# OpenHack Attendee Guide for Virtual Conference Manager (VCM) Deliveries

Welcome Attendees to the OpenHack!

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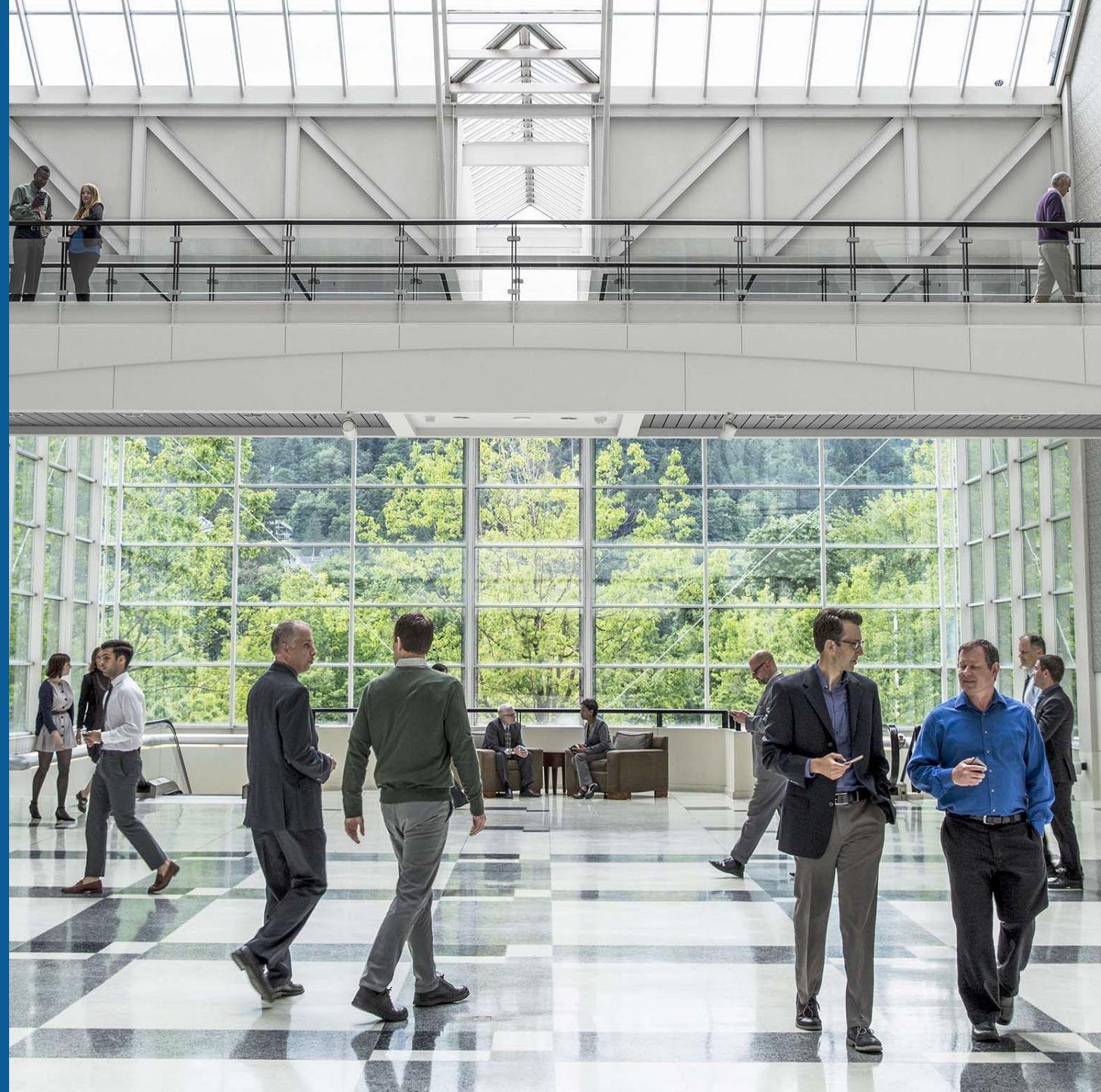
# Introduction

- Logging into the Virtual Conference Manager (VCM)
- Navigating the Open Hack Classroom
- Badges



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# Logging into the Virtual Conference Manager (VCM)

# OpenHack Virtual Conference Manager (VCM)

- If you are attending an Enterprise Skills Initiative (ESI) OpenHack
  - Purpose: Coach Attendees and Attend Coach / PM Meetings
  - https://esi.skillmeup.com
  - Credentials: your work email address and work password
- If you are attending an Technical Skills Initiative (TSI) OpenHack
  - Purpose: Coach Attendees and Attend Coach / PM Meetings
  - https://tsi.skillmeup.com (temporary)
  - Credentials: your work email address and work password

