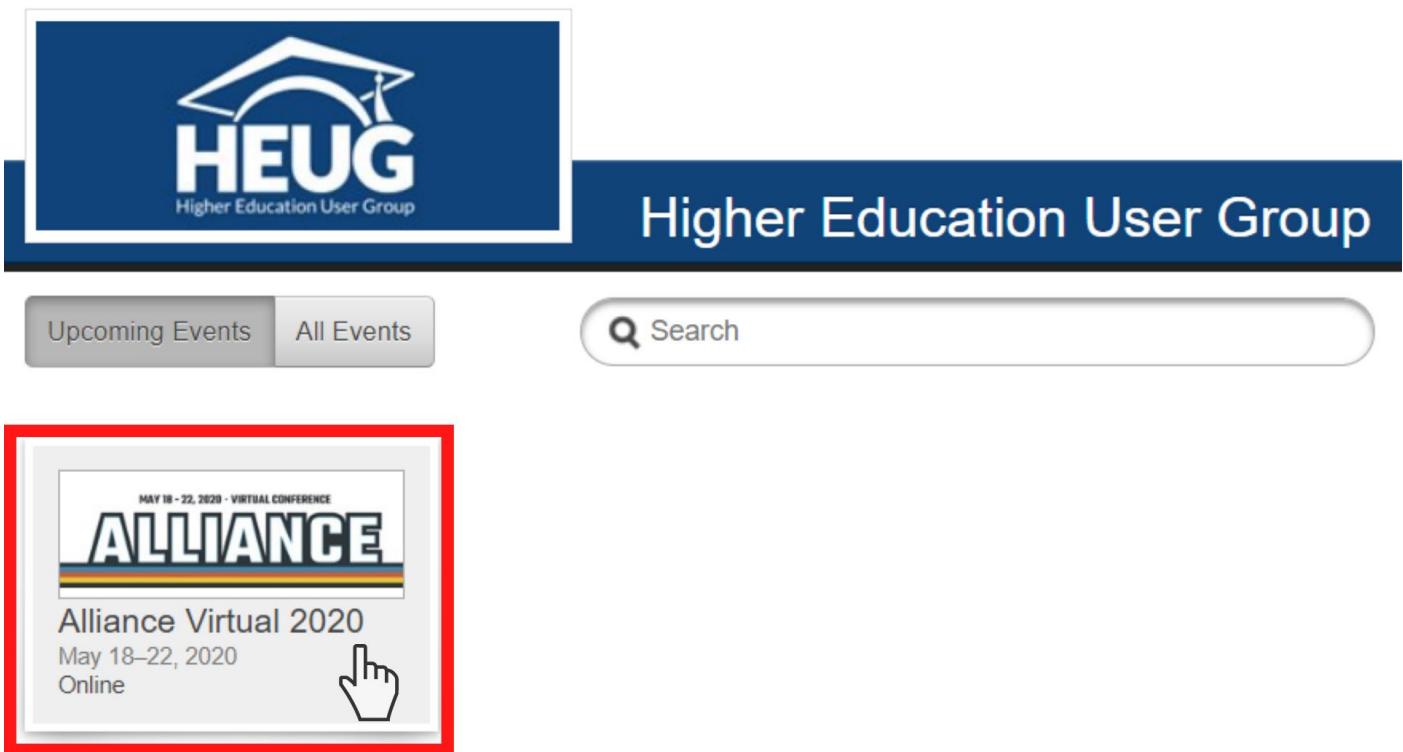


To add sessions to your schedule please follow the instructions below.

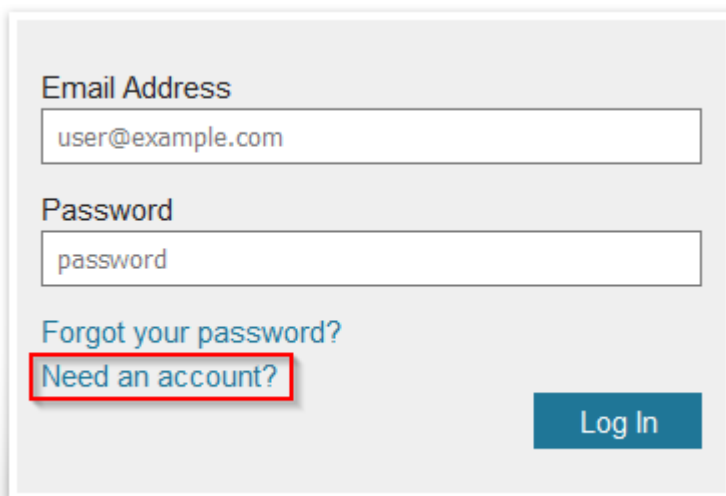
Note: You must be registered for the event

