgot username / password”. Please contact us at (852) 3120 6100 if your portal account is locked.



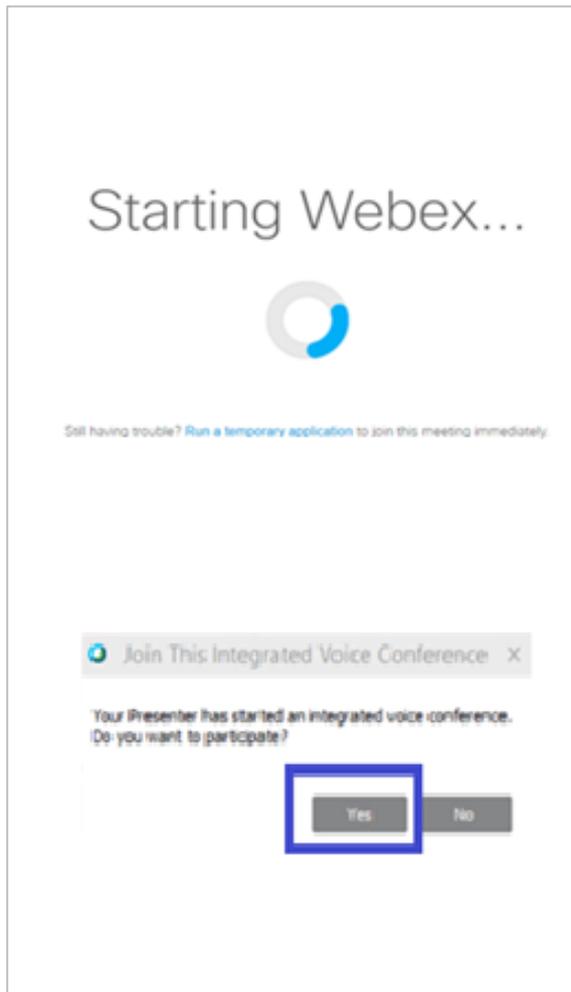
Step 3: In the logged- in portal, select “**Upcoming Activity > CPT/Non CPT Activity**” on the menu



Step 4: The enrolled activity is located under “CPT/ Non- CPT Activity”. The “Launch Online” button will be appeared 30 minutes before the webinar class, and you will be redirected to the WebEx session by clicking the button. If the "Launch button" is not existed, you may have to refresh the page.



Step 5: Press **“Yes”** to join in the WebEx session. The **“Speaker/ Microphone Audio Test”** box will be appeared, press **“OK”** after testing the audio. Close the **“Volume”** box and you are automatically muted in the webinar session.

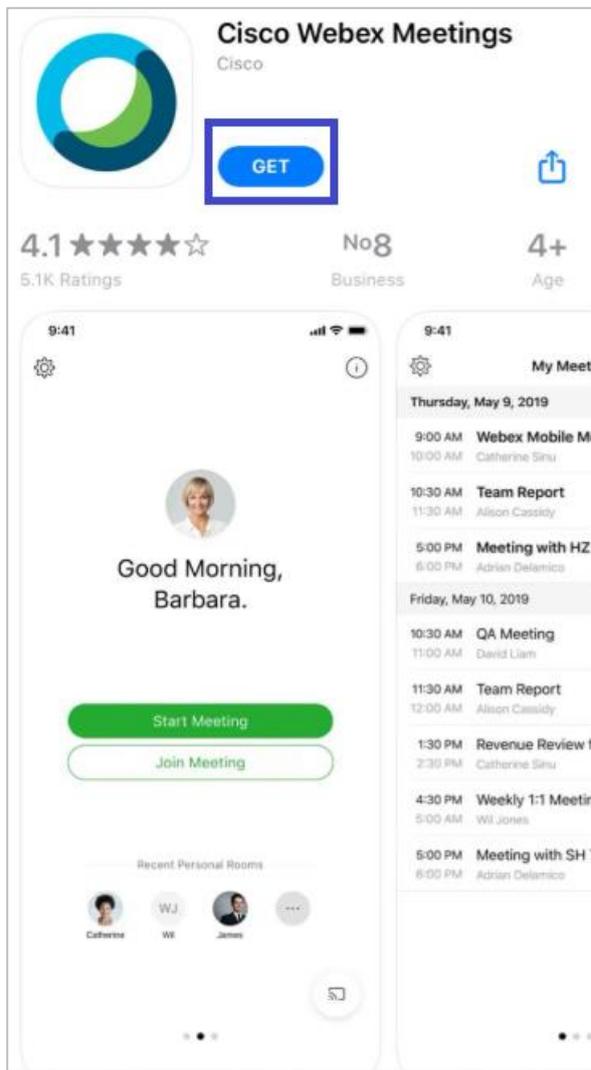


Join webinar with mobile device (iOS)

