

Net 3 or TETN Process

@ Admin Bldg.

1st Reserve a location: DLL Room 125 in CTI (reserve in Eduphoria)
Renaissance (reserve in Eduphoria)

2nd Register @ Region III: When registering for workshop @ Region III

There will be a location box hit drop down arrow select location you reserved and click
Example: **DLL**

3rd Submit Work order in Eduphoria: Go to helpdesk click My computer system
then District Learning System Setup

4th Contact Chris Mumphord: Send Email reminder with workshop #,
date, time & location (we can all use reminders)

Arrive @ 15-20 min to location prior to start time so that you can get the
Projector turned on and be ready to accept the call in order to receive the
presentation. You need the TANBERG or Polycom remote to answer call

IF THE PRESENTATION IS ALREADY STARTED YOU ARE LATE!

**You and or someone in your department must contact Chris or Region III and get
them to either make the call again or they must add you to the group
Region III Contact info 361/573-0731 ask for Gayle Repka or Bob Buchholz
Chris M – 40918**

It is you and or your department's responsibility to make this happen!!