1. Visit, <https://heug.eventsential.org/Home/Details/117> and select Alliance Virtual 2020



The screenshot shows the HEUG (Higher Education User Group) website. At the top left is the HEUG logo, which includes a graduation cap icon and the text "HEUG Higher Education User Group". To the right of the logo is a dark blue banner with the text "Higher Education User Group" in white. Below the banner are two buttons: "Upcoming Events" and "All Events". To the right of these buttons is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a card for the "Alliance Virtual 2020" event. The card has a red border and contains the following text: "MAY 18 - 22, 2020 - VIRTUAL CONFERENCE", "ALLIANCE" (in large, bold, black letters with a rainbow underline), "Alliance Virtual 2020", "May 18-22, 2020", and "Online". A hand cursor icon is positioned over the bottom right corner of the card.

2. If you are new to Eventsential, create an account login by clicking "Need an Account?".



The screenshot shows the Eventsential login form. It has a light gray background and a white border. At the top is the label "Email Address" above a text input field containing "user@example.com". Below that is the label "Password" above a text input field containing "password". Under the password field is the text "Forgot your password?" in blue. Below that is a link "Need an account?" which is highlighted with a red border. At the bottom right is a blue button with the text "Log In" in white.

We recommend using the same e-mail address and password that you use to login on HEUG.Online. You will receive an email verification to the address you provided.