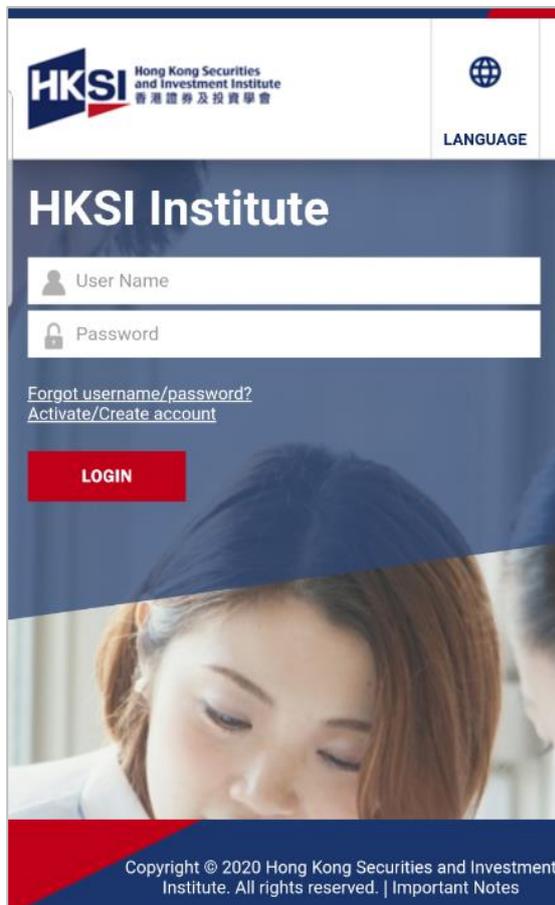


Step 1: Download the Mobile App “Cisco Webex Meetings” on your mobile device with:

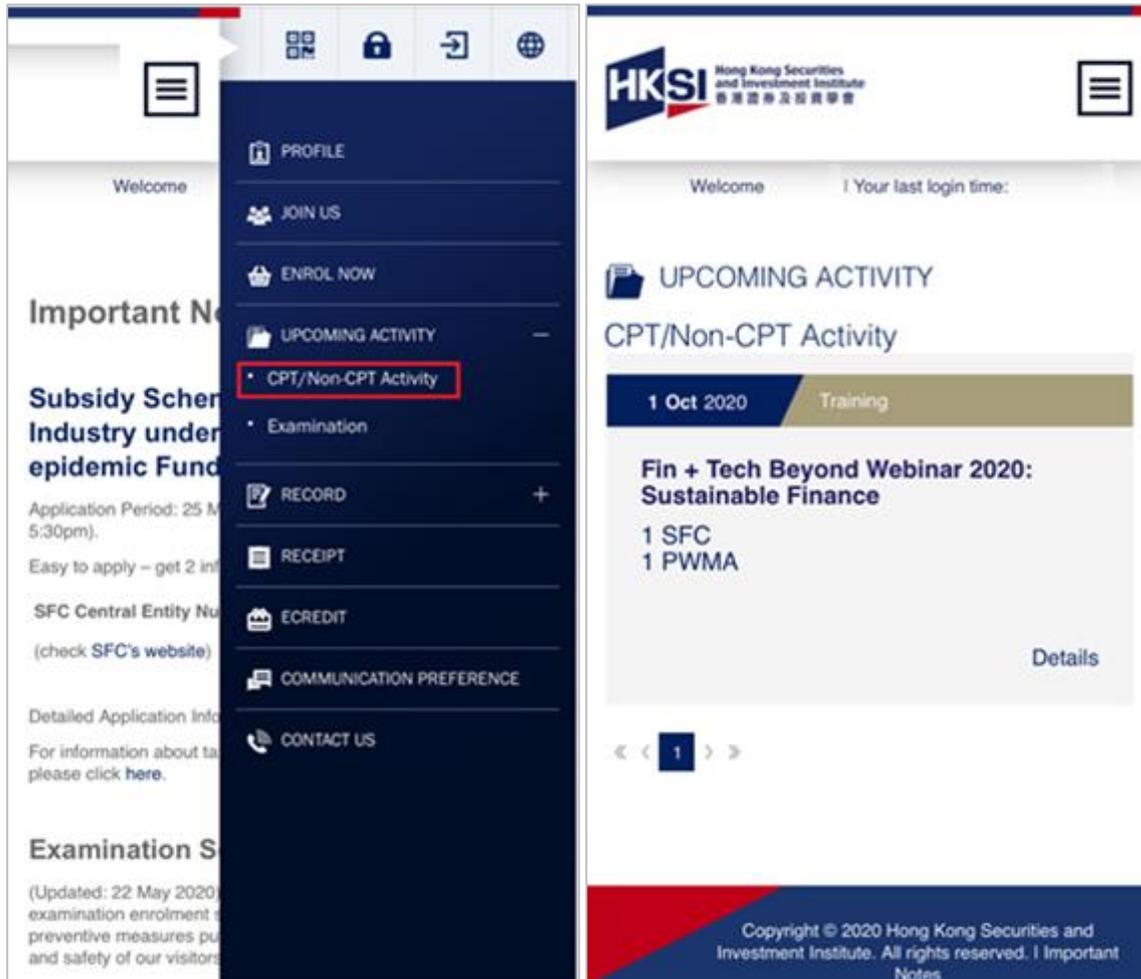
[App Store from iOS](#)



