

## CBA ON-LINE REMOTE TRAINING CHECKLIST

	Task	Completed (Y/N)
1	Students should test Internet Speed at <a href="http://www.speedtest.net">www.speedtest.net</a> . Minimum Upload/Download requirements are - upload (10 mbps) / download (2 mbps). Those without the minimum speeds should contact CBA to discuss their internet working capacity.	Speed: <b>U</b> - _____ <b>D</b> - _____
2	Remote training participants need to have experience to navigate web conferencing applications such as WebEx, LogMeln, GoToMeeting, Teams, etc. Student must be able to operate a typical Windows program/environment and follow directions for entering data in spreadsheets and forms.	<b>Y</b> - _____ <b>N</b> - _____
3	The use of two monitors is highly recommended to enhance your training experience. One monitor will be used for viewing the training environment and the second monitor for viewing the instructors screen.	<b>Y</b> - _____ <b>N</b> - _____
4	Each student will receive three emails a few days prior to the start date of the class. The topic of each email is listed below: <ul style="list-style-type: none"> <li>- Online meeting application invitation</li> <li>- LogMeln invitation to access the training environment</li> <li>- General training instructions</li> </ul>	