

# Vestigo Online Training

## Required Setup Instructions

What you will need to participate in Vestigo Online Training:

The below guide will help you get set up for your training session.

**Please do an equipment check prior to training to ensure your equipment is compatible with the training platform.**

### Please Read

You will need to have access to two internet connected devices, one of these will be your Long Arm device (Laptop/ Desktop/ Force Computer). You will need a second device to access the 'GoToTraining' platform which is what the trainer will use to present slides and communicate with the class. You can use a second laptop, iPad, Tablet or smartphone for this, **however some forces may block the GoToTraining application by default**. If you intend to use a force device as your 2<sup>nd</sup> device please check with your IT department. You can use a personal device to access the training.

## EQUIPMENT

### 1. Internet Connection

If you are working from home, this is fine, your home broadband will be sufficient or open wifi in you workplace.

### 2. Device to access Long Arm®

You will need a Long Arm® accessible device and will need to be logged in to Long Arm® for the duration of the training.

YOU WILL NEED YOUR LONG ARM LOG IN DETAIL'S – IF YOU HAVE NOT BEEN ALLOCATED THESE PLEASE CONTACT YOUR ORGANSATION SPOC PRIOR TO THE TRAINING. IF THEY ARE NOT AVAILABLE OR YOU DO NOT KNOW WHO THIS IS, PLEASE EMAIL [support@ii-solutions.co.uk](mailto:support@ii-solutions.co.uk) . THIS MUST BE DONE PRIOR TO THE START OF THE TRAINING SESSION.



### 3. Accessing GoToTraining



We use the 'GoToTraining' application for the Online Classroom. To access this, you will need a 2<sup>nd</sup> internet connected device. This can be a second laptop (Windows or Mac, An iPad or Tablet, even a smart phone)

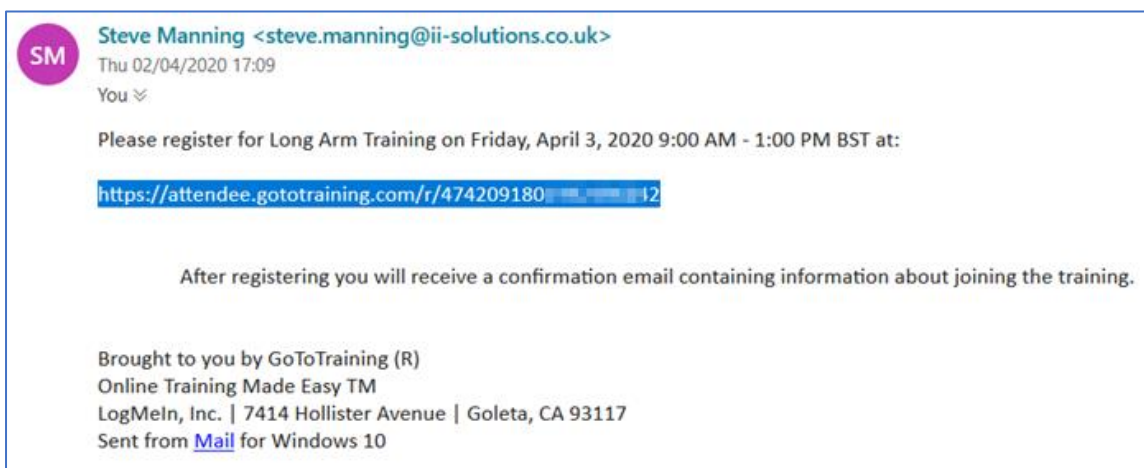
If using a Tablet or Smartphone you can download the GoToTraining APP for free from the APP or Play Store, if you are using a 2<sup>nd</sup> computer you can access though the browser.

A personal device is fine for this purpose as it is only used to access the online classroom.