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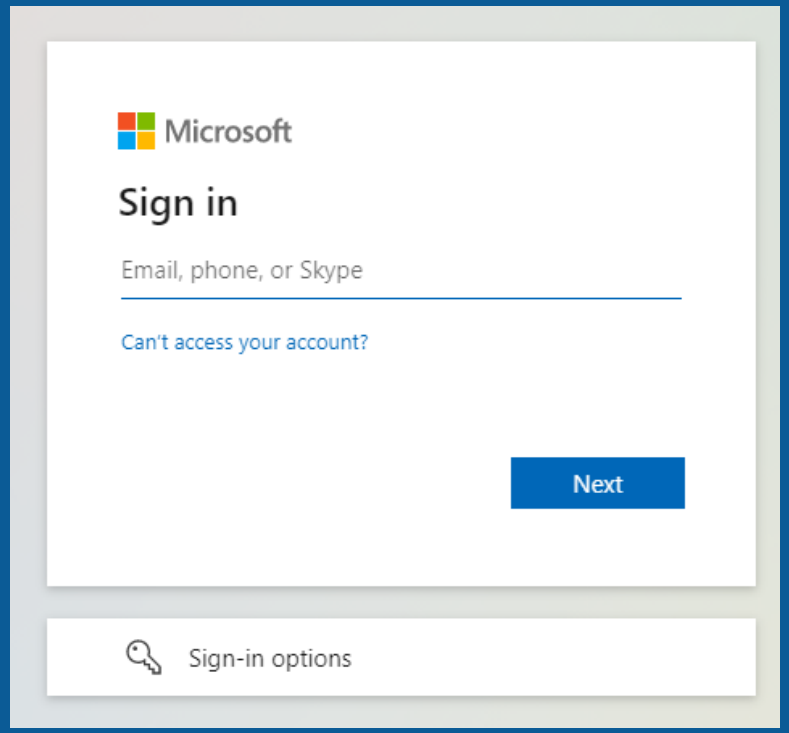
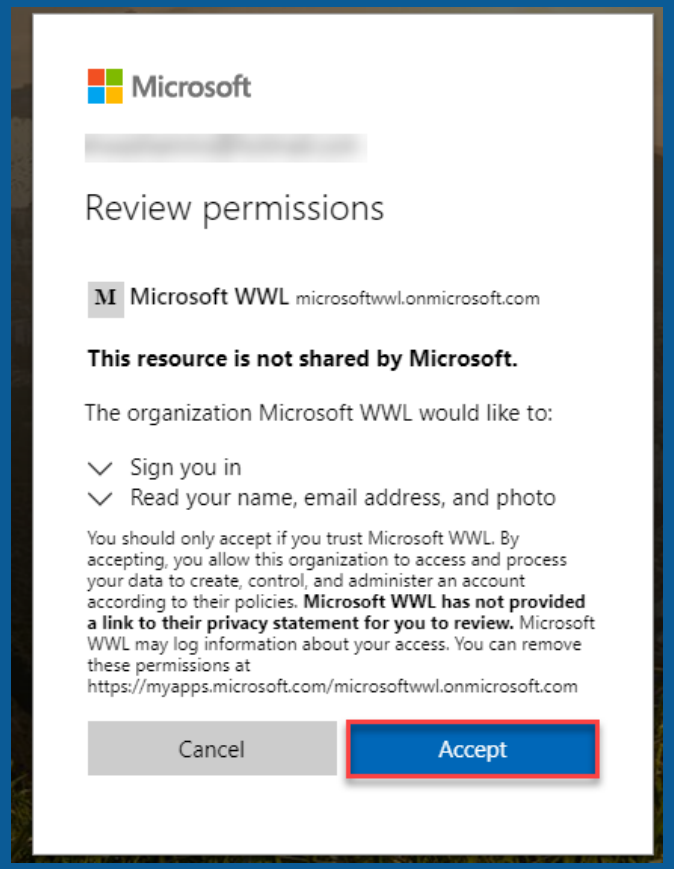
# Logging into the Virtual Conference Manager (VCM)

Logging into the  Enterprise Skills Initiative (ESI) or Technical Skills Initiative (TSI) OpenHack attendee VCM will prompt you for your work account. On the first login, ensure you click **Accept** when prompted.

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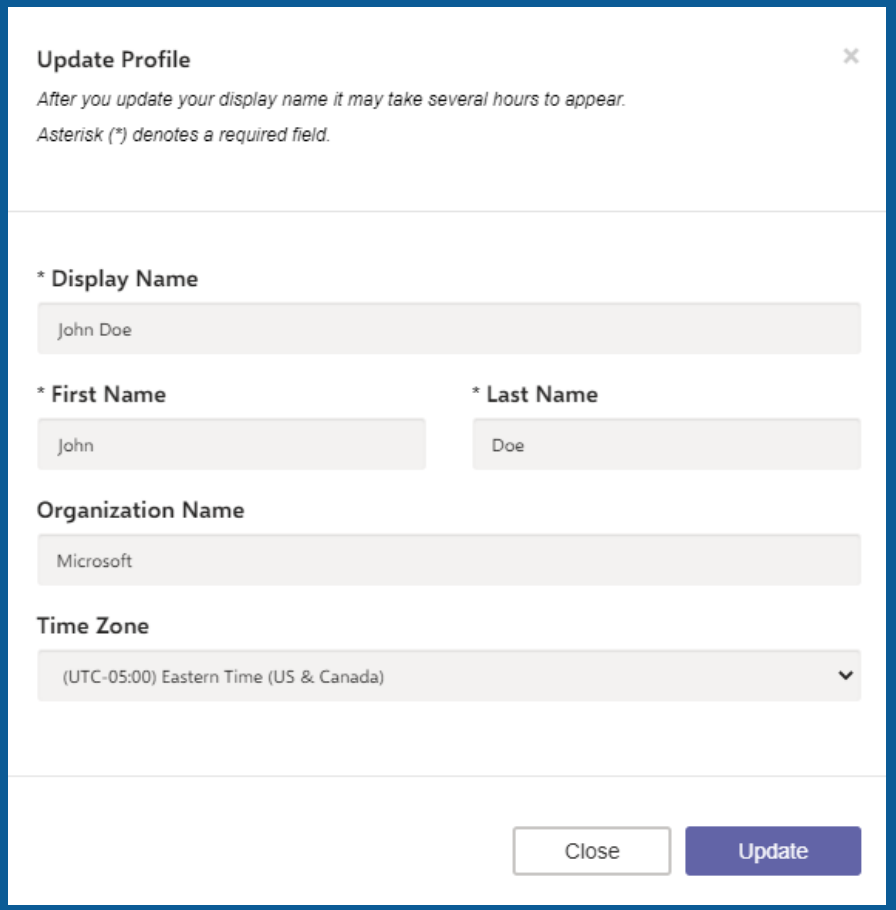
# Updating your Profile

- After logging into Virtual Conference Manager (VCM) for the first time, click the profile icon at the top right of the screen

- From there, you can update your display name, first and last name as well as your time zone so the schedule displays your time locally

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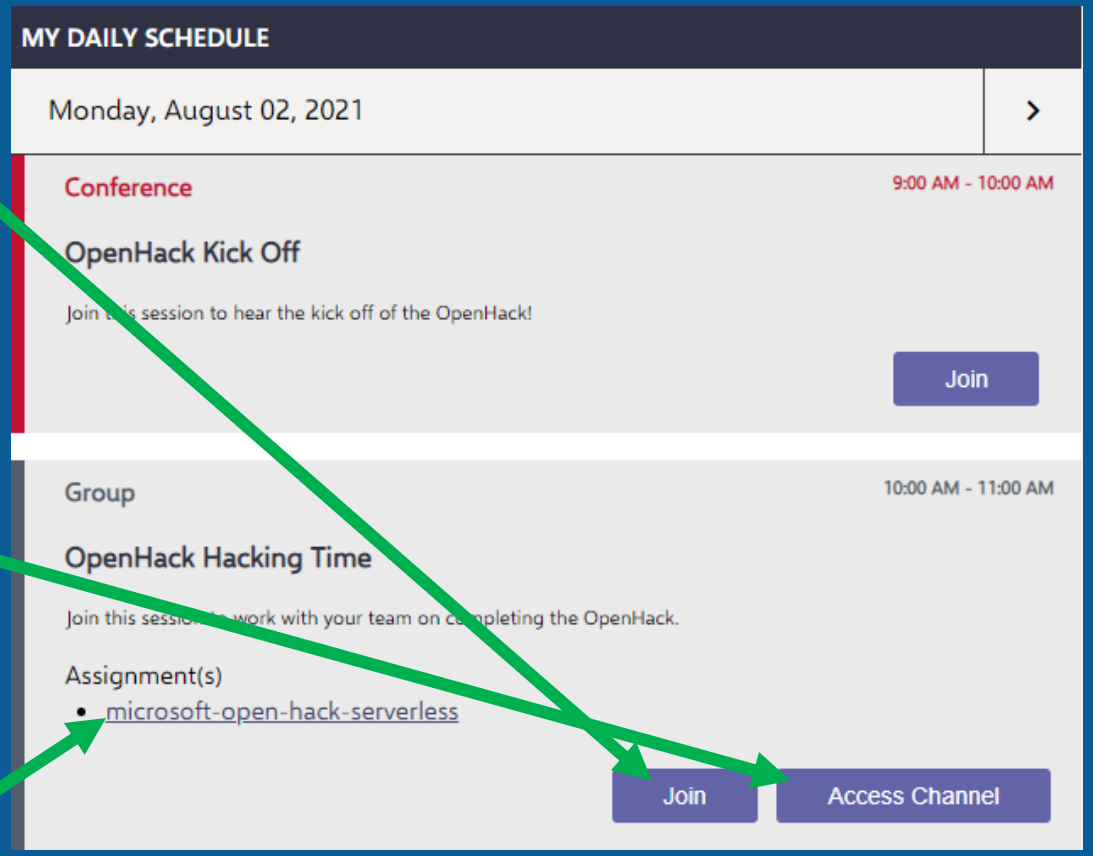
# Navigating Virtual Conference Manager (VCM)