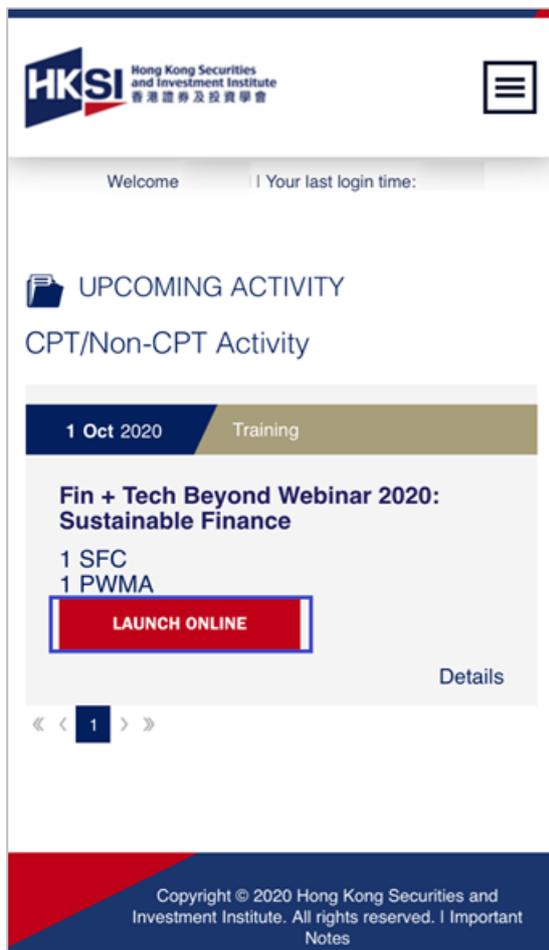
Step 2: Login to the HKSI Institute Portal <https://login.hksi.org/login> with your User Name and Password. If you forget your login information, you can reset your login name and password by using “**Forgot username / password**” button. Please contact us at (852) 3120 6100 if your portal account is locked.



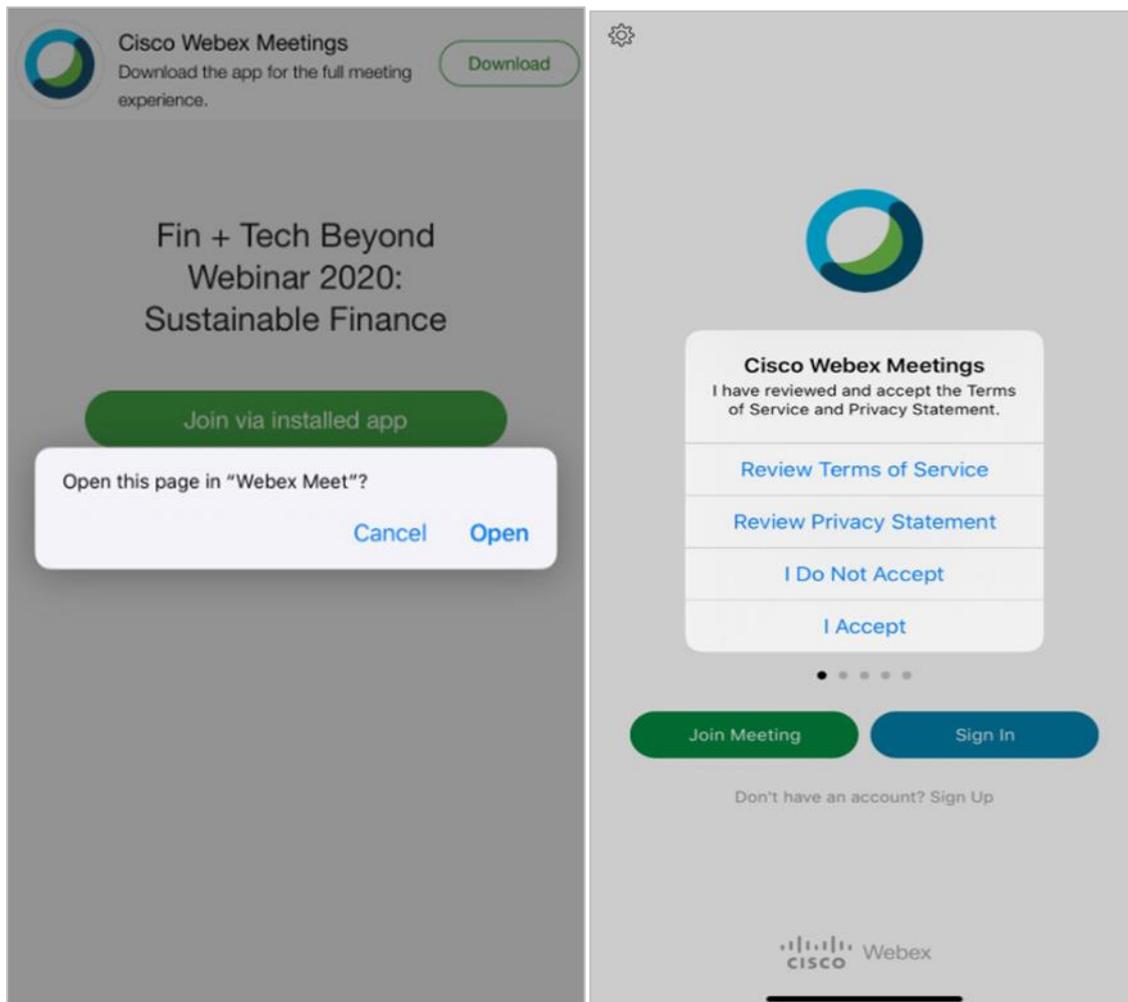
Step 3: Select “Upcoming Activity > CPT/Non CPT Activity” on the menu

