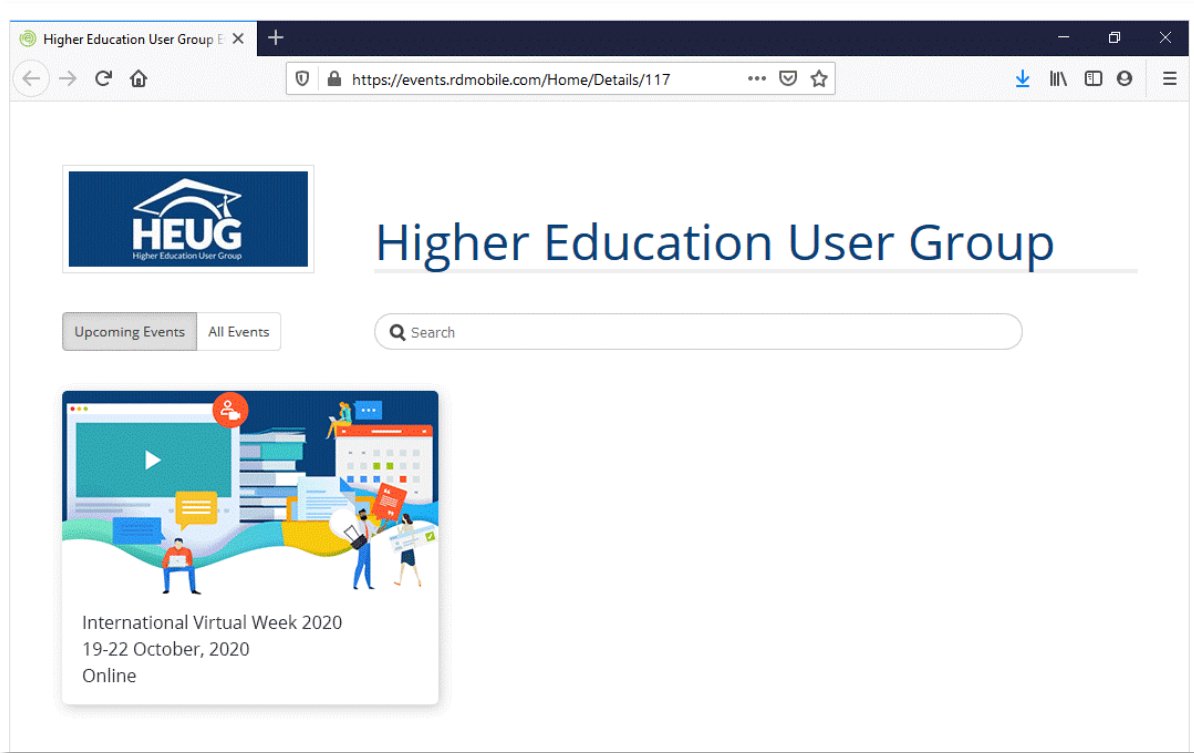


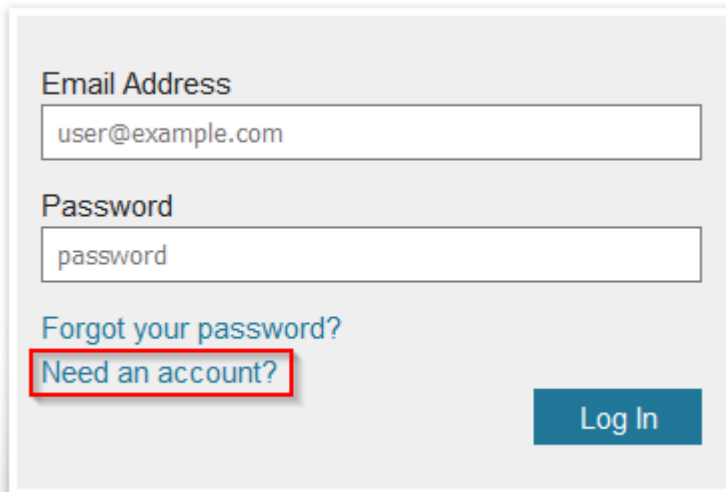
To add sessions to your schedule please follow the instructions below.

