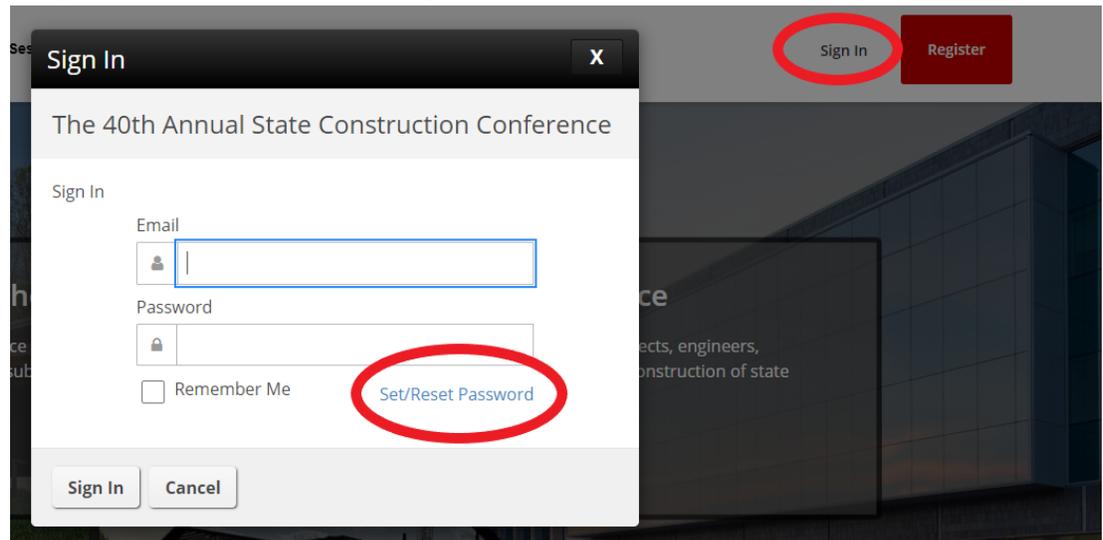


Internet Browser

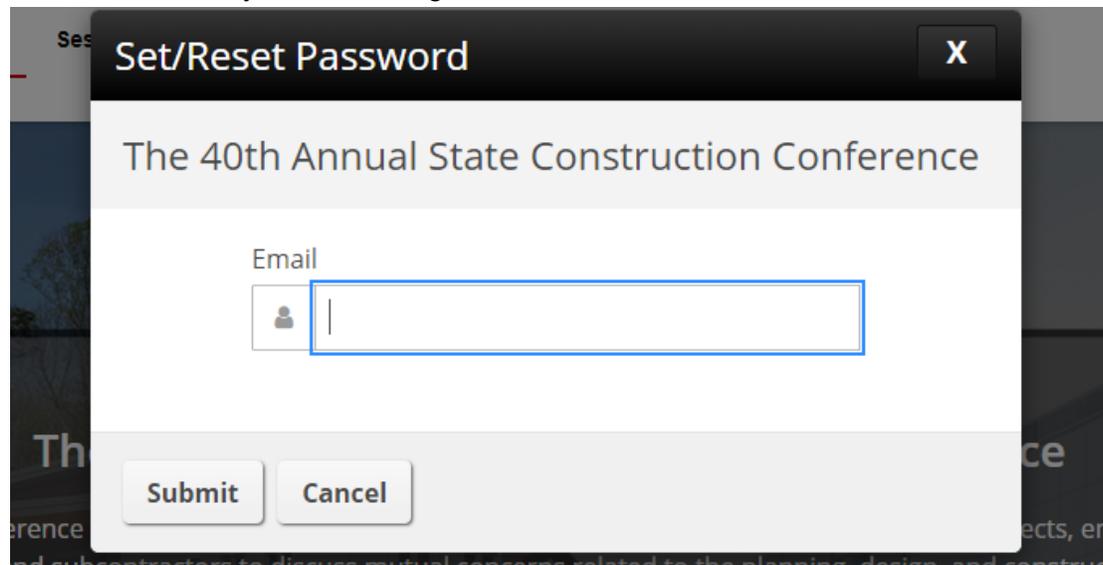
- The virtual conference site is optimized for Chrome, Firefox or Edge. It's recommended not to use Internet Explorer for the virtual conference.

