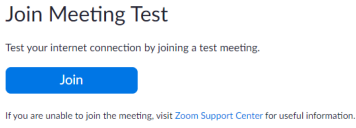
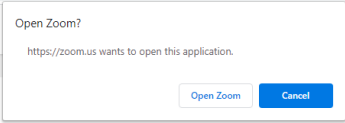
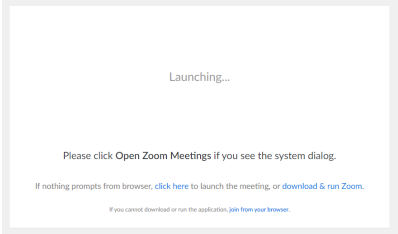
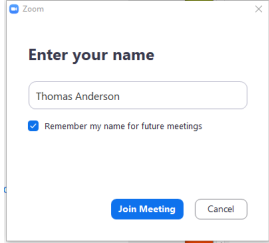
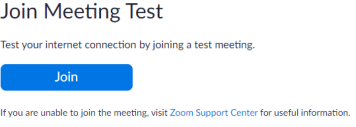
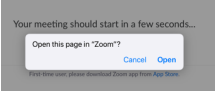

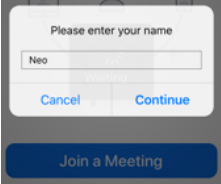


INSTRUCTIONS TO TEST AND THEN JOIN THE WPCG VIRTUAL CLASSROOM.

BEFORE THE COURSE	
<p>TESTING ZOOM SETUP ON A DESKTOP Browsers: Do not use safari – it does not provide all of the functionality. We recommend Google Chrome.</p>	
<p>Step 1: Click on the following test link : https://zoom.us/test</p>	
<p>Step 2a: You should get a prompt to open the zoom application. Click on Open Zoom. Then proceed to Step 3.</p> <p>If you do not get the option to Open Zoom go to Step 2b</p>	
<p>Step 2b: You will need to click on download & run Zoom to download and install zoom onto your device.</p> <p>Once it is installed on your device, go back to Step 1 to go through the process to set up your system.</p> <p>Note: DO NOT click on join from your browser. This will open the zoom meeting but you will not get all of the functionality that is required to attend the course.</p>	
<p>Step 3: You will get prompted to Enter your name. Type in your name and click on Join Meeting.</p>	
<p>Step 4: The system will take you through a series of tests to check your setup. You will need to check that your speakers, microphone and cameras all work.</p> <p>If these things are not enabled, you will not be permitted to remain on the webinar.</p>	

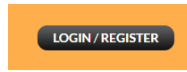
TESTING ZOOM SETUP ON AN IPAD	
<p>Instructions are provided for iPad only. Similar process should be available for an Android device.</p>	
<p>Step 1: Click on the following test link : https://zoom.us/test</p>	
<p>Step 2a: You should get a prompt to open this page in Zoom. Click on Open. Then proceed to Step 3.</p> <p>If you do not get the option to Open Zoom go to Step 2b.</p>	
<p>Step 2b: If you don't have zoom already on your device, you will need to install it. When you click on the test link : https://zoom.us/test you will get prompted to download the Zoom app from the App Store.</p> <p>Get the ZOOM Cloud Meetings app installed on your device.</p>	
<p>Step 3: You will get prompted to Enter your name. Type in your name and click on Join Meeting.</p>	

REFER TO NEXT PAGE FOR INSTRUCTIONS ON HOW TO ACCESS THE COURSE ON THE DAY!

ON THE DAY

ATTENDING THE WPCG VIRTUAL CLASSROOM

Step 1: Go to our website and click on the [LOGIN/REGISTER](#) button in the top right hand corner, and log into the system with your WPCG ID and Password. If you do not know your details, you can retrieve them via the [Forgot your login details?](#) link.



Step 2: Click on the [My Training](#) icon



My Training
Book classroom training, access online assessment, online refresher and free courses

Step 3: Click on [Work Clearance Issuer Virtual Classroom](#) icon. The link will be available 15 minutes prior to the webinar start time.



Work Clearance Issuer Virtual Classroom
Access the Work Clearance Issuer Virtual Classroom from here. Prior to attending the training, you **MUST** complete the pre-learning course.
Note: The link will be available from **Wed, 08 April 2020 07:45 AM (AEST)**

Step 4: Select the check box, read through the terms and then click on [CONFIRM](#).

Work Clearance Issuer Virtual Classroom Course

I, **USER THREE** confirm that:

- I am the account holder.
- I understand that I or otherwise represent that I am in any way associated with Cadmus Australia Petroleum Pty Limited, (the Energy Australia Pty Ltd, BP Australia Pty Limited (the JV Parties) except, and only, to the extent that I have been engaged by one or more of the JV Parties to undertake work on one or more sites controlled by a JV Party.
- I acknowledge that:
 - I must exercise due care and skill when undertaking any activities in connection with the training you receive from WPCG and JAGS Consulting, including the issuing of any forms, certificates, permits and authorisations.
 - A failure to strictly adhere to the training, procedures and protocols provided by WPCG is likely to result in a failure to exercise due care and skill when undertaking any activities in the connection you receive from WPCG, and
 - Where I fail to exercise due care and skill when undertaking any activities in the connection with the training I receive from WPCG and JAGS Consulting, neither WPCG, JAGS Consulting nor any of the JV Parties will be in any way liable for any loss suffered by me or any third parties.
 - This training is not a nationally recognised course, and JAGS Consulting (who provides the training on behalf of the WPCG), is not a Registered Training Organisation.

If you are unable to confirm the above requirements, please contact the WPCG Administrator or your Company Trainer.

Step 5: To join the meeting click on [CLICK HERE TO ENTER THE MEETING](#).

CONNECTION DETAILS

You can join the video from your computer and the audio from either your computer or via your phone, join Zoom Meeting from your computer using the link below.
On joining you will be placed into a waiting room from there the trainer will let you in.

If asked the password is **wpcg**

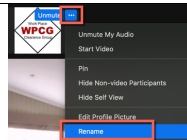
CLICK HERE TO ENTER THE MEETING

For audio from your phone dial into the webinar with the best number for your location:

- +61 2 8015 6011 NSW
- +61 3 7018 2005 VIC
- +61 8 7150 1149 SA

Once dialled in, enter the following meeting ID: 396 730 725

Step 6: Make sure your screen name is correct. You can change it by selecting your video image and then the 3 dots ... and then rename



EACH ATTENDEE WILL REQUIRE THEIR OWN DEVICE. IF THERE IS MORE THAN ONE OF YOU IN THE SAME ROOM YOU WILL NEED TO TURN THE VOLUME OFF OR DOWN ON ALL BAR ONE DEVICE, OTHERWISE IT CAUSES AUDIO FEEDBACK.