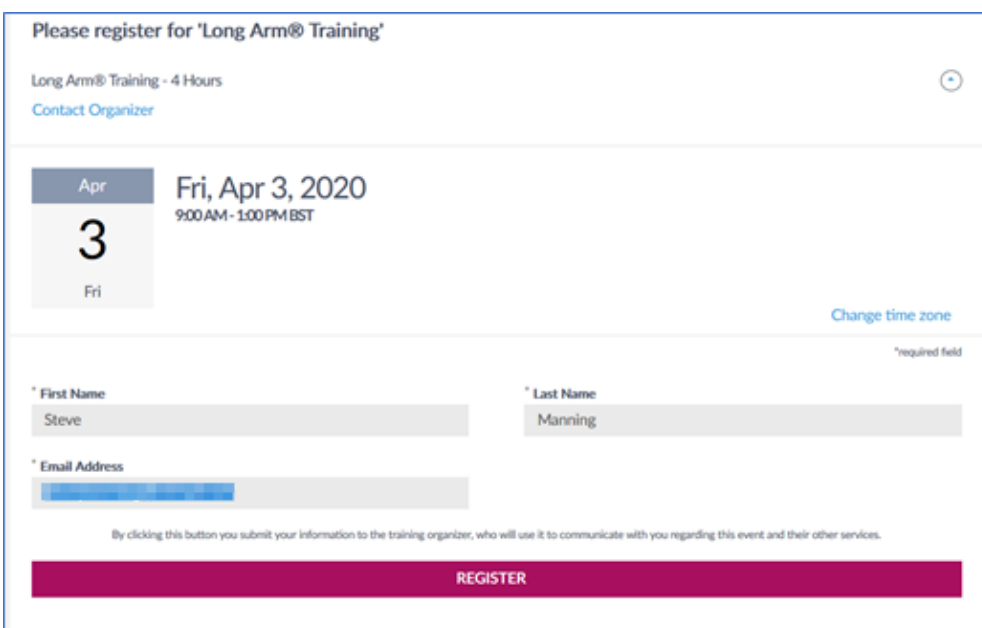
Some organisations block access to online conference training suites, if you plan on using a force computer please check with your IT department that GoToTraining will work for you.

#### Getting Connected to GoToTraining

Once you purchased an online training course, you will receive an invite via email to register for the training sessions which you will need to do prior to the training commencing.



The course registration will require you to submit your name and email address



Please register for 'Long Arm® Training'

Long Arm® Training - 4 Hours  
[Contact Organizer](#)