- Clicking Join will put take you to a Team meeting with the other hackers on their team
- Clicking Access Channel will put you into your Team channel
- Clicking the Assignment link will open the lab environment for your team's OpenHack

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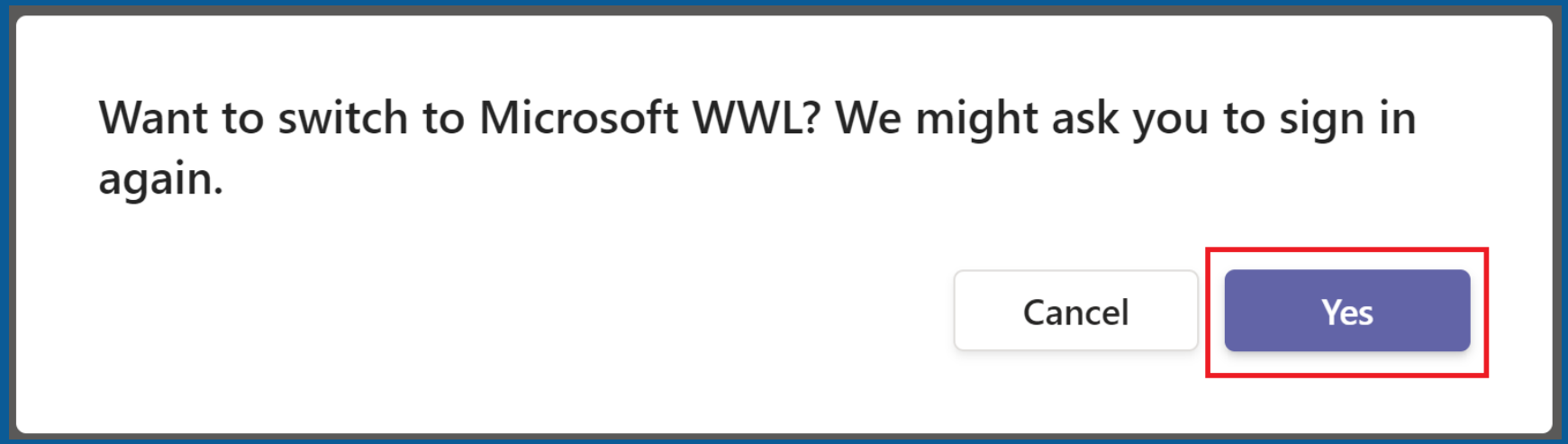
# What happens when you click join

- When you select the Join option you will be redirected to the appropriate Teams Tenant. Select Yes when the following message appears.




NOTE – You should only be using the web client of Microsoft Teams for OpenHack. It is not suggested to use the desktop client for OpenHack. This will enable you to still use Microsoft Teams desktop for normal business work.

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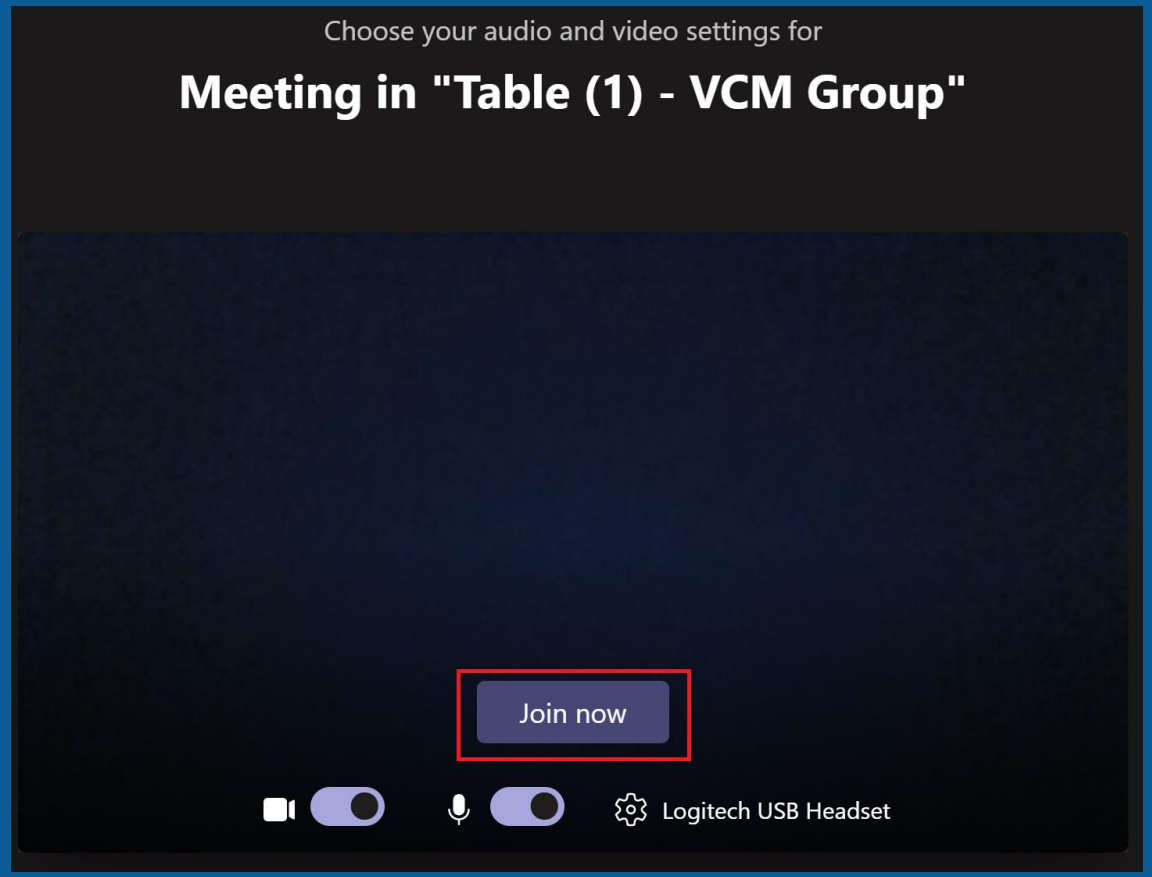
# What happens when you click join

