



Booking on an Open Course ('Workshop' available to all Clients)

(Booked Per Seat/Person – order already placed with TR)

And how to Test your connectivity to a WebEx Session


In order to join the online session, it is required that all users who will be attending the session, Register in ONESOURCE University and enrol in the session no less than **3 working days BEFORE the day the training session at the very latest** – 4+ days are preferable
- If a course is on Wednesday, Register and Enrol no later than the previous Friday

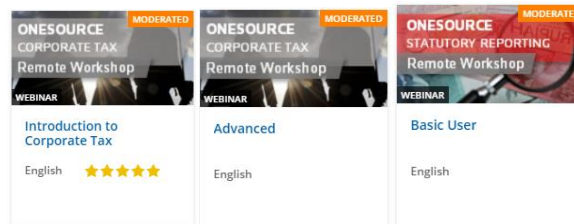
1. Go to ONESOURCE University and Register an account

- <https://onesourceuniversity.thomsonreuters.com/>
- Please use your **full company email** and make sure to set your **company name, country** and **time-zone** (you can check your profile and preferences after logging in by clicking on the menu 'burger' ☰ (top left) and then the Profile 'pencil' ✎).

2. Enrol on the course session that you wish to attend

NOTE: Enrolment closes 3 days before a course session and will disappear from the session list (a course running on Wednesday will show on Friday, but not afterwards). For late enrolments, please contact your Relationship Manager and copy onesource.university@thomsonreuters.com

- Go to the  from the Home page
Scroll down, or use the Categories, to find the product and then course tile (labelled **Remote Workshop**) that has already been ordered – click the tile, eg.



- On the right, Select the correct Session from the drop-down, e.g.



- Click on 

The ONESOURCE University team will then match your enrolment with the order placed with your TR Sales person/ Relationship Manager/ CSM and approve your attendance on the session – this may take up to 48 hours.

You will receive emails to confirm each of these steps, and finally instructions on how to join the session (eg. training centre address or remote details). **Please download and print the training manual before the course starts, or have it available on a second screen during the course.**

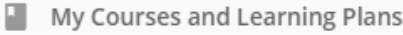
To view your approved enrolment: Log on to OU at <https://onesourceuniversity.thomsonreuters.com/>

If you have any queries or queries with ONESOURCE University on-line, please email the team at OUHELP@thomsonreuters.com





3. Access the training manual (the day before) and join the session on the day

Go to My Courses and click on the course tile

- Click on the menu 'burger' ☰ (top left) and select  My Courses and Learning Plans
- Find the course tile (scroll down or use the FILTERS if needed) and click on it
- You will now be able to (dependant on the course):
 - Download the course manual (for remote classes) – **print or display it on a 2nd screen during the course**
 - **Join remote classes** (or download joining instructions for classroom courses)
 - Access additional eLearning and videos
 - Download supplementary documents (pdfs, spreadsheets, etc)
 - Download your attendance certificate after the course

Within OU you can also:

- View our complete range of courses (use the  from the Home page
- Access a range of **FREE eLearning**: use the , select the Free Courses section
 - Enrol and immediate access will be provided



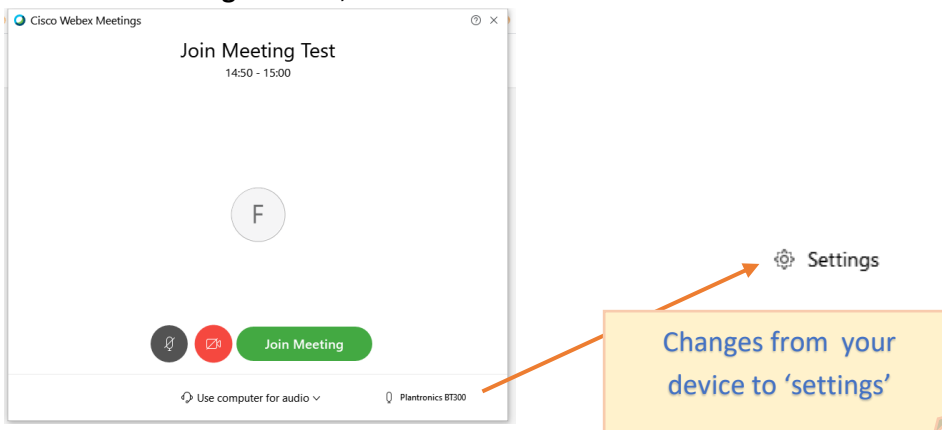
Testing Connectivity to a ONESOURCE WebEx Virtual Classroom

First plug in your headset if you have one: for training sessions, you must have a ‘hands-free’ solution to allow you to listen/talk to the trainer, while using the keyboard.

Go to <https://www.webex.com/test-meeting.html>.

Enter your **name** and **email** address.

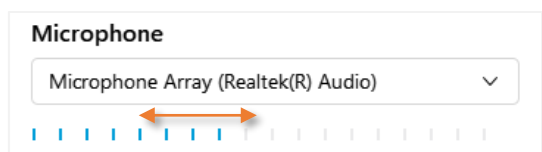
You should now see “Starting Cisco Webex Meetings...” in your browser window, and a **new meeting window**, similar to:



If you do not see this meeting window (or get an error), click on the following link in your browser window: [Having trouble opening the desktop app? Join from your browser.](#) or [Run a temporary application](#)

From the new window, you can test your audio: move you mouse over the currently selected audio device to allow selection of your desired speaker and microphone from the **settings**.

- Use the Test button to test your speaker – you should hear the WebEx jingle
- Speak, sing and/or clap your hands to test the microphone – you should see the blue indicator move:



Once you are confident that you can hear the meeting audio and that the microphone picks up your audio, click on **Join Meeting**.

If you are completely unable to get your speaker/microphone to work properly, you can select to join via the phone instead (details are provided once you have joined the meeting session).

A meeting window will open – **and that’s it!**

Notice that you can:

- Change your audio settings: use the **Audio** menu at the top / Speaker, Microphone, and camera ...
- **Mute** your microphone: use the symbol next to your name



Leave the meeting using icon or the menu option File / Leave meeting.

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