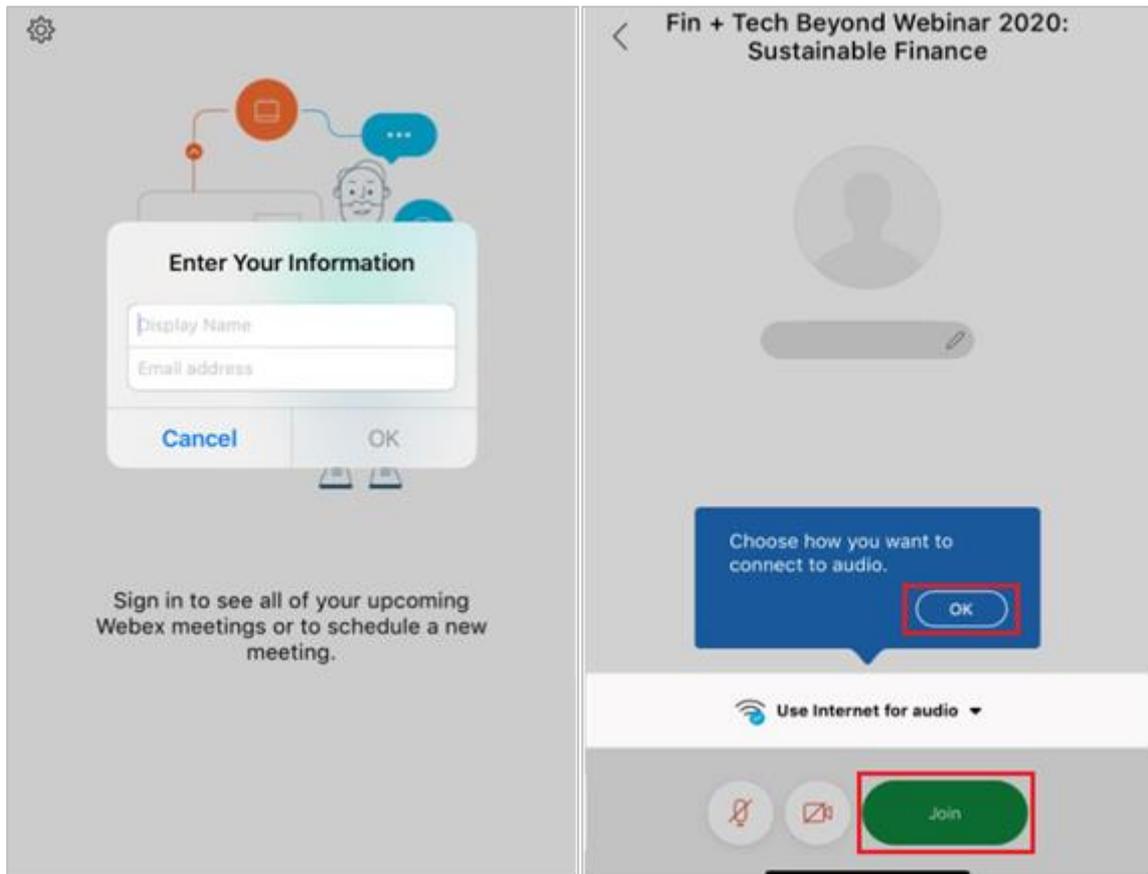


Step 4: The enrolled activity is located under “**CPT/ Non- CPT Activity**”. The “**Launch Online**” button will be appeared 30 minutes before the webinar class, and you will be redirected to the WebEx session by clicking the button. If the "Launch button" is not existed, you may have to refresh the page.

