Georgia Department of Behavioral Health & Developmental Disabilities
Frank W. Berry, Commissioner

Office of Incident Management
Two Peachtree Street, NW • 24th Floor • Atlanta, Georgia, 30303-3142 • 404-657-2252

TRAINING ANNOUNCEMENT

Statewide Criminal Record Database Training:
Criminal History Record Information System (CHRIS) User Instructions for DBHDD Providers

The purpose of this online training is to provide contracted DBHDD Provider Network Contractors the instructions on how to obtain Criminal Background results, explain the rationale behind the system change, and remind Providers of significant components of the DBHDD Background process.

The goal of this online training is to provide:

- Information on how to register to use the CHRIS system.
- Specific instructions on how to access the CHRIS system from the web.
- Details on what can be accessed by the Providers through CHRIS.
- Information on how many days the results are available and DBHDD's reprints of results policy.

Intended Audience: This training is **MANDATORY** for all current Behavioral Health and Developmental Disabilities Providers with an active Provider Agreement, Letter of Agreement, or Contract who submit criminal background checks for review. HR Managers and staff, administrative personnel, and any persons within a provider agency who use the Cogent system to register applicants and obtain results from the DBHDD criminal records section are encouraged to attend.

Important Note: In order to view and hear this online training, you will need to have access to the internet *and* a phone line. You may have multiple participants at one location using one computer, an LCD projector for viewing the material, and a conference phone for listening to the facilitator. Step-by-step instructions for entering the training via internet are found on the page three (3). It is strongly advised that you follow the steps for installing AT&T Connect on page one (1) at least two days prior to your session so you have time to contact us for technical assistance if needed.

Registration is required. Only one registration per agency site will be approved. A record of attendance will be requested from each agency site at the close of the session. Instructions for submitting your attendance record will be sent in advance of the session. No CEUs or Certificates of Attendance will be distributed at the conclusion of this training.

Register online at: http://www.cviog.uga.edu/dbhdd	
Due to the limited number of computers that can access the webinar at one time (approx. 100), we ask that each agency site have their participants access the conference system from **one** computer.	

Training Dates & Times	Registration Deadline	Webinar Instructions
Session #1: **Tues., Oct. 30, 2012** 10:00am – 11:30am	**October 29**	Enter the training at least **10 - 20 min.** before your training session starts. Information for entering the training is provided on page three (3):
Session #2: **Tues., Oct. 30, 2012** 2:00pm – 3:30pm		**Web Conference URL:** www.connectmeeting.att.com
Session #3: Wed., Oct. 31, 2012 10:00am – 11:30am		
Session #4: Wed., Oct. 31, 2012 2:00pm – 3:30pm		**Meeting Number:** 888-808-6929
Session #5: Thurs., Nov. 1, 2012 10:00am – 11:30am		**Access Code:** 8331265
Session #6: Thurs., Nov. 1, 2012 2:00pm – 3:30pm		

For questions and/or more information about this training, please contact Regina Ginyard via email at
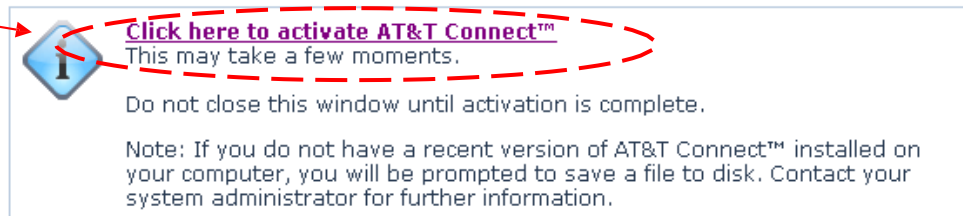DBHDD_Learning@dhr.state.ga.us

