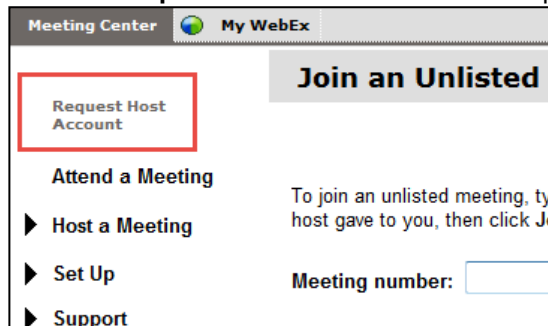


Request a WebEx Host Account

Instructions for ConnSCU Faculty and Staff using ConnSCU WebEx

1. Go to <https://connscu.webex.com>
2. Click the **Request Host Account** link in the upper left corner:



3. Fill out the form. NOTE:
 - a. You must use your college or university email address, not a personal email address.
 - b. Community college faculty, use the “commnet” version of your email address, not the one with the college name in it. Be certain you type your email address in correctly!
 - c. **When you enter your email, your username will appear in that field.** It will be your first initial last name (i.e., Jane Doe’s username would be *jdoe*). You cannot change your username.
 - d. Fill out all the other form fields. (*M.I.* is “middle initial” and you can skip it.)
4. After you submit the form, go check your college or university email. You will see a message there containing a link to confirm your WebEx account. Click the link.
5. You will get another email message. This one contains a link that enables you to set your Host account password. Click the link, then enter the password you wish to use for your Host account and confirm it. Then click submit. NOTE:
 - a. This is not the same as your NetID password or other college/university passwords. **Be sure to write it down so you will remember it!**
6. Now go back to <https://connscu.webex.com> and click the **Host Log In** button at top right. You can begin using WebEx!

