



Logging in to a Live Training

IMPORTANT: Classes must be completed on a computer desktop or laptop as the webinar and the Paycom app will need to be open at the same time.

★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.

1

Check your Emails!

A

10 minutes before your live class session, open the meeting **Location** link provided in your emails to join the live class.

B

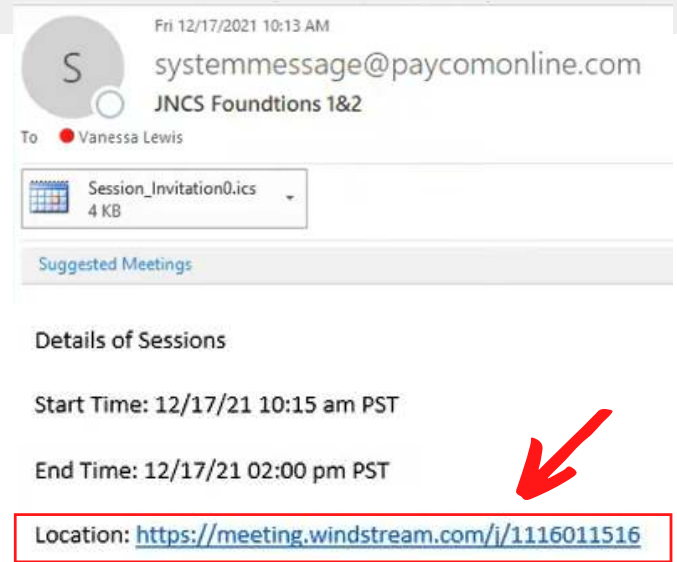
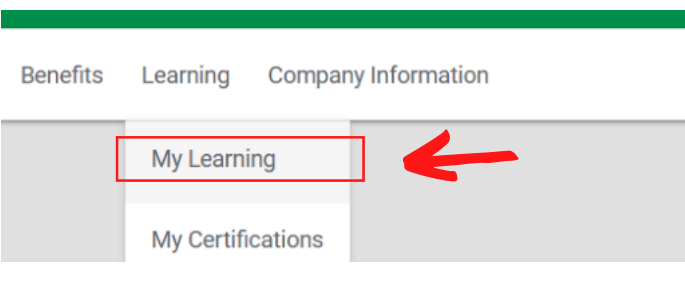
Log in to **Paycom**.

Under the Learning tab, click **"My Learning"**

You must have HD Meeting and Paycom open to complete your training.

Note: You can also find the webinar link under "Enrolled Sessions" in your Paycom Learning course. Click **"Virtual"** to access.

Enrolled Sessions		
Session Location	Status	
Virtual	Enrolled	03/04 10:00

Virtual Location
Meeting URL : <https://meeting.windstream.com/j/1123099807>

2

Find the course you will be completing under 'Assigned Learning' and click **"Start"**

