

Safe Alcohol Service Alcohol Awareness Virtual Training Instructions

1. How to join the class: (Chrome Browser recommended)

- a. You will receive an email from the instructor inviting you to the Microsoft Virtual S.A.S Alcohol Awareness class. This will include date, time, and class information.
- b. You will need to do the following BEFORE the class starts:
 - i. Are you at a desktop computer? **Join via WEB option** on desktop only.
 - ii. Are you joining via cell phone? **MUST download the Microsoft team's app BEFORE the class** in order to join. You will be able to directly join the class once the app is downloaded.
 - iii. Please be sure to ALLOW camera and microphone when prompted.
 - iv. The instructor must visually see you on the screen. State law requires this.

2. Virtual Class Etiquette:

- a. Mute microphone at all times unless speaking.
- b. Utilize the Chat menu to ask questions.
- c. **Must arrive 15 minutes early** to make sure there is no technical issues.

3. Test requirements:

- a. Must be seen on screen ONE on ONE with the instructor.
 - i. Class participants will get a one on one invite ONCE the class is over, the test **MUST be taken with instructor within 1 hour** of the class. Time slots will be offered at the end of class.
- b. Must present ID to instructor on the screen to match the ID on the registration form.
- c. You can only submit the test ONCE, the instructor will know if you attempt to resubmit.
- d. After submission, the instructor will review the test.
- e. Questions are allowed during the test either via chat menu or directly.

4. Additional Clarification:

- a. Once the test is completed, the instructor will preview the test for results. The participant can remain on the screen to get results.
- b. Your certificate will be emailed within 24 hours, if a hard copy is required that will be mailed within 5 days.
- c. Handouts from the class will be emailed upon request.