

Instructions to Access the LPP RFP Bidders Conference

1. When at the NYSED website click the link that reads 2012-2017 LPP Webinar
2. A page that reads Blackboard Collaborate should appear
3. Click the tab that reads Recordings (which should bring you to the recording name LPP GC 12-005 Bidders Conference if this does not occur follow steps 4.
4. Select Recording tab and then select June 5 on the calendar on the right side of your screen
5. Complete the required information: Email Address and Full Name
6. To play the recording move your cursor to the bottom left portion of your screen and click the X icon next to the word cancel.
7. Wait a few seconds while the site searches for the LPP GC 12-2005 Bidders Conference
8. Be sure to accept and unblock the security permissions that pops up on your screen.
9. You will now see a pop up dialogue boxes that asks you to play or save the program (choose your preference).
10. If you choose to play, the next dialogue box will ask you to run the application. Allow the session to fully buffer before you begin to play the recording.