- Then select the Join now button to join the session

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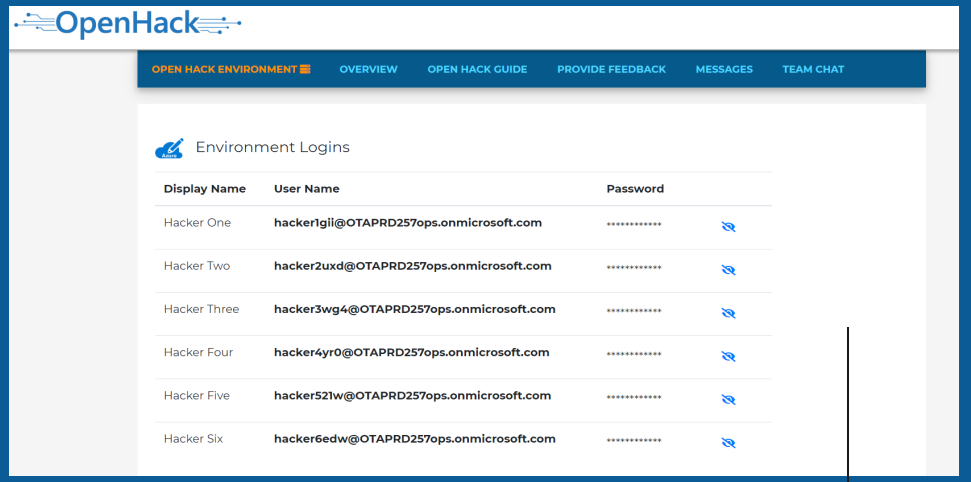
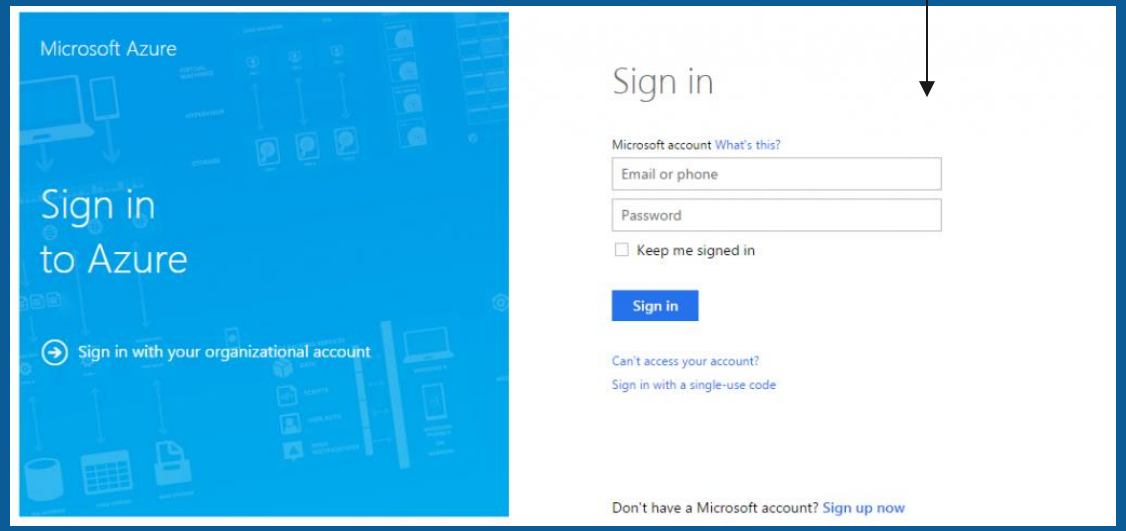
# The Lab Environment

Each OpenHack has 6 logins for your hacker team

To access Azure, you must launch a separate browser using guest mode or incognito and login using the provided credentials

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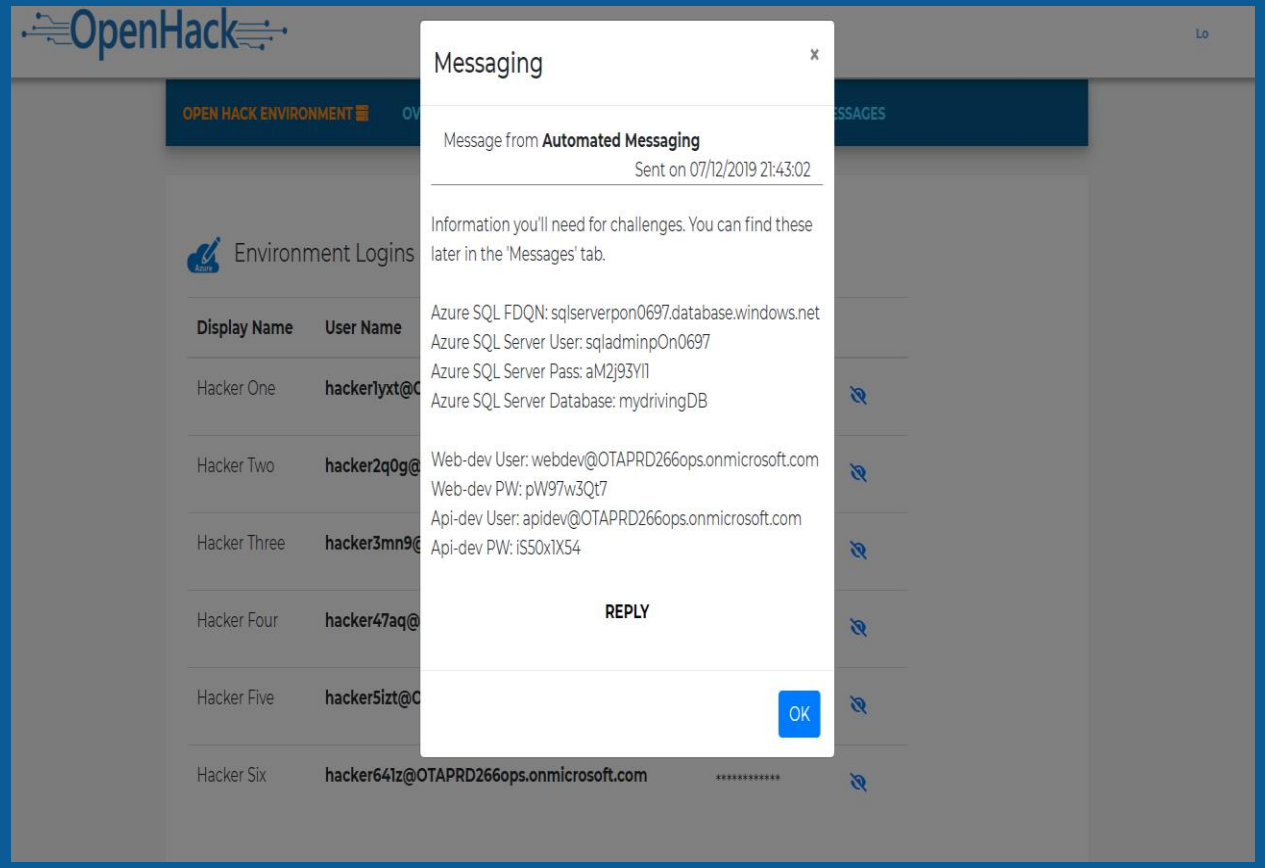
# Automated Message May Pop-up