Note: You must be registered for the event

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



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

A screenshot of a login form on a website. The form has a light gray background and contains the following elements: an "Email Address" label above a text input field containing "user@example.com"; a "Password" label above a text input field containing "password"; a link "Forgot your password?" in blue text; a link "Need an account?" in blue text, which is highlighted with a red rectangular border; and a blue "Log In" button at the bottom right.

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

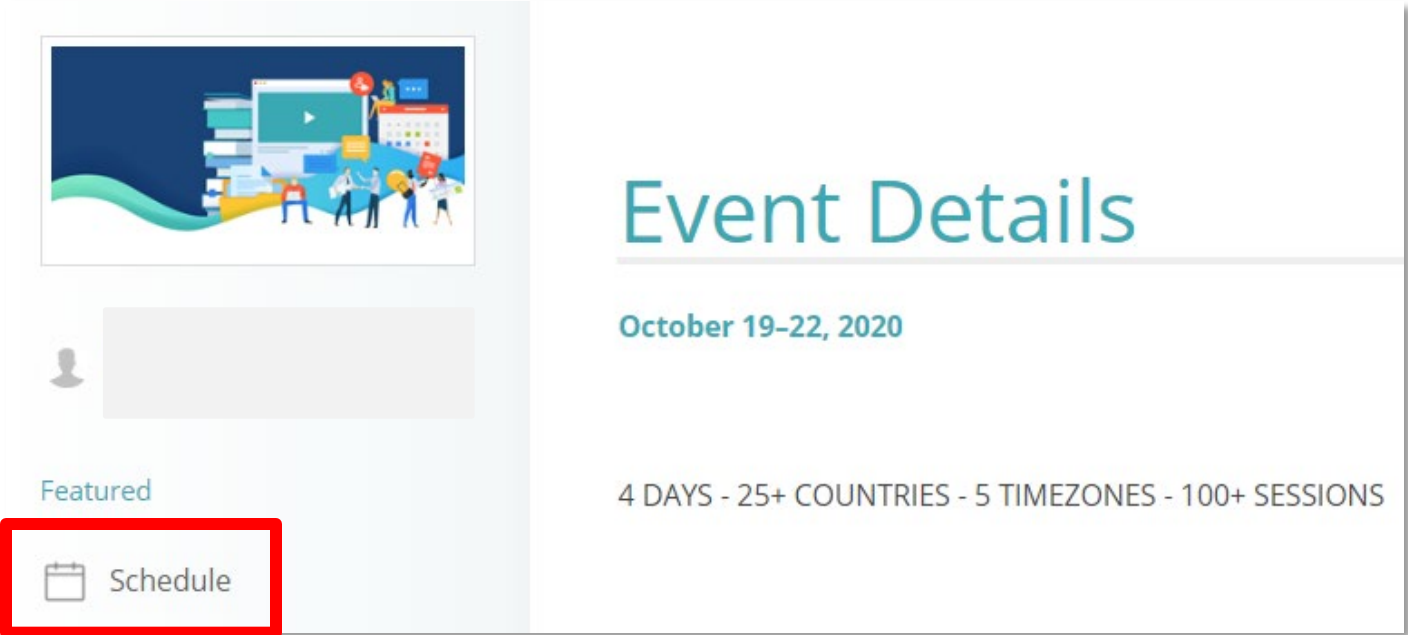
First Name

Last Name

[Have an account?](#)

[Create Account](#)

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



The image shows a screenshot of an event details page. On the left side, there is a navigation menu with a 'Featured' section containing a 'Schedule' link, which is highlighted with a red rectangular box. The main content area on the right features a large blue header 'Event Details', followed by the dates 'October 19-22, 2020' and the event statistics '4 DAYS - 25+ COUNTRIES - 5 TIMEZONES - 100+ SESSIONS'. At the top left of the page, there is a colorful illustration of people interacting with digital devices and a calendar.

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.

