

ForumPass Webinars

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ForumPass Webinars

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Upcoming Training Events



Please see a list of upcoming **ForumPass Familiarization** training event dates:

- Tuesday, June 8 at 9AM EST
 - Tuesday, July 13 at 9AM EST
 - Tuesday, August 3 at 9AM EST
 - Tuesday, September 14 at 9AM EST
 - Tuesday, October 5 at 9AM EST
 - Tuesday, November 2 at 9AM EST
 - Tuesday, December 7 at 9AM EST
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Please see a list of upcoming **ForumPass Site Creation** training event dates:

- Wednesday, September 15 at 9AM EST

ForumPass Familiarization

This course is a 60-minute lecture-style webinar that demonstrates logging in and project site navigation. We step through the basics of file sharing, including:

- Folder Creation
- How to Upload and Download Documents
- System Alerts Creation
- Using Check-Out/Check-In
- Versioning
- Document Workflow Tasks (Routing for Notifications, Approvals, etc.)
- How to Access WebEx Meeting Functionality

Additional Resources

- [Familiarization Participant Workbook](#)
 - [Familiarization Presentation](#)
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ForumPass Site Creator

This course is a 60-minute lecture-style webinar designed to review basic ForumPass 7 features and provide instructions on how to create and manage project sites. By attending this webinar, you learn best practices on how to organize, create, and manage your project's sites, including:

- Importance of Planning
- Site Structures
- Creating Sites
- Site Features and Changing Site Details
- Site Personalization, Look and Feel
- List and Library Settings
- How to Add Users and Content
- People, Groups, and Permissions

NOTE: The ForumPass 7 Familiarization training is a prerequisite for this course.

Additional Resources

- [Site Creator Participant Workbook](#)
 - [Site Creator Presentation](#)
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Training Registration

- [Register](#) for **ForumPass Familiarization** Online Training.
- [Register](#) for **ForumPass Site Creator** Training.

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