A message may pop-up with important details. If you click OK before taking down this information - don't worry - you can find it in the **Messages** tab later.

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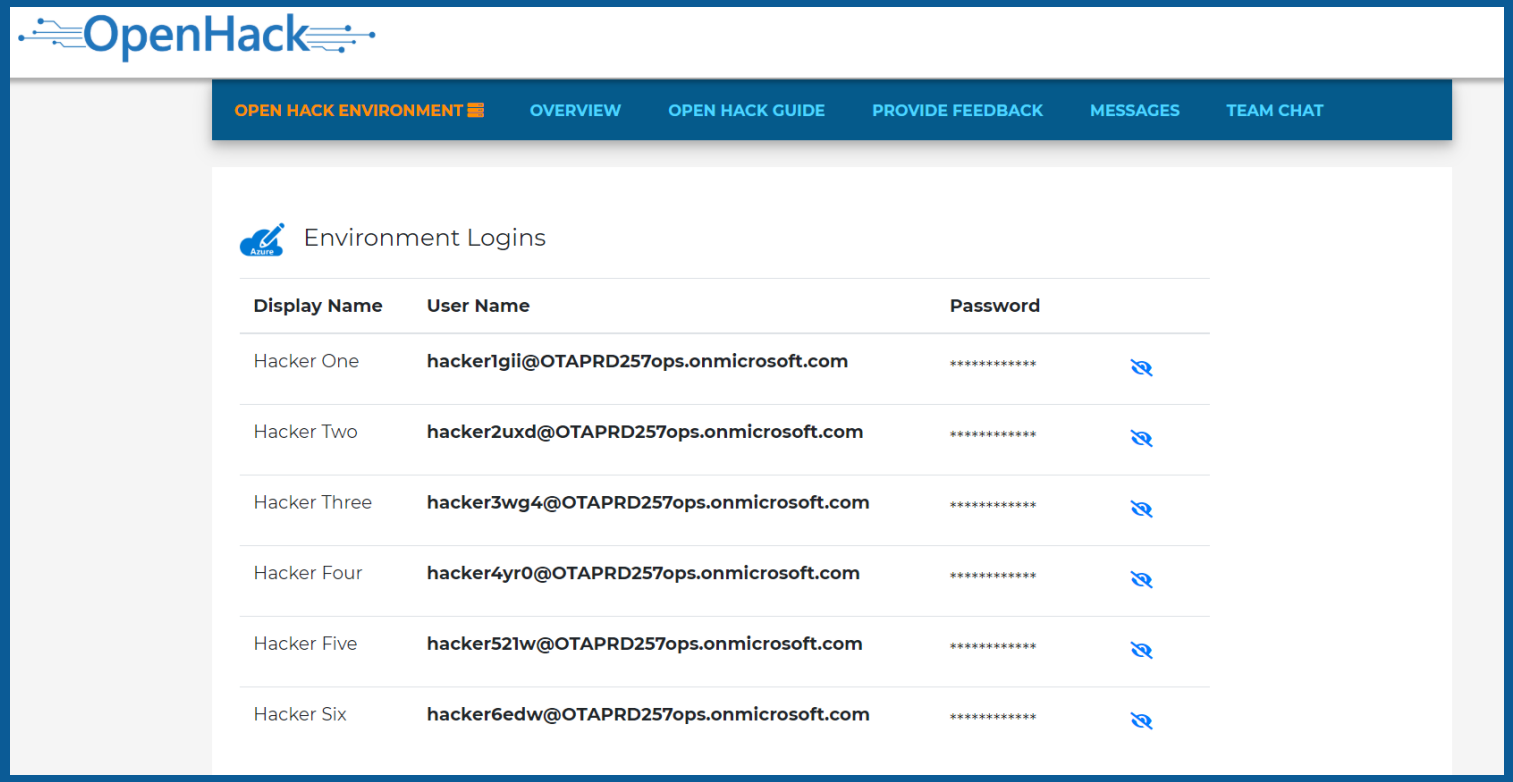
# Sharing Logins with Your Teammates

Your teammates may start to join in on the challenge - please share all below logins with your team (see below image). The first person who signed in can access all of these logins.

Use Case Scenario – They will then see the below image to hand out their teammate's credentials.