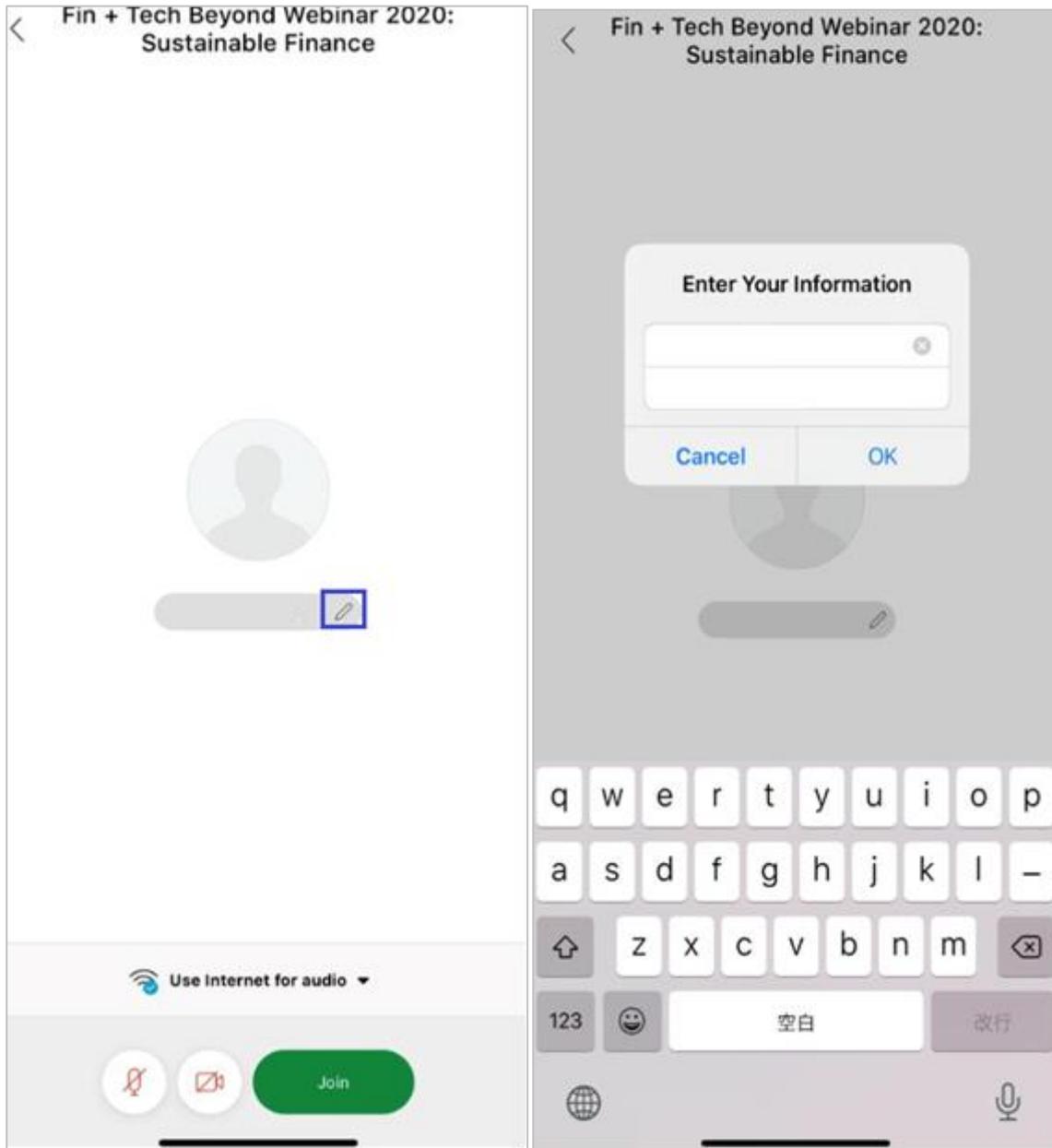


Step 5: Your device will direct you to use the downloaded Cisco mobile app and choose “**Open**” to access the webinar platform. Accept the Terms of Service & Privacy Statement of the Mobile App, and then name your device with your registered name and email. Press “**OK**” to connect the audio and “**Join**” to enter the webinar session.





How to rename your iOS device?



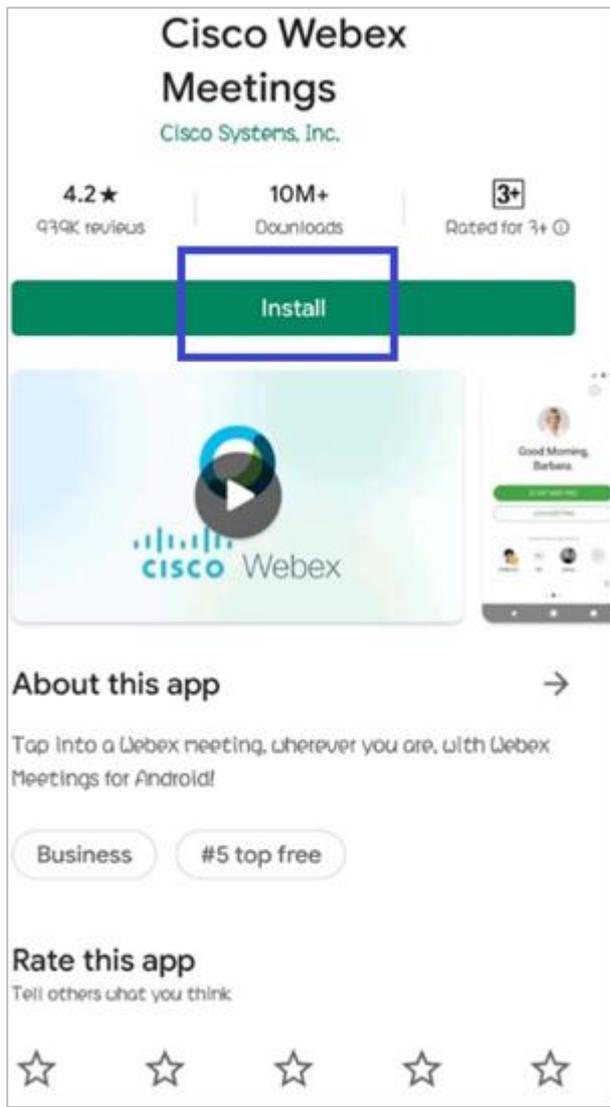
Join webinar with mobile device (Android)