← Oct 18, 3:00 PM – Oct 19, 8:00 AM Oct 19, 9:00 AM – Oct 20, 4:00 AM Oct 20, 5:00 AM – Oct 20, 7:00 PM Oct 20, 7:00 PM – Oct 21, 5:30 PM Oct 21, 5:30 PM – Oct 22, 3:00 PM →

Sunday, October 18, 2020

- 9005 - Testing as a Strategy for Adoption**
3:00 PM – 4:00 PM PDT , Virtual Room 5 >
- 9022 - PS Query for Functional Users – Intermediate to Advanced**
3:00 PM – 4:00 PM PDT , Virtual Room 2 >
- 9048 - Improve operational efficiency and accuracy using Intelligent Process Automation**
3:00 PM – 4:00 PM PDT , Virtual Room 1 >
- 9107 - Securing PeopleSoft with Multi Factor Authentication**
3:00 PM – 4:00 PM PDT , Virtual Room 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.

< Schedule Select Session

9022 - PS Query for Functional Users – Intermediate to Advanced

9022 - PS Query for Functional Users - Intermediate to Advanced
Sunday, October 18
3:00 PM – 4:00 PM PDT

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

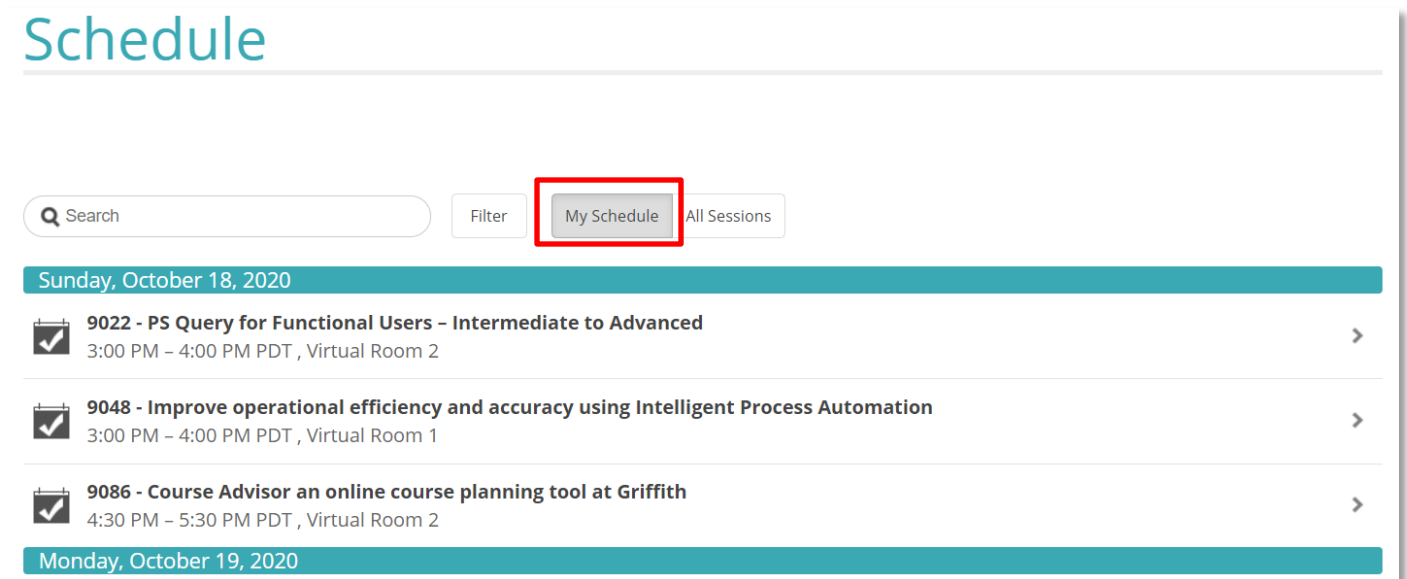
9022 - PS Query for Functional Users - Intermediate to Advanced
3:00 PM – 4:00 PM PDT , Virtual Room 2 >

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



The screenshot shows a session page for "9022 - PS Query for Functional Users – Intermediate to Advanced". At the top left, there is a "Schedule" link with a back arrow. At the top right, a "Deselect Session" button with a checkmark icon is highlighted with a red box. Below the title, the session details are listed: "9022 - PS Query for Functional Users – Intermediate to Advanced", "Sunday, October 18", and "3:00 PM – 4:00 PM PDT".