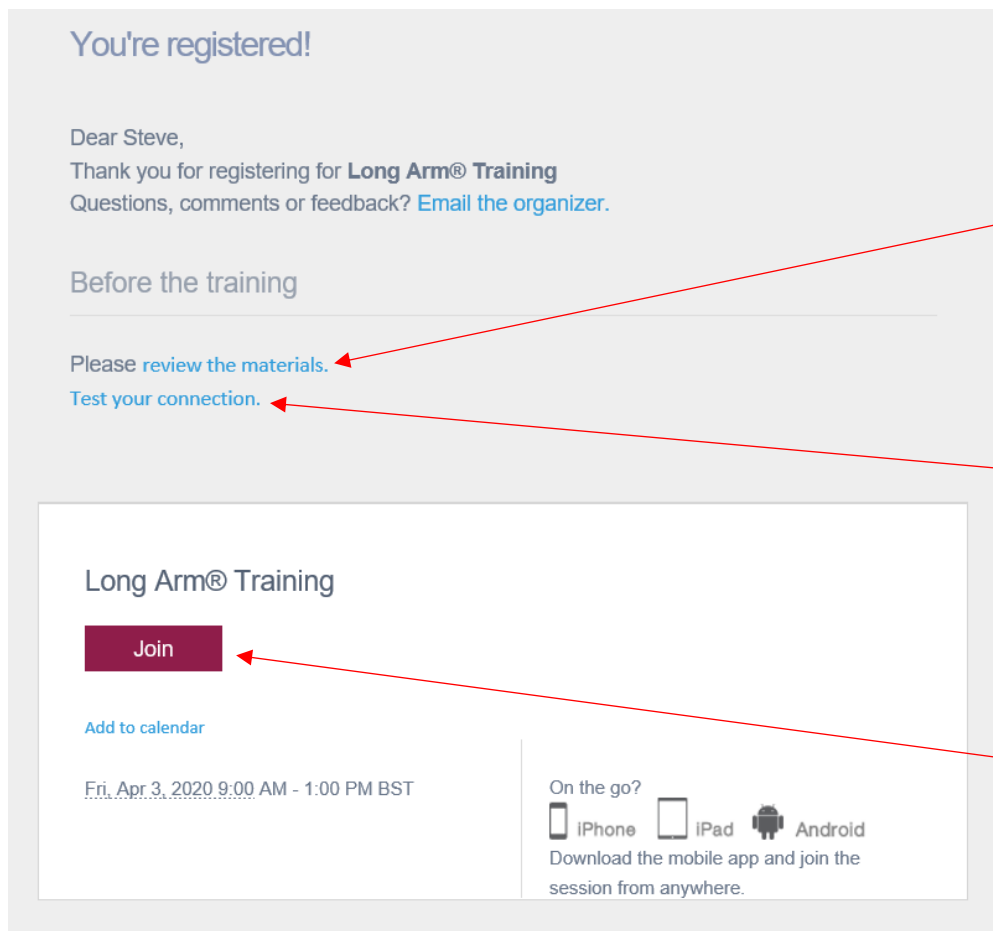
Apr  
**3**  
Fri  
Fri, Apr 3, 2020  
9:00 AM - 1:00 PM BST  
[Change time zone](#)

\* First Name  \* Last Name   
\* Email Address

By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.

**REGISTER**

Once you have registered you will receive a confirmatory email with a link to join the training session when your scheduled training commences:



### Confirmation Email

If there are any handouts or pre course reading to complete you can access it from here.

We recommend testing that your computer is compatible with GoToTraining. You can test it here.

When your training is due to commence, you can join the session here.

## Connecting from a Laptop or Desktop

You can access GoToTraining from either a Windows or Mac. We recommend using an up to date Google Chrome or Mozilla Firefox browser.



For the best experience GoToMeeting will download its application to your computer (recommended), however it may also be accessed direct from the browser without downloading any software to your PC. This process is completed automatically when you register for training.

You can also check your computer is compatible with GoToTraining here:

Test Session: [Click here to join Test Session](#)

System Requirements: [Click here to check your System](#)

## Connecting from an iPad, tablet or smart phone

For the best experience download the GoToTraining App from the App or Play Store



Search for '**GoToTraining**' by LogMeIn

If you can access the confirmation email from your device, simply click the JOIN link and the training session will automatically open in the App.

If you cannot access your confirmatory email on your device, you can enter the 9 digit session ID along with your email address.

## Once you have joined the class

Please ensure that your mic is muted in the GoToTraining control panel, this will reduce echo and feedback for all participants.

## Prior to training – Test your setup

We cannot stress how important it is that you test your setup prior to the training commencing, this saves valuable time once the training starts and ensures that you do not miss anything

You can test that GoToTraining works on your devices by joining a test lesson via the GoToTraining App.

[Click here to join Test Session](#)

## Help & Tips

If you are accessing GoToTraining from a force networked PC/ Laptop/ smart device you may need to ask your IT department to allow it.

## Recommended Training Setup

### 1. Long Arm Accessible Device (Laptop/ PC)



You can log in with your normal Long Arm credentials for your training session, your screen will remain private throughout the training.

### 2. Online Classroom Device (Laptop/ PC / iPad etc)



A second laptop or iPad is ideal for accessing the training session. If you cannot access it via a force computer you may use a personal device (Laptop/iPad/tablet/smart phone)

### 3. Headset (If Available, plugged into your second Device).



You will have a much better audio experience if you use a headset.