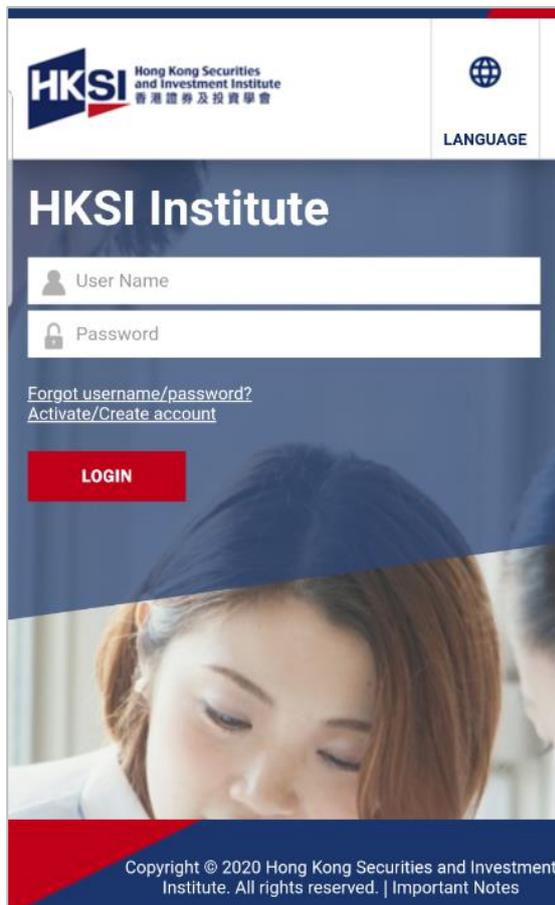
Android Phone android

Step 1: Download the Mobile App “Cisco Webex Meetings” on your mobile device with:

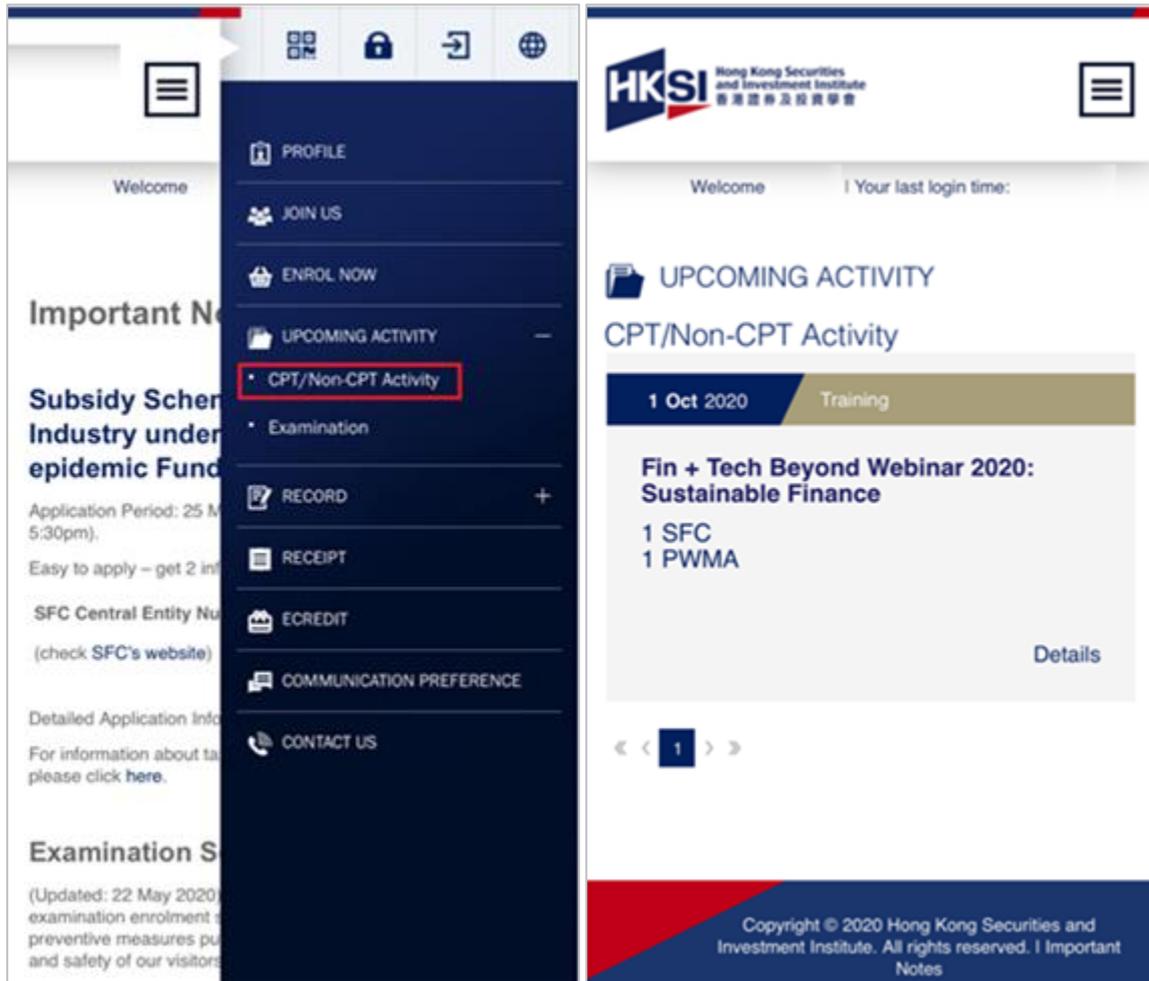
[Google Play from Android](#)