**If anyone ever needs to find their username and/or password, they may revert to the Open Hack Environment tab.**

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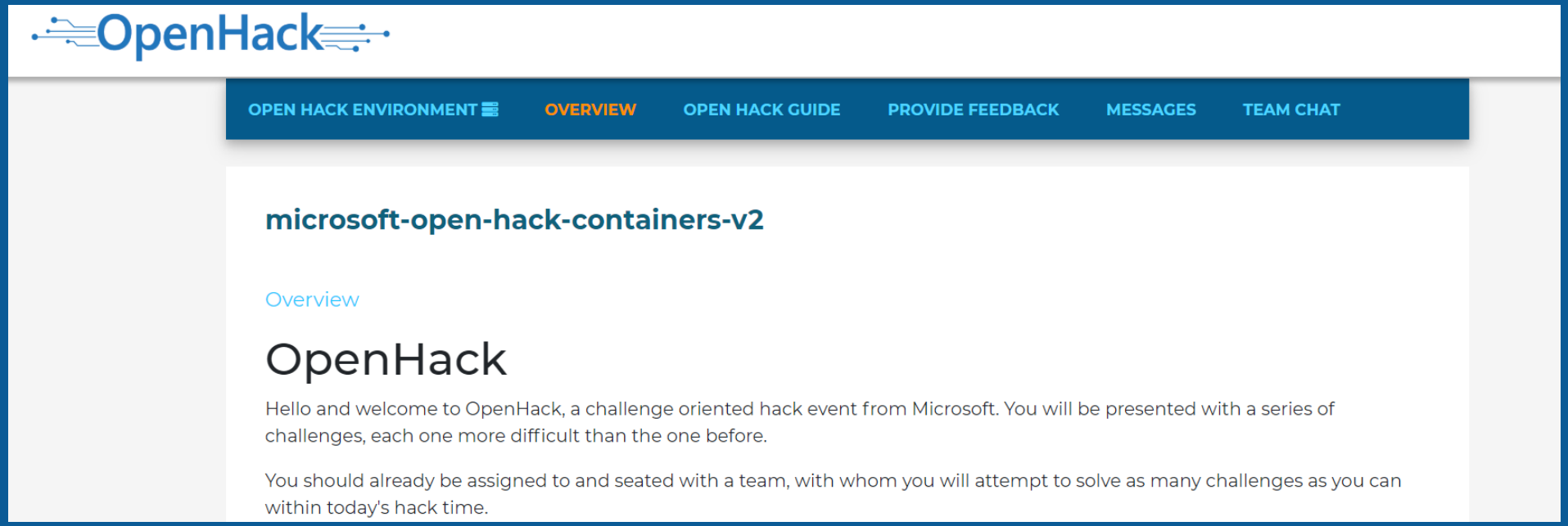
# Overview

The **Overview** tab will give you the full overview of what this OpenHack is going to be about. Please read carefully.

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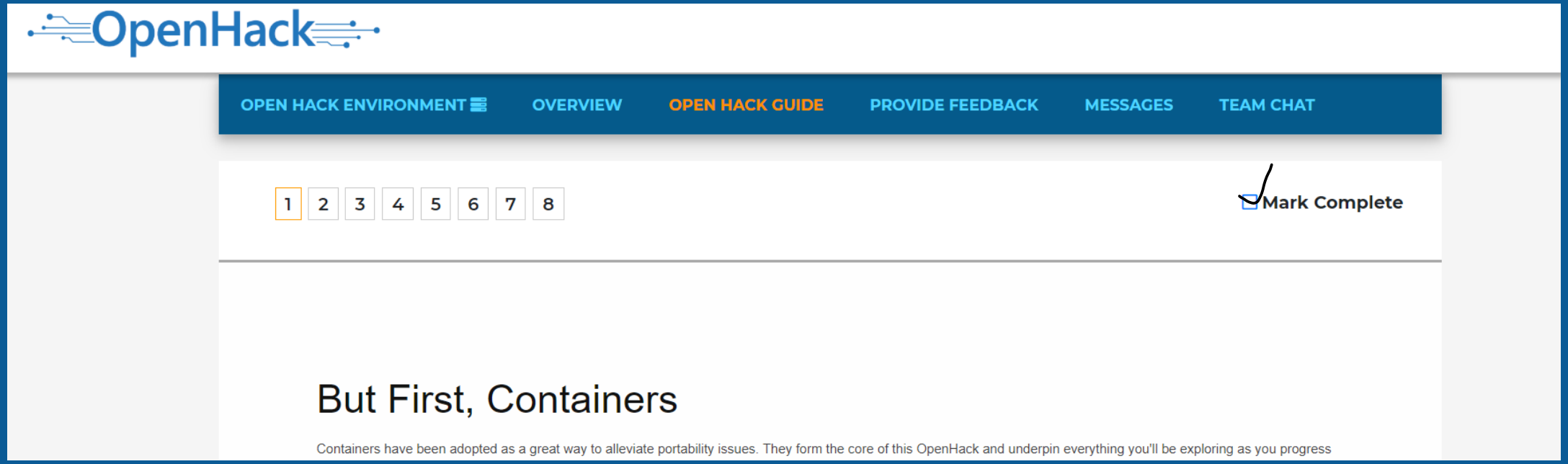
# Open Hack Guide

The **OpenHack Guide** tab is where you will find each challenge for the OpenHack. As you complete each challenge, check the Mark Complete box and wait for your Coach's approval to move on to the next challenge.

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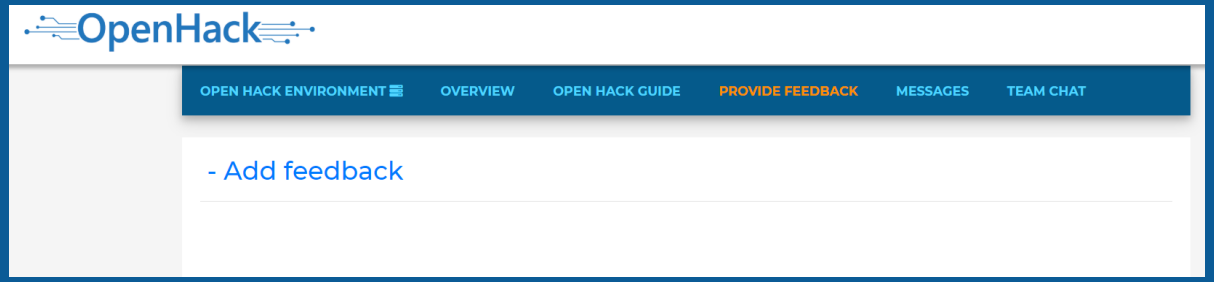
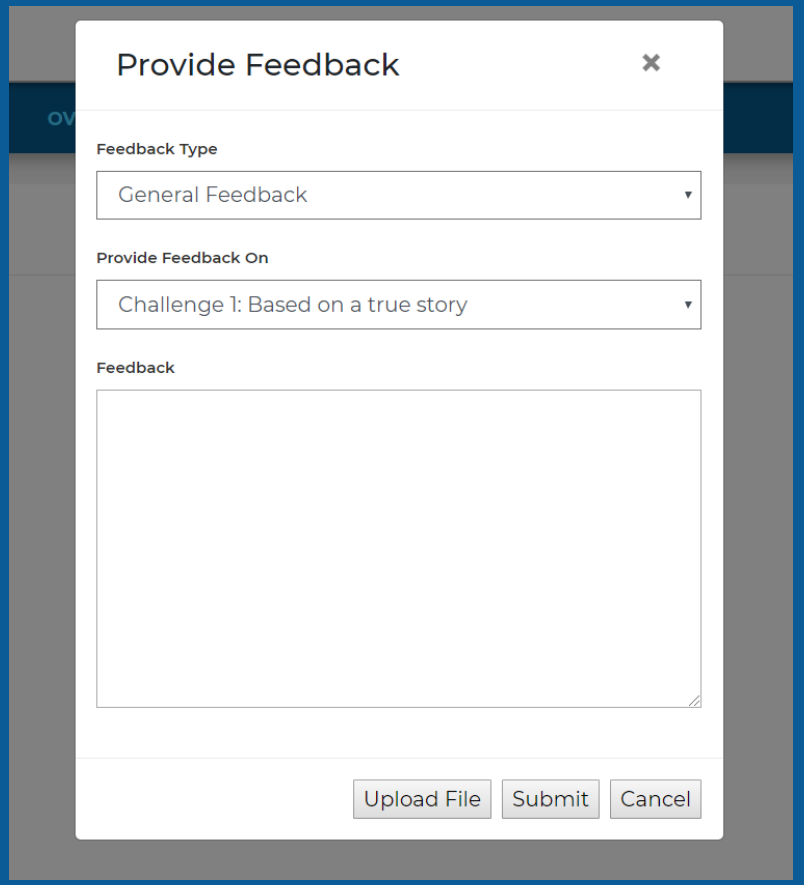
# Provide Feedback

