

ALCON,

This document serves to announce the Corrosion Prevention and Control (CPAC) "Brown Bagger" Webinar session via Defense Collaboration Services (DCS).

The objective of the CPAC "Brown Bagger" Webinar sessions is to provide attendees across the Marine Corps with desk-top training on the use, functionality and application of the CPAC Program Management Database.

The CPAC "Brown Bagger" Webinar session will be held on **Thursday, 28 September 2017** and provided to support both CONUS and OCONUS attendees as indicated below:

(a) **CONUS Attendees:** The DCS meeting room will be available for log-in on **Thursday, 28 September 2017 at 1600 EST (1300 PST, 1000 Hawaii Time)** and is intended for East Coast, West Coast and Hawaii based CPAC activities. However, OCONUS attendees are welcomed to attend, but not required.

- Attendees should only connect to the webinar session by clicking on <https://conference.apps.mil/webconf/USMCCPACBROWNBAGGER> or copy and paste the link into their internet address bar. Request that attendees access the DCS meeting room 10 minutes prior to the scheduled start time and read the posted instructions.

- CONUS attendees can also attend via teleconference by dialing (641) 715-3580/Enter Access Code: 618937 followed by the "#" sign

- OCONUS (Japan) attendees can also attend via teleconference by accessing an "outside" line then dial 03-5050-5078/Enter Access Code: 618937 followed by the "#" sign

(b) **OCONUS Support:** OCONUS units aboard Okinawa will be supported via monthly CPAC on-site training at the local III MEF MRTC facility. Training will be hosted by III MEF G-4 MMO CPAC Program representatives. It is intended that all USMC CPAC Program related activities (FSR, CRF, CST, etc...) shall provide key personnel for attendance.

- The III MEF G-4 MMO CPAC Program representative will coordinate date and times, and distribute invitations as needed.

NOTE:

\*\* Attendees having trouble completing the DCS Login may need to exit the DCS browser window, then perform the "delete" browsing history within the "Internet Options/Network Properties" function. Lastly, there may be a need to "Clear SSL State" or certificates under the "content" tab of the "Internet Options/Network Properties" function via the Control Panel actions.

\*\* Attendees will need to ensure that Adobe Flash and JAVA software/system applications are on the computer system used for attending and that the latest version is registered. This may require assistance from local ISC support personnel due to administrator rights being required.

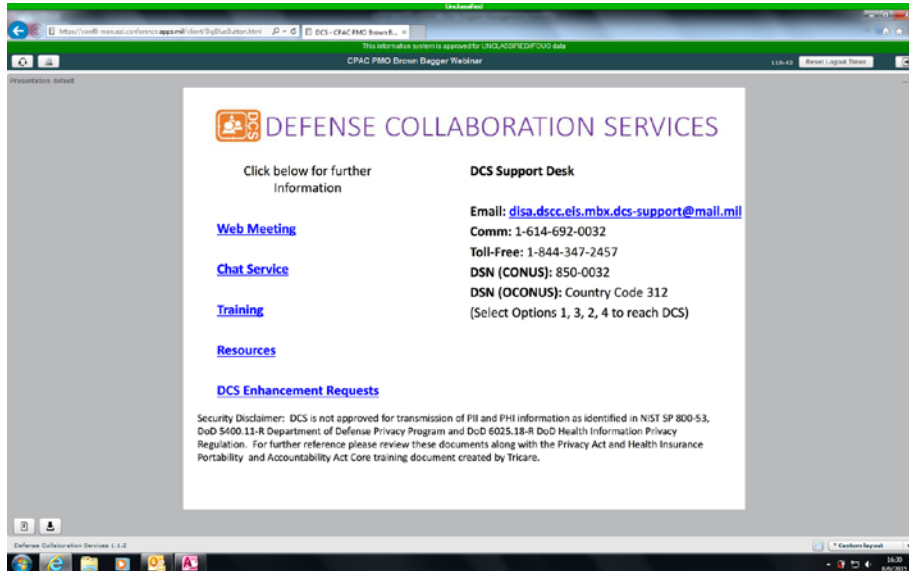
\*\* CAC attendees may encounter issues with their CAC credentials. If this occurs attendees should attempt to reconnect using the link above and select "Cancel" when the dialog box appears for credentials. Attendees can then log on as a guest. \*\*

\*\* Please use the instructions on the following pages when connecting and signing into the webinar session. \*\*

# USMC CORROSION PREVENTION AND CONTROL (CPAC) BROWN BAGGER WEBINAR SESSION FIRST TIME USER SETUP/CONNECTION INSTRUCTIONS

Use the instructions below to connect to the CPAC Brown Bagger Webinar session.

Attendees experiencing difficulty with the DCS application or the ability to access DCS should contact the DCS Support Desk using the information provided below and their supporting IT Help Desk.