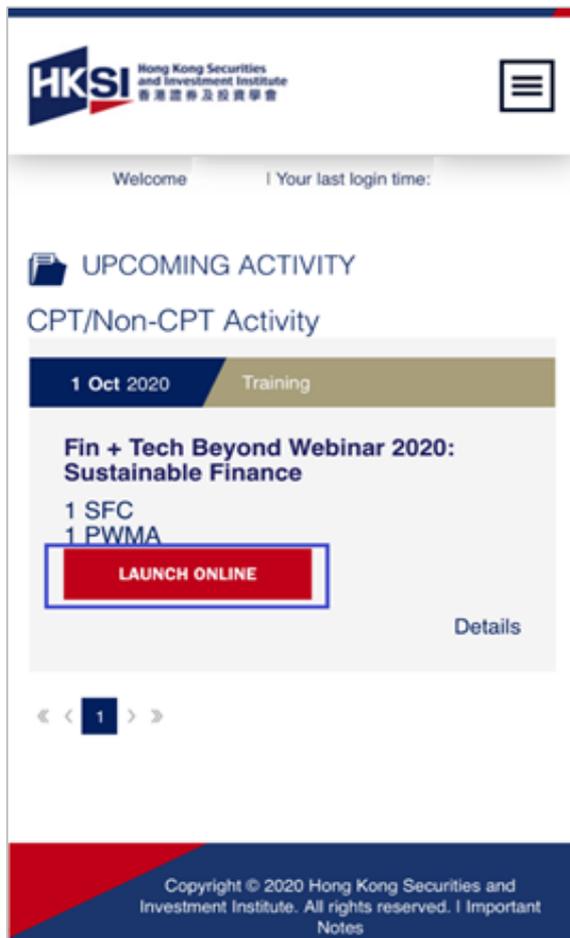
Step 2: Login to the HKSI Institute Portal <https://login.hksi.org/login> with your User Name and Password. If you forget your login information, you can reset your login name and password by using “**Forgot username / password**”. Please contact us at (852) 3120 6100 if your portal account is locked.



