Important Information for your Essentials virtual course by Liturgy Training Publications.

The Essentials of Catholic Liturgy and The Essentials of Christian Initiation are interactive courses that use a combination of online platforms. Please take a few moments to read the pages of this document. We hope this document will assist you in navigating the various steps you should take to make the most out of your virtual training experience. If you have any questions, we recommend that you contact us with the information found on the bottom of page 5 of this document.

**REQUIRED TECHNOLOGY:** Desktop or laptop computer, internet connection, web browser (Internet Explorer 8 or higher or Mozilla Firefox), and Adobe Flash Player version 13 or greater.

**STEP ONE** Log-in to the Essentials website.

Use the LOGIN button on the top of either website. You may wish to bookmark this page.
- Username: Email you used to register for the course. Same email address associated with your LTP.org account.
- Password: Same password you used/created when registering for the course. If having difficulties, see the Common Problems table below.

or use this link for The Essentials of Catholic Liturgy
HTTPS://TEOCL.ORG/ACCOUNTLOGIN

or use this link for The Essentials of Christian Initiation
HTTPS://TEOCI.ORG/ACCOUNTLOGIN

**NOTE:** The two website addresses look very similar.
The Essentials of Catholic Liturgy = www.TEOCL.org
The Essentials of Christian Initiation = www.TEOCI.org

<table>
<thead>
<tr>
<th>Common Problems</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can’t remember password? Don’t think you ever got a password?</td>
<td>Before calling LTP, try the “Forgot password?” link under the login button.</td>
</tr>
<tr>
<td>Unable to login or email not recognized?</td>
<td>If someone registered you for the course, you must e-mail <a href="mailto:TRAINING@LTP.ORG">TRAINING@LTP.ORG</a> to ensure your e-mail address is associated with the account.</td>
</tr>
</tbody>
</table>

**Verify** STEP ONE is complete.

After logging in to the website, you will be returned to the main home screen. You should now see an extra link added to the top menu bar. WELCOME, YOUR NAME
**STEP TWO  Go to your course page.**

Each class (or course offering) has its own specific webpage. Click **WELCOME, YOUR NAME** near the top of the screen. You will see one of two things...

1. If you are enrolled in only one course, you will be brought directly to your course page.
2. If you are enrolled for several courses, you will see a full list of those courses. Choose the current course and click "Course Page."

**Verify  STEP TWO is complete.**

When logged into the Essentials website, all class participants will be able to see a special area of the course offering screen. See below for more information.

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**Virtual Classroom**

All online sessions take place in this Adobe Connect meeting room. **BEFORE** signing into the virtual classroom, read STEPS THREE and FOUR of this document.

**Course Forum**

Here, your course presenters will communicate with you and post "homework" assignments. You will have the opportunity to ask questions to fellow classmates.

**Recordings of Sessions**

If you missed a session, go to your Course Forum after 12pm ET the next day. There will be a post from the instructor with a link to the recorded session.

**Supplemental Material**

Each Essentials course grants you access to several articles, book excerpts, and videos.

**Course Schedule**

Add all dates and times to your personal calendar.
STEP THREE  Prepare your computer software.

To ensure that your computer and internet connection is configured properly, you must perform a diagnostic test before each session. Perform this test (link below) even if you have previously participated in an LTP Virtual Workshop or Essentials course. You may need to copy and paste this link into MS Internet Explorer or Mozilla Firefox. Google Chrome is not a compatible browser.

Diagnostic Test link: http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm

ALL USERS must perform the diagnostic test in the red box below.

Verify  STEP THREE is complete.

Depending on your browser/computer, you may see 2 or 4 green check marks. Regardless, you should see a successful test result.
STEP FOUR  Enter your virtual classroom.

#1 Go to your course page on the ECL/ECI website.  
   See STEP TWO of this document.

#2 Click the classroom link toward the top of the screen.  
   (Seen here as red button.)

#3 Under the Adobe Connect logo (grey/green squares),  
   be sure the word Guest is highlighted.  
   Type in your first and last name and click "Enter Room."

Note: Some advanced users may choose to enter  
as a Registered User – this is optional  
and not mandatory.
ADDITIONAL NOTES

TECHNOLOGY TESTS: Participants are required to attend a live technology test before the course begins. This is designed to serve as a virtual orientation to the Adobe Connect platform and address individual questions and technology issues well before the course starts. For most participants, this test will take no longer than 10 minutes. Please note: Attending a live technology test is of utmost importance. If you are not able to attend any of the technology tests, contact TRAINING@LTP.ORG to make a special appointment. All of our customer service representatives will be extremely busy in the hour leading up to the first session. Please do not wait until the last minute.

This link is for your technology test only. http://ltp.adobeconnect.com/tech-test/

This test should only take 10 minutes. Sign In. Make sure you can see, hear, and communicate with the moderator.

<table>
<thead>
<tr>
<th>Wednesday, January 22, 2020</th>
<th>Monday, January 27, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:45pm ET</td>
<td>8:00-8:45pm ET</td>
</tr>
<tr>
<td>Monday, January 27, 2020</td>
<td>Monday, January 29, 2020</td>
</tr>
<tr>
<td>5:00-5:45pm ET</td>
<td>8:00-8:45pm ET</td>
</tr>
<tr>
<td>Wednesday, January 29, 2020</td>
<td>Monday, February 3, 2020</td>
</tr>
<tr>
<td>8:00-8:45pm ET</td>
<td>5:00-5:45pm ET</td>
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REQUIRED TEXT: Each LTP Essentials course has a required text. Links are included below. If you are ordering your resource less than two weeks prior to the first class, we encourage you to call our customer service department at 800-933-1800 and speak directly to an associate to ensure on-time delivery. Please note that you can also purchase many LTP resources as e-books through Amazon, Google, and iTunes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Resource</th>
<th>Direct Link</th>
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<tbody>
<tr>
<td>The Essentials of Catholic Liturgy Track One: The Basics of Liturgy</td>
<td>The Liturgy Documents, Volume One, 5th Edition</td>
<td></td>
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<tr>
<td></td>
<td>Essential Documents for Parish Worship</td>
<td></td>
</tr>
<tr>
<td>The Essentials of Catholic Liturgy Track Three: Liturgy, Life, and Discipleship</td>
<td>To be determined.</td>
<td>To be determined.</td>
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VIRTUAL CLASSROOM: LTP Essentials courses will use the Adobe Connect platform for our virtual classroom. You will need a computer with a solid internet connection and speakers or earbuds/headphones. A webcam and microphone will not be necessary.

- Web Browser: Use MS Internet Explorer or Mozilla Firefox, not Google Chrome. You may need to copy and paste URL web addresses directly in to these browsers.
- Classroom link: See your Course Page for a direct link. (STEP TWO of this document)
- Select Enter as Guest and enter your full name.

ATTENDANCE: The Adobe Connect platform can only keep track of those who have attended live sessions and will record the name you entered upon signing in each week. Because the classes are interactive, your attendance is important and your participation will enhance the learning experience. Recordings for each session will be posted as a web link on the Course Forum (see STEP TWO of this document) by 12:00pm the following day. Unfortunately, the technology will not record attendance if you watched a recorded session.

ASSISTANCE: If you have any questions in the weeks leading up to your Essentials course, please contact us by e-mailing us at TRAINING@LTP.ORG or by calling 773-579-4900, ext. 3514 (Liliana) or ext. 3531 (Michael).