The **Provide Feedback** tab will allow you to add feedback as you work through the challenges.




**A dialog box will pop-up once you click on Add feedback. Please feel free to share any and all feedback - this is how we continually improve the OpenHacks!**

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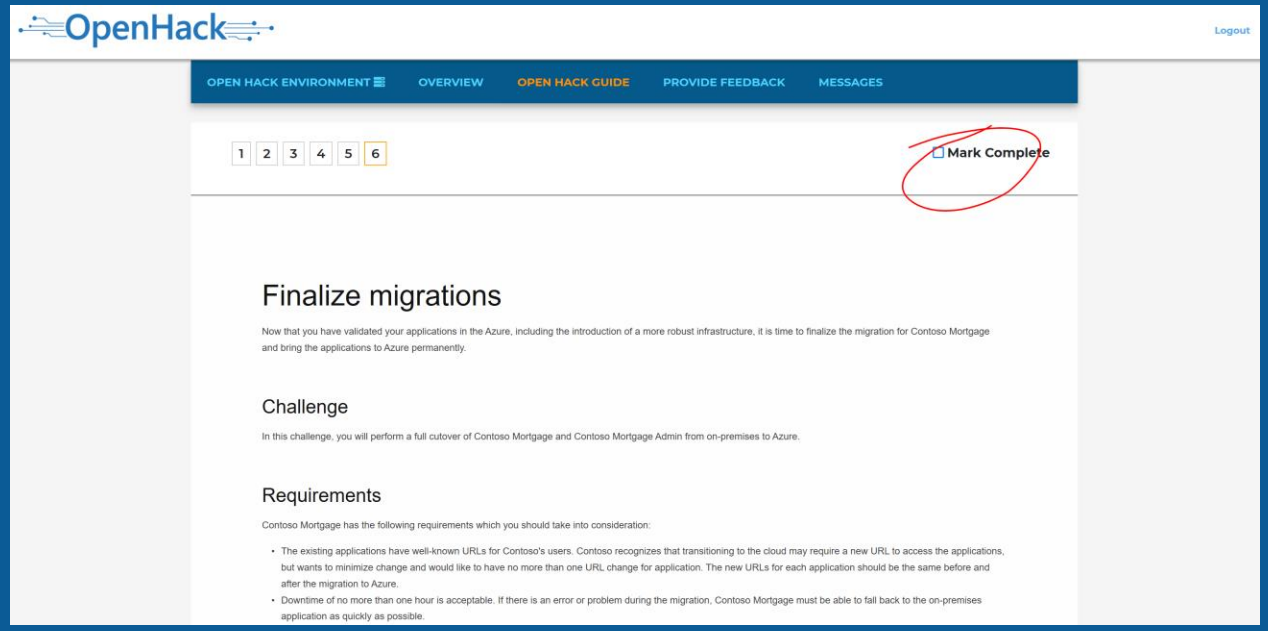
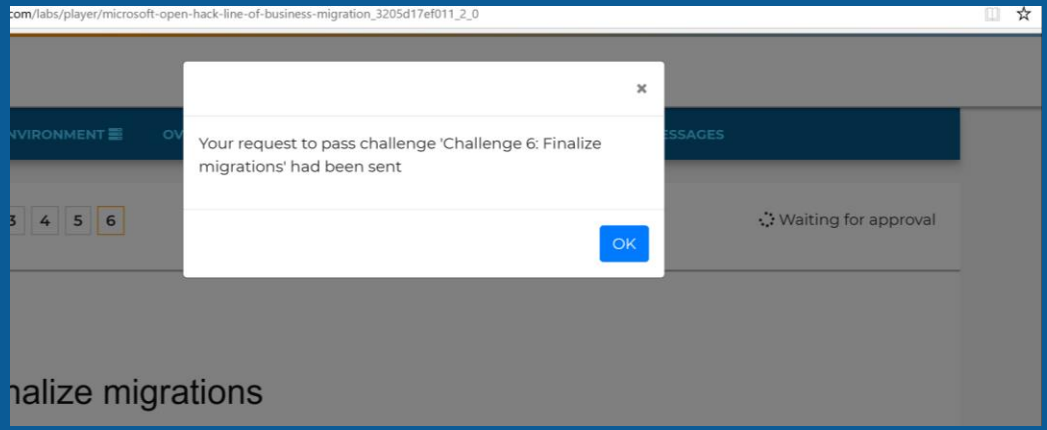
# Badges

# Receiving a Badge

When you reach a Mark Complete on a sufficient challenge level, you will receive a badge for the OpenHack!