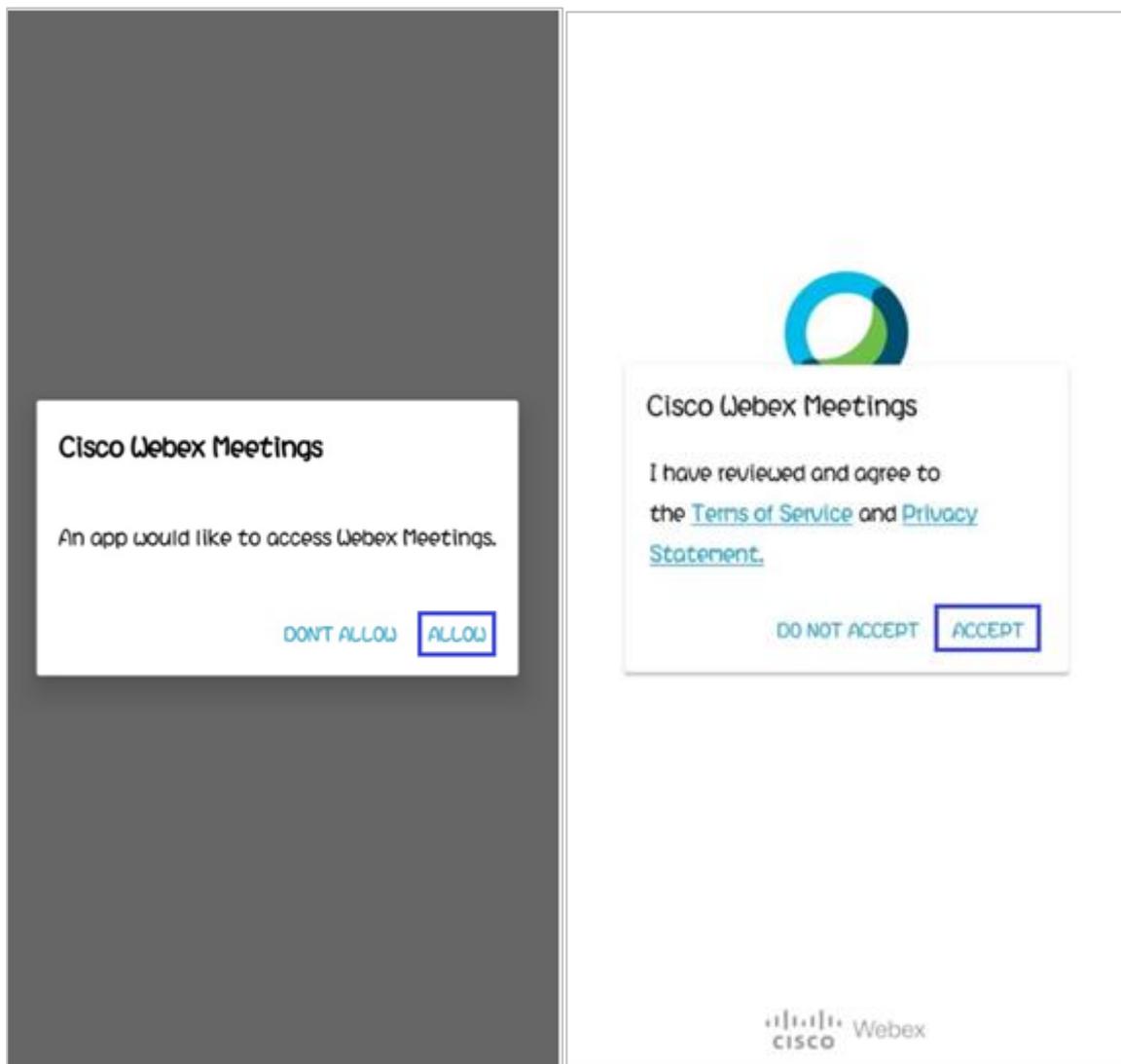
Step 3: Select “Upcoming Activity > CPT/Non CPT Activity” on the menu

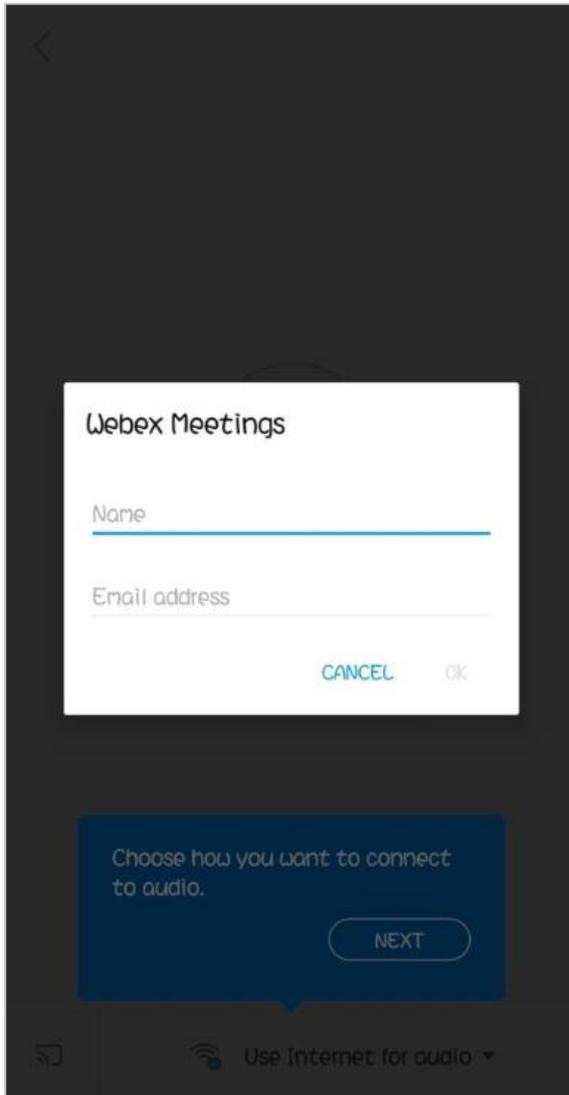


Step 4: The enrolled activity is located under “CPT/ Non- CPT Activity”. The “Launch Online” button will be appeared 30 minutes before the webinar class, and you will be redirected to the WebEx session by clicking the button. If the "Launch button" is not existed, you may have to refresh the page.



Step 5: Your device will direct you to use the downloaded Cisco mobile app and choose “**Allow**” to access the webinar platform. Accept the Terms of Service & Privacy Statement of the mobile app, and then name your device with your registered name and email. Press “**Join**” to enter the webinar session.





How to rename your device in Android Phone?