Sign In Process

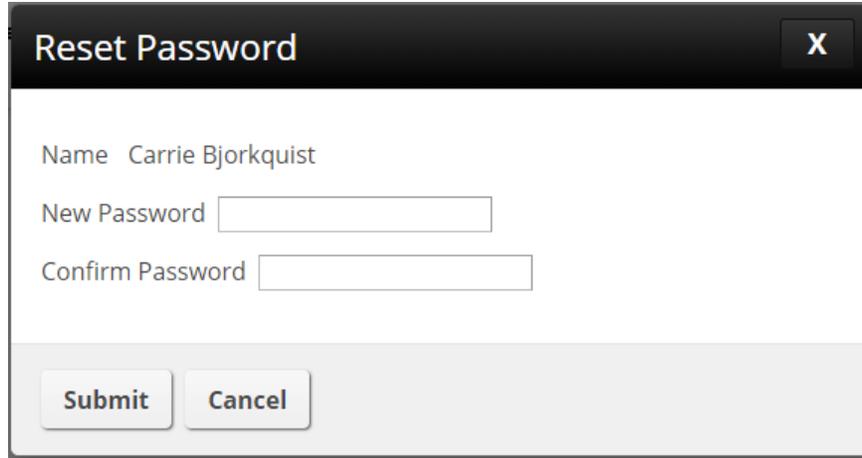
- Click on "sign in", then click set or reset password.



- Enter your email address you used to register for the conference and select submit.



- An email from **NoReply@2021scc.com** with the subject line "Assistance with your password". Please change your password accordingly using the link from the email. Enter password & confirm the password.
 - o If you do not receive the email within 10 minutes, please check your spam folder. If the email is not in your spam folder, contact mckimmonrequests@ncsu.edu for assistance.



A dialog box titled "Reset Password" with a close button (X) in the top right corner. The dialog contains the following text and input fields:

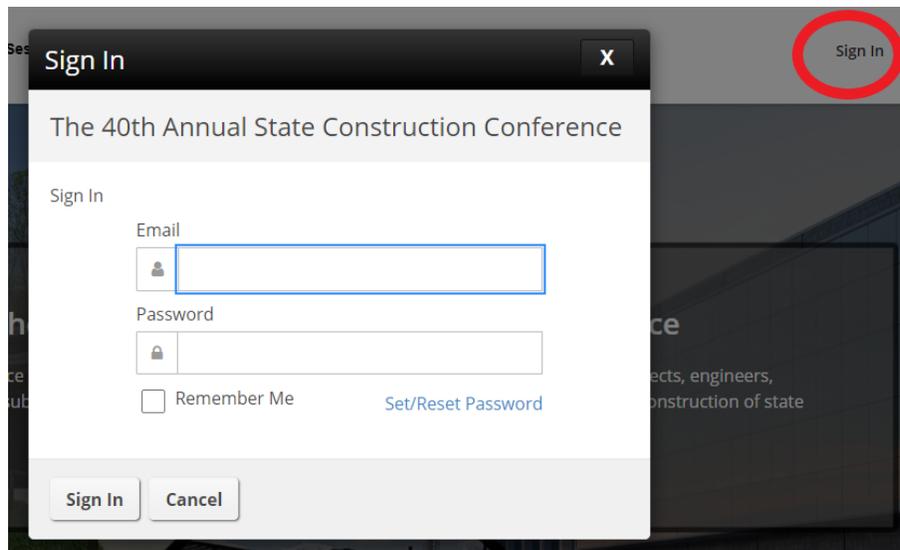
Name Carrie Bjorkquist

New Password

Confirm Password

At the bottom of the dialog are two buttons: "Submit" and "Cancel".

- After the password change is complete, your email address and new password will be your sign-in credentials moving forward for the Virtual Conference site.
- Select Sign In again, enter your email address and the password into the space provided and choose Sign In.



