



PROS UNIVERSITY VIRTUAL CLASS DOCUMENTATION

Daily Tasks

■ Zoom

This virtual course uses Zoom Web Conferencing

- Access the virtual course at the specified time via. [Zoom.us/Join](https://zoom.us/join)
 - Use the Meeting ID provided which was sent in a separate email. (Or) Access Meeting through the Outlook Calendar invite if you've received one.

■ Training Environment

Bookmark Training Environment URL using Chrome web browser

- Ensure your training environment is active and ready prior to the start of class. You can test the training environment by using the unique weblink provided to you in a separate email. If you've reached the login page, your training environment is active.
- **Printing**
 - *Print Exercise Document (*Recommended*)

- *Print Review Guide (*Pricing 310 Class Only)

Technical Recommendations

Highly Recommended and Encouraged: For best training experience, please use two monitors. Double monitors allows you to work in tandem with an instructor as 'class exercises' are completed, viewing slide deck, and for unforeseen triaging.

For best audio quality:

- Use landline phone / or computer audio
 - Mobile device is not recommended (standard / international usage rates apply)
 - Use a set of headphones

Additional Recommendations

- Locate an area where training can take place without interruptions
- Pack a small snack and beverage
- Take great notes. Have a pen and paper ready.

Meetings Scheduled During Virtual Session?

Inform the instructor of the day + start and end time at the beginning of class. You will be responsible for completing any exercises which may have been missed.

Attendee Unexpected Circumstances

We understand that personal and work related events may sometime occur during training. In the event that you cannot attend a session or parts of a session, please reach out to prostraining@pros.com

Unexpected Host Occurrences

In case of host city inclement weather, instructor illness, or other circumstances beyond our control, PROS University reserves the right to post-pone or reschedule virtual training as needed. In the event that any of these circumstances do occur, each student will be directly contacted by email or phone regarding delayed starts or class cancellation.

Questions?

Prior to attending virtual training, if you have any questions regarding training please feel free to reach out to the PROS University Training Team at prostraining@pros.com.