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

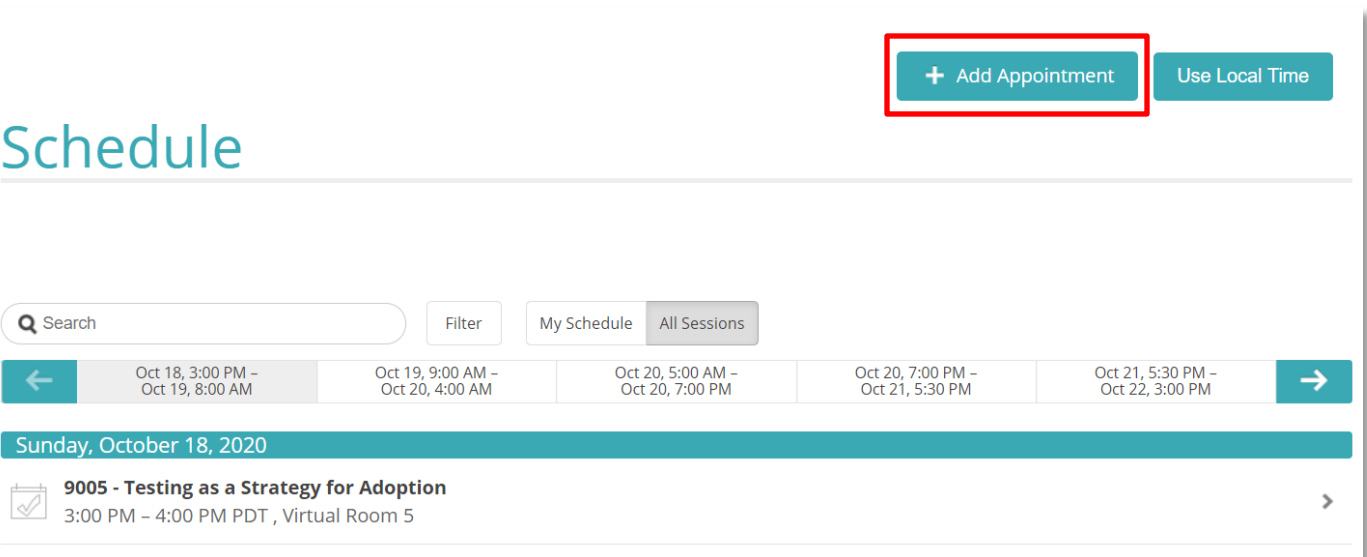


The screenshot shows the "Schedule" page. At the top, there is a search bar and a "Filter" button. The "My Schedule" filter button is highlighted with a red box. Below the filter buttons, the schedule is displayed for "Sunday, October 18, 2020". Three sessions are listed, each with a checkmark icon and a right arrow:

- 9022 - PS Query for Functional Users – Intermediate to Advanced**
3:00 PM – 4:00 PM PDT , Virtual Room 2
- 9048 - Improve operational efficiency and accuracy using Intelligent Process Automation**
3:00 PM – 4:00 PM PDT , Virtual Room 1
- 9086 - Course Advisor an online course planning tool at Griffith**
4:30 PM – 5:30 PM PDT , Virtual Room 2

Below the sessions, the date "Monday, October 19, 2020" is displayed.

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



The screenshot shows the "Schedule" page. At the top right, a "+ Add Appointment" button is highlighted with a red box. Next to it is a "Use Local Time" button. Below the buttons, the schedule is displayed for "Sunday, October 18, 2020". A calendar navigation bar is visible, showing dates from Oct 18 to Oct 22. Below the calendar, one session is listed with a checkmark icon and a right arrow:

- 9005 - Testing as a Strategy for Adoption**
3:00 PM – 4:00 PM PDT , Virtual Room 5