A "Sign In" dialog box is shown over a background of a website. The dialog box has a title bar with "Sign In" and a close button (X). The main content of the dialog is:

The 40th Annual State Construction Conference

Sign In

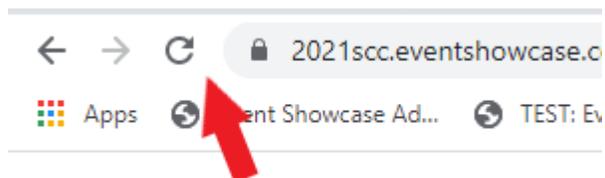
Email

Password

Remember Me [Set/Reset Password](#)

At the bottom of the dialog are two buttons: "Sign In" and "Cancel". In the background, a "Sign In" button on the website is circled in red.

- **Best Practice Tip:** Refresh your browser throughout the day to ensure you have access to the recordings as they are posted.

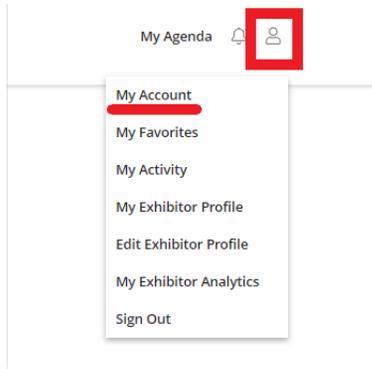


Technical Assistance

- To contact someone for technical assistance, email mckimmonrequests@ncsu.edu. This email is monitored Monday - Friday 8am - 5pm.

Attendee Profile

- Attendees may update their contact information by clicking “My Account” in the top right corner of the screen. Default contact information will include each attendee’s name and email address. Attendees may add a photo, organization name, job title & phone number if you would like that information published within the virtual event.



My Account

*Image upload/change may take a few minutes to display throughout the site.

Photo No file chosen

- Show my Attendee Profile in the Event.
- Available for Networking?
- Show my Email Address?
- Show my Phone Number?

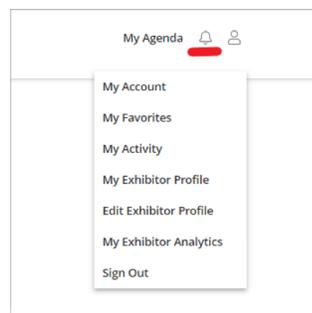
Prefix	<input type="text"/>
First Name *	<input type="text" value="Carrie"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Bjorkquist"/>
Last Name 2	<input type="text"/>
Suffix	<input type="text"/>
Company	<input type="text"/>
Job Title	<input type="text"/>
Industry	<input type="text"/>
Email	<input type="text" value="carrie_bjorkquist@ncsu.edu"/>
Phone	<input type="text" value="9195152261"/>
Profile	<input type="text"/>

Opt-Out of Message Center email notifications (your messages will always be available in the Message Center)

- The email address is your sign-in credential and is not editable.

Messaging and Communications

- Attendees will be automatically opted-in to receive communications through the Message Center and via email. This communication will contain both conference updates and correspondence from other attendees and exhibitors.
- You may opt out of receiving emails when someone is trying to communicate with you during the conference. To opt out of emails, select “My Account”, and then check “Opt-Out of Message Center email notifications”. The messages will always be available in the Message Center by clicking the bell icon in the top right corner of the screen.
- For attendees that wish to opt out of both email and Message Center notifications please email your request to mckimmonrequests@ncsu.edu.
- To open the Message Center, select the bell at the top right corner of the screen.



Creating an Agenda

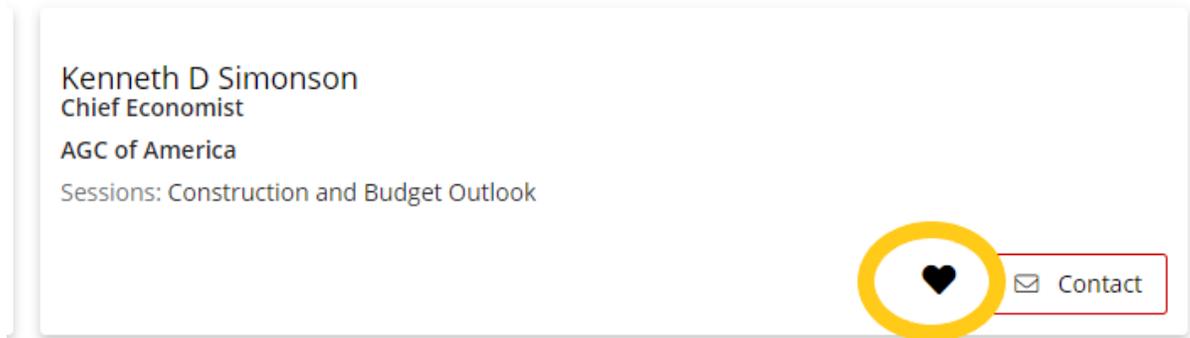
- Choose **Sessions** from the navigation bar at the top of the page.
- As you navigate through the available sessions, select the badge icon, circled in yellow below, to add that session to your Agenda.