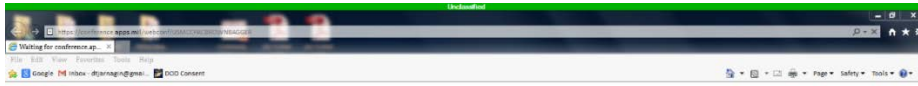


## CONNECTING TO DCS

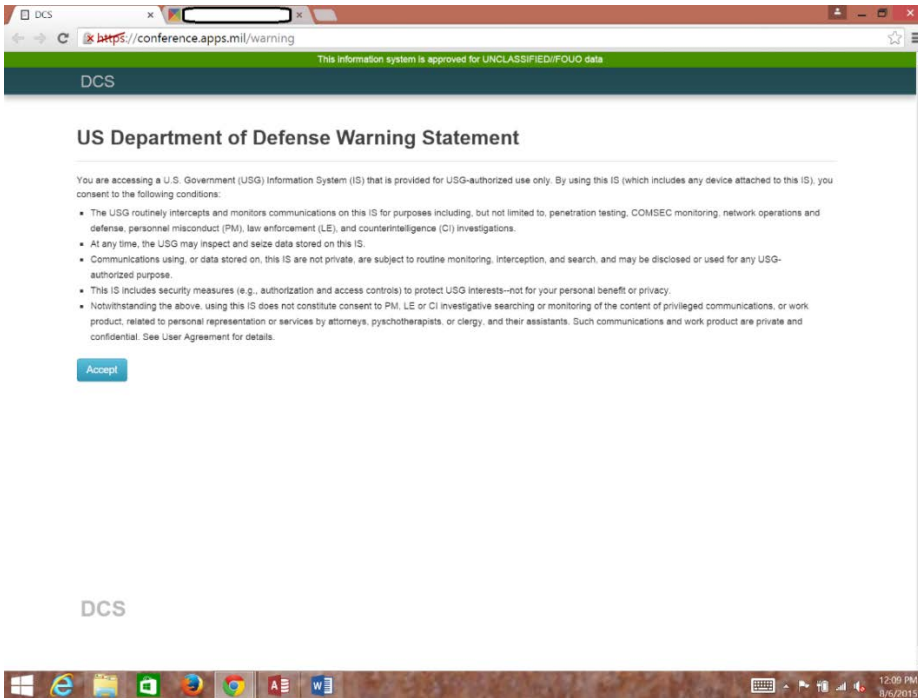
Connect to the webinar session via the hyperlink that was provided in the webinar email invitation or the CPAC website announcement message. A teleconference phone number is provided below in case attendees are unable to connect to DCS or wish to follow along on the database or would like to use the phone instead of computer speakers.

- CONUS attendees can dial (641) 715-3580/Enter Access Code: 618937 followed by the “#” sign
- OCONUS (Japan) attendees need to first access an “outside” line then dial 03-5050-5078/Enter Access Code: 618937 followed by the “#” sign

If you are connecting to DCS for the first time using a government CAC, you will be required to select a CAC certificate credential. If a CAC attendee encounters issues with their CAC credentials, they should re-attempt to connect using the hyperlink provided in the CPAC Brown Bagger Webinar Announcement Message and select “Cancel” when the dialog box below appears for credentials. Attendees will then proceed to log on as a guest (see below screen shot):

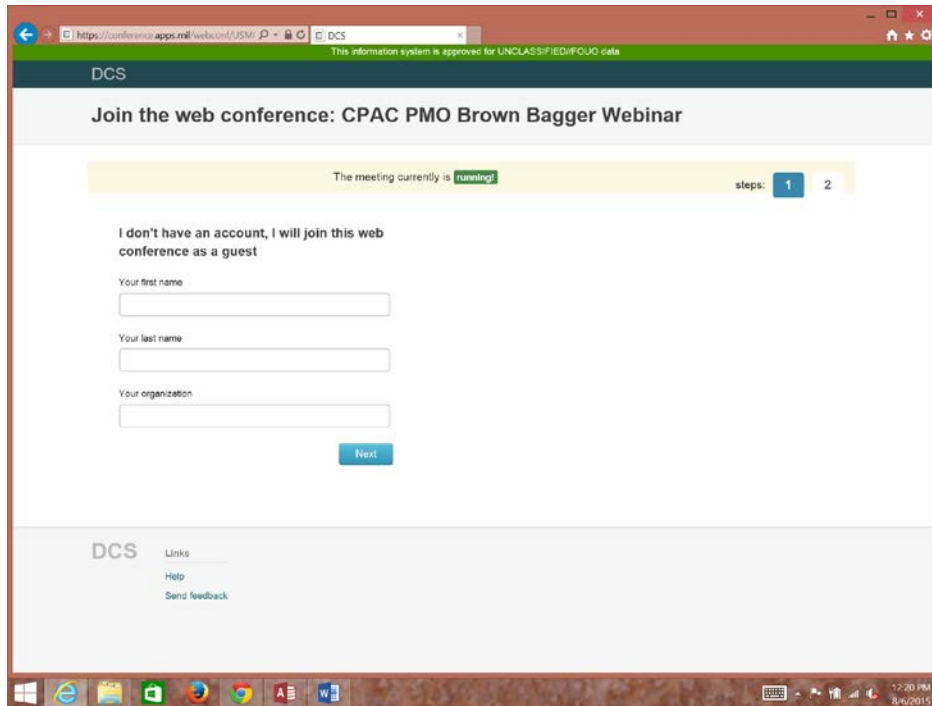


Once attendee has successfully passed the credential requirements, they will see the below US Department of Defense Warning Statement. Select "Accept" to proceed to the webinar conference registration.