Instructions for Accessing AT&T Connect Meeting

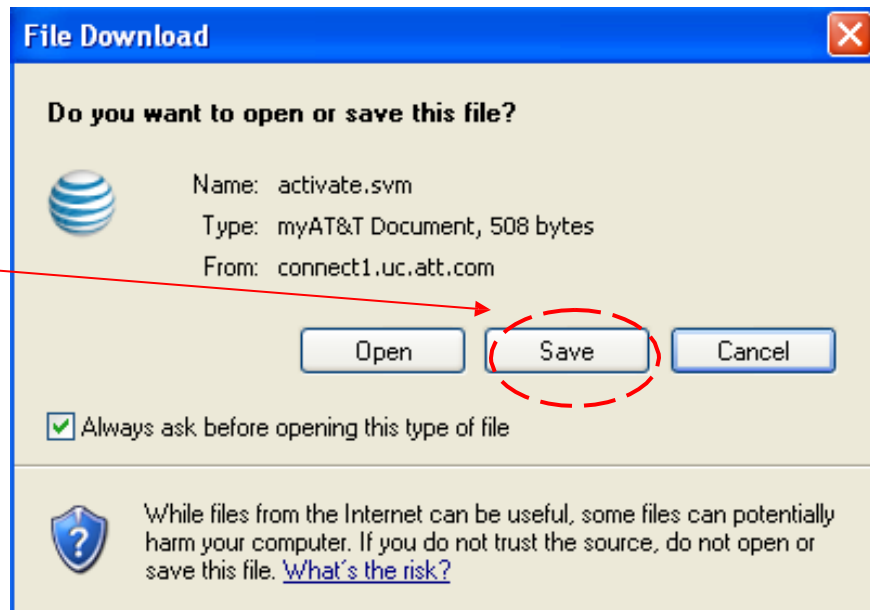## A. INSTALLING AT&T CONNECT ON YOUR COMPUTER (FIRST TIME USERS ONLY)

1. **Download the AT&T Connect client software at http://uc.att.com/support/download_attc_participant.html When prompted, click "Save" to save this file to your desktop, then double-click on it or click "Run" to complete installation.**

2. **Activate the "myAT&T" application. This is your meeting launch pad, a small desktop application that allows you to easily enter your AT&T Connect personal Meeting Room, invite others to your Meeting Room, and more!**

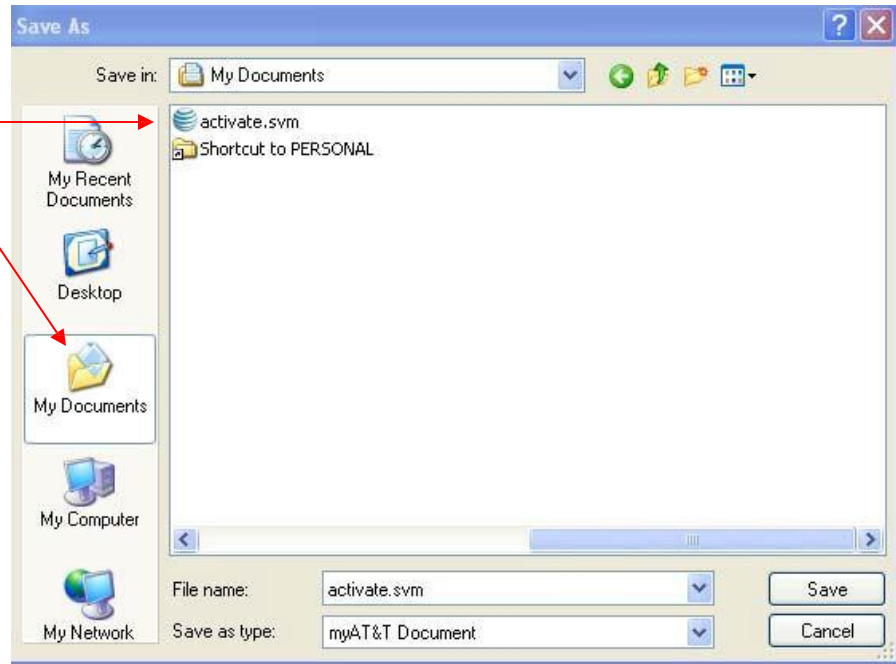Activate the download →

Activate AT&T Connect™

Click here to activate AT&T Connect™
This may take a few moments.

Do not close this window until activation is complete.

Note: If you do not have a recent version of AT&T Connect™ installed on your computer, you will be prompted to save a file to disk. Contact your system administrator for further information.

Prepare to save the file →

File Download

Do you want to open or save this file?