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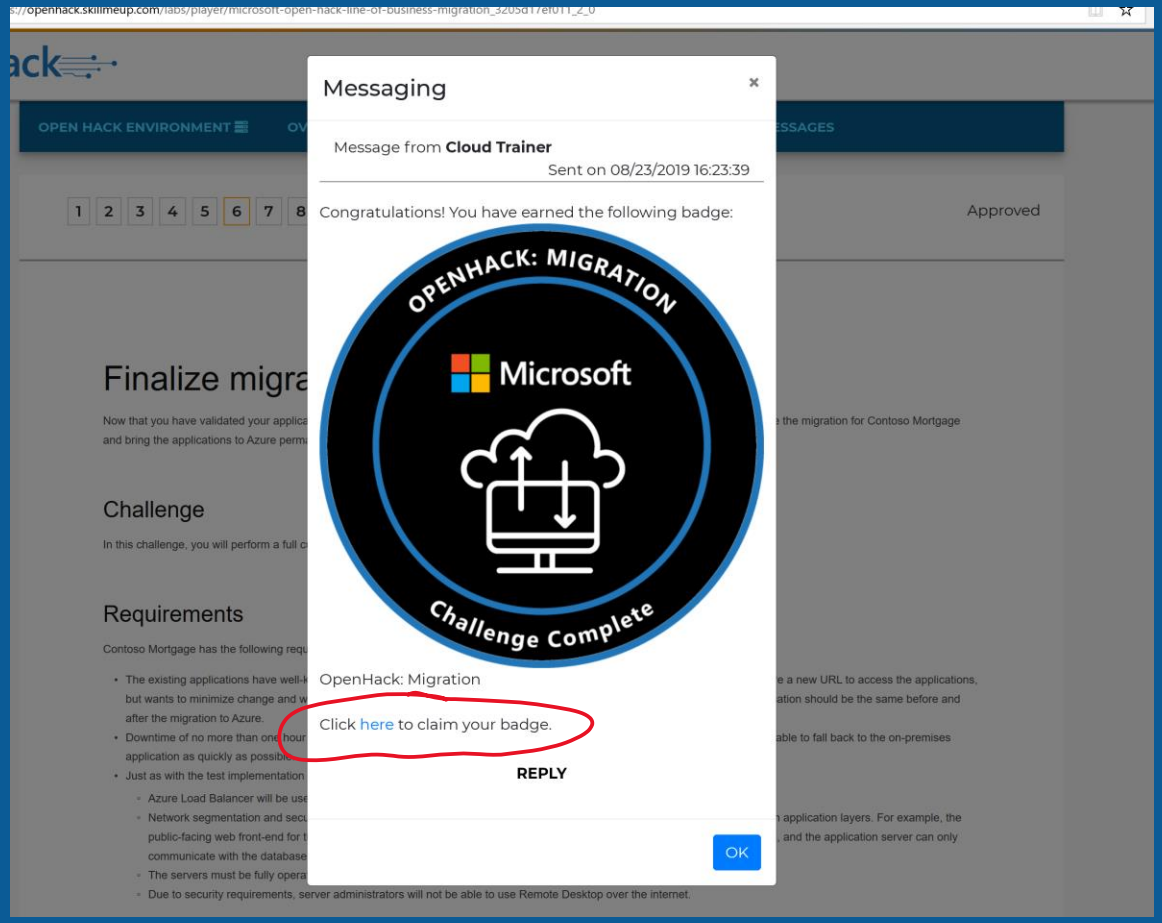
# Claiming a Badge

- Once your coach approves you, you will receive your badge (in a pop-up box).
- Click “here” to claim your badge.




Note: clicking “OK” will not allow you to claim your badge. You must click “here”.
If you accidently click “OK” or “X-out”, don’t worry, just ask your coach to re-issue you your badge.

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# Summary

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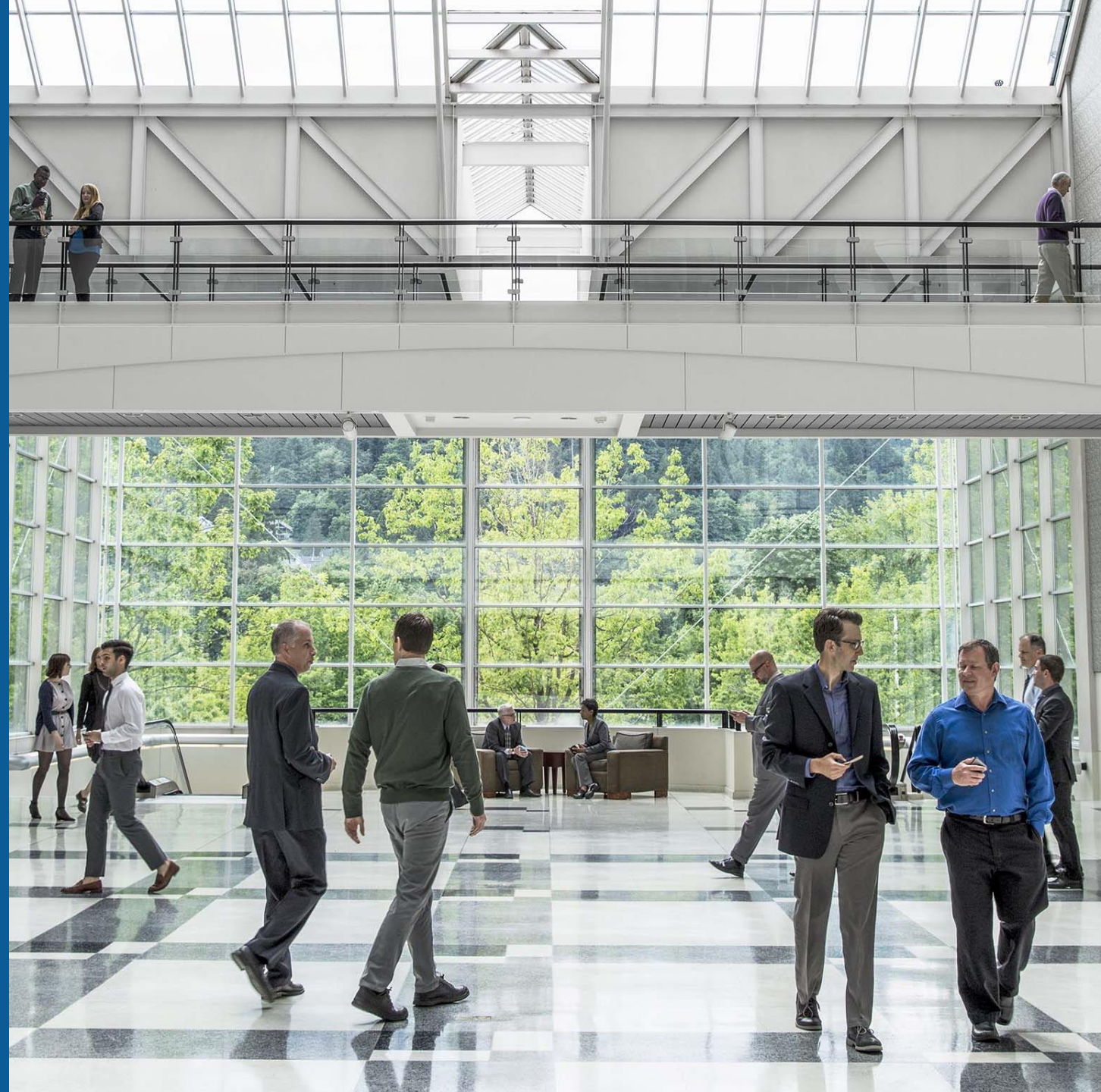

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# Claiming a Badge

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