

## 2017 Open Enrollment Liaison Training

### **ANNOUNCEMENT**

It is time for the 2017 Open Enrollment Benefit Liaison Training meetings! Please come to the liaison training to get all the important information regarding the 2017 benefit programs. The Benefit Services Division will be offering two webinars this year for those of you who cannot attend in person.

The 2017 Open Enrollment Benefit Liaison **Classroom** meetings will be located in conference room 300, at the Arizona Department of Administration Building, located at 100 N. 15th Avenue, Phoenix, AZ:

#### **Classroom sessions are on the following dates and times:**

Monday, October 3, 2016 – 9:00 am – 11:00 am  
Tuesday, October 4, 2016 – 1:00 pm – 3:00 pm  
Thursday, October 6, 2016 – 9:00 am – 11 am

#### **Webinar\* ONLY** sessions are on the following dates and times:

Monday, October 3, 2016 – 1:00 pm – 3:00 pm  
Tuesday, October 4, 2016 – 9:00 am – 11:00 am

Advanced registration is **required** for all classroom sessions. Classroom sessions have limited seating.

Register for a **CLASSROOM** session as follows:

1. Log into Y.E.S.
2. Click on Employee Training
3. Click on Registration by Category
4. Click on ADOA COURSES. Review the list of trainings until you find the seminar Titled OPEN ENROLLMENT **CLASSROOM**
5. Click on course ADBEN 104
6. Click on session number for session wanted
7. Follow the instructions to register

Registration is **not** required for a **WEBINAR** session, simply connect on the date and time of the webinar that works best for you.

#### **Instructions for joining the Webinar\***

This event will be hosted through Adobe Connect web conferencing. To join the event, go to the following link at least 10 minutes before the start of the event:

<https://adoahrd.adobeconnect.com/oe2017/>

\*Audio for this event, will be provided through your computer only (voice over IP). Please make sure you have access to speakers or headphones.

If you have never attended an Adobe Connect meeting before:

- Test your connection:  
[https://adoahrd.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://adoahrd.adobeconnect.com/common/help/en/support/meeting_test.htm)
- Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>

If you have questions regarding the training, please email Elizabeth Schafer at:

[Elizabeth.schafer@azdoa.gov](mailto:Elizabeth.schafer@azdoa.gov).

ISSUED

September 12, 2016