Name: activate.svm
Type: myAT&T Document, 508 bytes
From: connect1.uc.att.com

[Open] [Save] [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Instructions for Accessing AT&T Connect Meeting

Save the file to your hard drive

The ATT Connect icon now resides on your desktop and can easily be launched for each use
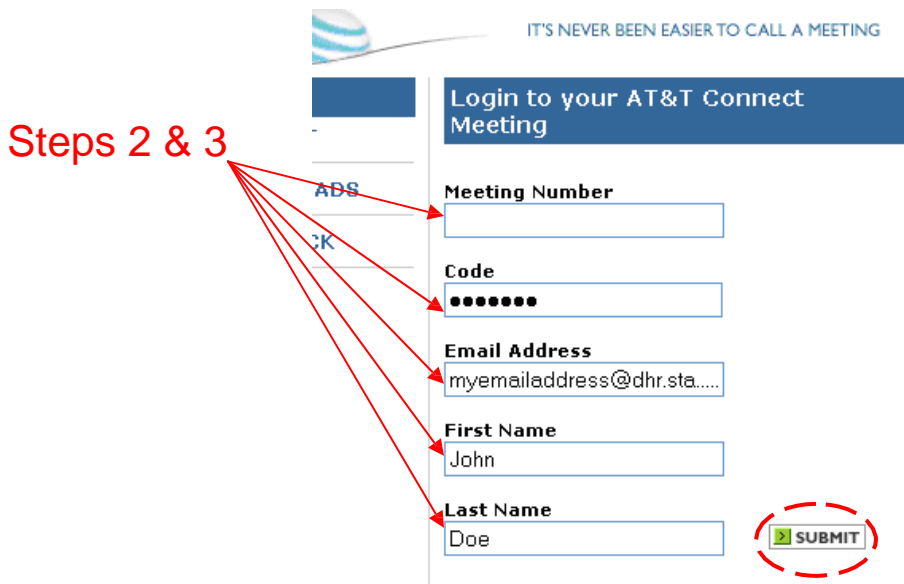
B. ENTERING THE MEETING

1. **From an IE browser go to: www.connectmeeting.att.com**

2. **Enter the following information in its entirety:**
- Meeting number (phone number)
- Code
- (Your) Email Address
- First Name
- Last Name

3. **Press** ▶ SUBMIT **when all information is entered.**

Steps 2 & 3

Login to your AT&T Connect Meeting

Meeting Number

Code
●●●●●●

Email Address
myemailaddress@dhr.sta.....

First Name
John

Last Name
Doe   ▶ SUBMIT

4. **Select** ▶ PARTICIPANT **when prompted on the next screen.**

Login Information | Topic Help

AT&T TeleConference Services
IT'S NEVER BEEN EASIER TO CALL A MEETING

Step 4

Login Information

Please choose between the following:

▶ HOST   ▶ PARTICIPANT

5. **Select** Participant Application (Recommended)
   NOTE: Selecting the Web Participant option will only provide limited user capabilites and functionality in the meeting session.

AT&T Connect

Select AT&T Connect Software

Select the type of AT&T Connect client software you want to use to connect to this Event:

Step 5

Participant Application (Recommended)
A Windows-based application with all available AT&T Connect features -
including features required by the meeting's Host.
To use this option, you must be running the Windows operating system on this
computer, and be able to download and install applications.

Web Participant Application

A browser-based application with some feature limitations.
Use this if you are running on a Macintosh or Linux platform, or if you are not

The following message will appear during connection….

AT&T Connect

Entering the Event

You may close this window after the AT&T Connect
Participant application has opened.

Please note that this Event may be recorded for later
playback.

6. **Join the audio conference:**
- Dial the tool free conference line:
- When prompted, enter the access code
- Dial the 8-digit number that starts and ends with the pound symbol. This number allows you to link your telephone to AT&T Connect so the facilitator can easily identify you when you speak.

The numbers in Step 6 are for sample purposes only!

Please use the numbers that appear on your computer screen when you login. The phone number and access code are also sent to you in advance of the meeting.

Telephone Connection Instructions

How to Join a Meeting by Phone

To dial in:

1 Choose the location nearest to you:
- Toll-Free (**in USA**): (877)402-9753
- Caller Paid (**dial to USA**): -(636)651-3141

2 When prompted, enter the access code: 7311641#

If you are already connected by Phone:

1 Dial #91029768# to link your telephone to your computer.

Step 6