Email Address

Confirm Email Address

Password

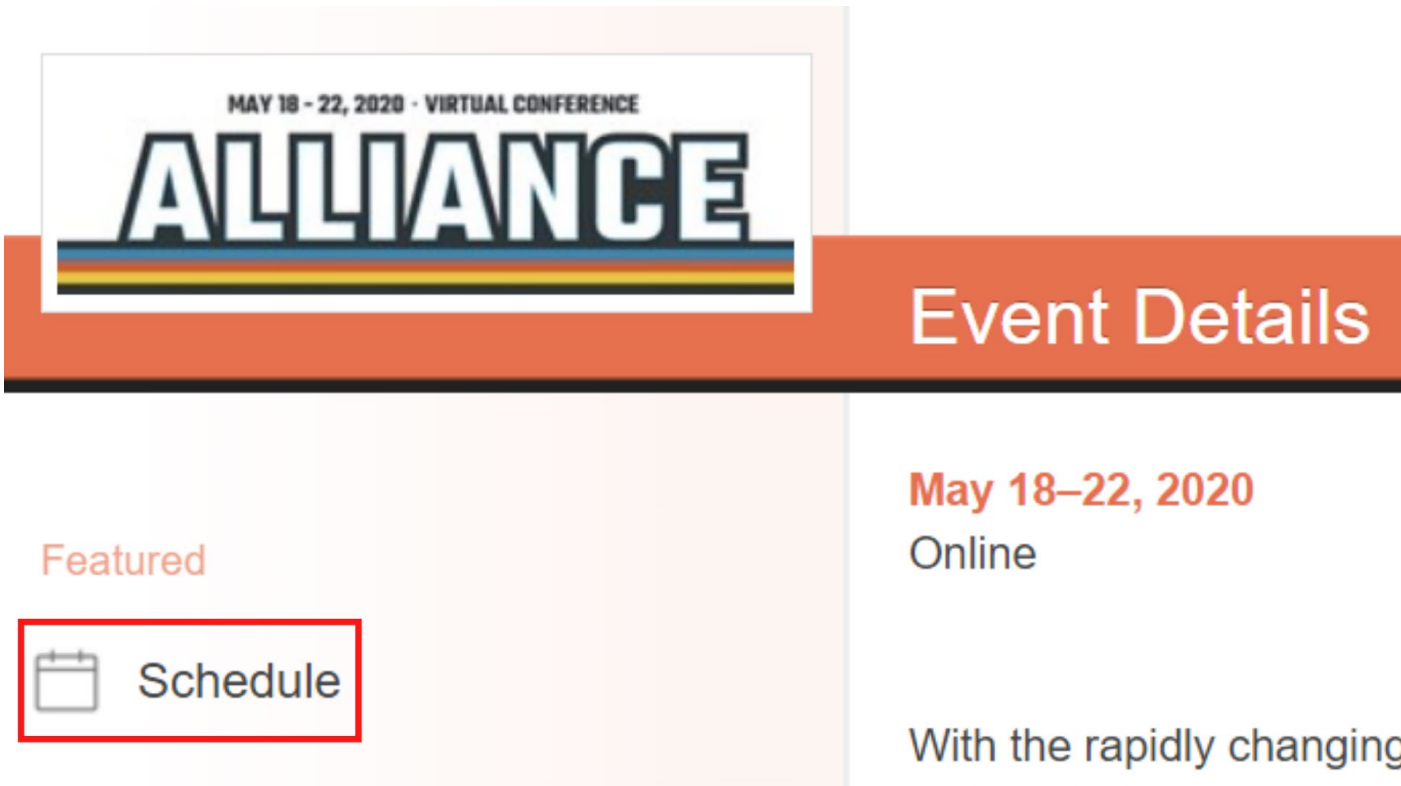
Confirm password

First Name

Last Name


[Have an account?](#)

3. Once you are logged in to the Alliance Virtual 2020 event click the “schedule” link in the left menu.



The image shows a screenshot of the Alliance Virtual 2020 event details page. At the top left, there is a banner with the text "MAY 18 - 22, 2020 · VIRTUAL CONFERENCE" and the word "ALLIANCE" in large, bold, white letters with a blue and yellow underline. To the right of the banner is a large orange bar with the text "Event Details" in white. Below the banner, on the left side, there is a "Featured" section with a red-bordered box containing a calendar icon and the word "Schedule". On the right side, there is a section with the text "May 18–22, 2020" and "Online". At the bottom right, there is a section with the text "With the rapidly changing".

Featured

 Schedule

Event Details

May 18–22, 2020

Online

With the rapidly changing

4. Using the left and right arrows, select the date and time frame that you wish to view sessions for. Click on any session to learn more about them.

← May 11 11:00 AM – May 18 4:45 PM May 18 4:45 PM – May 19 4:45 PM May 19 4:45 PM – May 20 3:30 PM May 20 3:30 PM – May 21 3:30 PM May 21 3:30 PM – May 22 6:00 PM →

Wednesday, May 20, 2020

- 7079 - Deploying Oracle E-Business Suite for On-Premise and Oracle Cloud 3:30PM–4:30PM, Virtual 6
- 7213 - Spotlight on Student Cloud: Butler, Juilliard and Penn State Discuss their Unique Student Transformation Journeys 3:30PM–4:30PM, Virtual 2
- 7232 - What you can achieve with uAchieve 3:30PM–4:30PM, Virtual 10
- 6581 - Oracle Student Management Cloud. We did it! 4:45PM–5:45PM, Virtual 1
- 6609 - Batch you'll love it! How Duke implemented Batch refunding.** 4:45PM–5:45PM, Virtual 8
- 6655 - Configurable Support: IB tool for real-time Messaging event notifications 4:45PM–5:45PM, Virtual 4

5. Once you find one you want to attend, on the upper-right-hand corner click “Select Session” and it will add the session to your schedule.

6609 - Batch you'll love it! How Duke implemented Batch refunding. Select Session

[Back to Schedule](#)

6609 - Batch you'll love it! How Duke implemented Batch refunding.
Wednesday, May 20
4:45 PM–5:45 PM

A schedule item that is in your schedule will display a filled in icon.

✓ Tentative Process 11:15AM–12:15PM, 115B

6684 - Wrangling Creative Program Dates into Standard Term Builds 11:15AM–12:15PM, 120B

6736 - Data is your differentiator!. Change everything you do, without accurate data you improve nothing

Additionally, you can remove a session from your schedule by navigating to the session and clicking “Deselect Session”.

6684 - Wrangling Creative Program Dates into Standard Term Builds

Back to Schedule

6684 - Wrangling Creative Program Dates into Standard Term Builds

Deselect Session

6. To view your schedule, click the “My Schedule” filter button on the Schedule page.

Schedule + Add Appointment

Search Filter **My Schedule** All Sessions

Wednesday, May 20, 2020

6609 - Batch you'll love it! How Duke implemented Batch refunding. 4:45PM-5:45PM, Virtual 8 >

7. You can add in your own calendar items by clicking the “Add Appointment” button in the top right.

Schedule + Add Appointment

Search Filter My Schedule All Sessions

Wednesday, May 20, 2020

6609 - Batch you'll love it! How Duke implemented Batch refunding. 4:45PM-5:45PM, Virtual 8 >