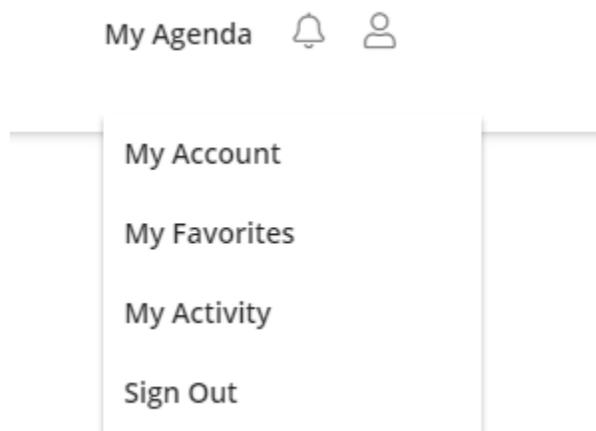
- Refer to **My Agenda** in the top right corner of the screen to view all of your selected sessions.

Adding Favorite Exhibitors & Presenters

- Choose **Presenters** from the navigation bar at the top of the page.
- Find the presenter by name & select the heart.



- Refer to **My Favorites** under the account icon in the top right corner of the screen to view all of your selected favorites.



- From **My Favorites**, click on the presenter's name and a list of their sessions will show up.

Clearing Cache

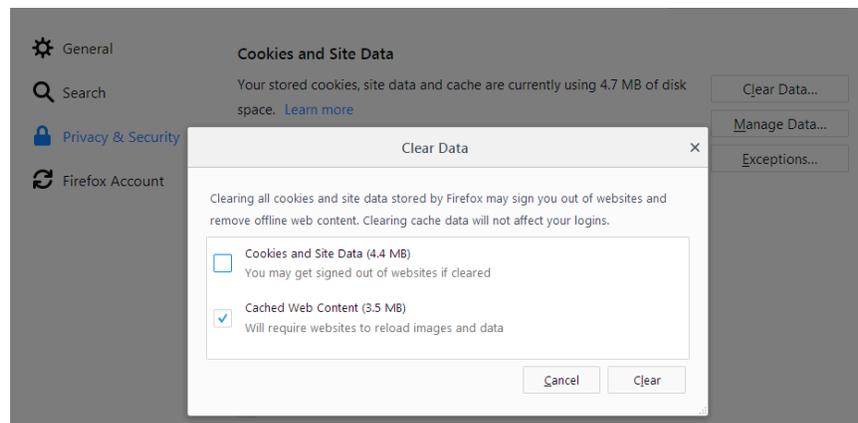
- In certain situations our technical support may recommend clearing your cache if you are having trouble signing into the virtual conference website. The steps are listed below by browser.

- **Google Chrome:**

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click More tools  Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.
- 7.

- **Firefox:**

1. Click the menu button  and select **Options**.
2. Select the Privacy & Security panel.
3. In the **Cookies and Site Data** section, click **Clear Data....**



4. Remove the check mark in front of *Cookies and Site Data*.
5. With *Cached Web Content* check marked, click the **Clear** button.
6. Close the *about:preferences* page. Any changes you've made will automatically be saved.

Edge

1. Press the keys **[Ctrl]**, **[Shift]** and **[Del]**.
2. A new Window opens. Select the time range (recommend 7 days). Ensure there is a check mark beside *Cached images and files*.
3. Confirm your selection by clicking on the "clear now" button.