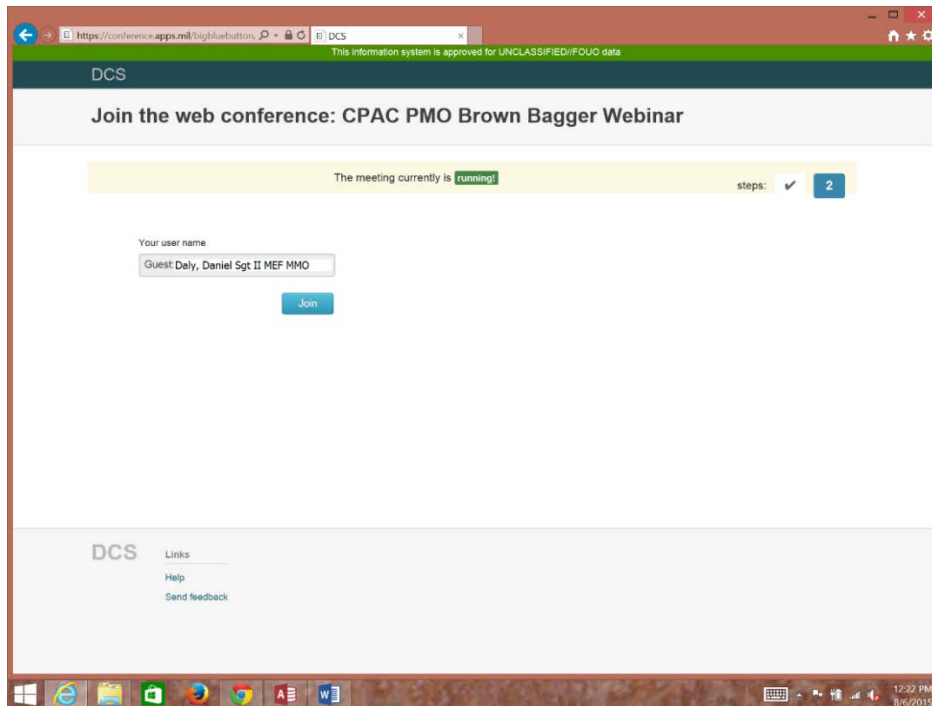


If attendee does not have an account previously established in DCS, they will join the web conference as a guest. Attendees will enter the requested information in the below screen in the following format:

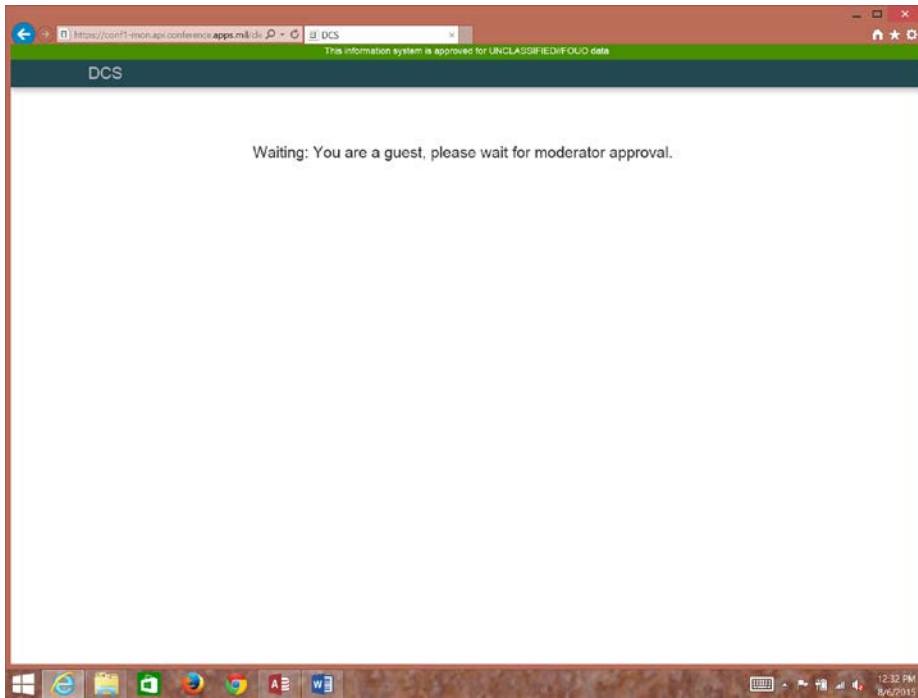
Last Name, First Name: Rank and Organization (ex. Daly, Daniel: Sgt II MEF MMO)



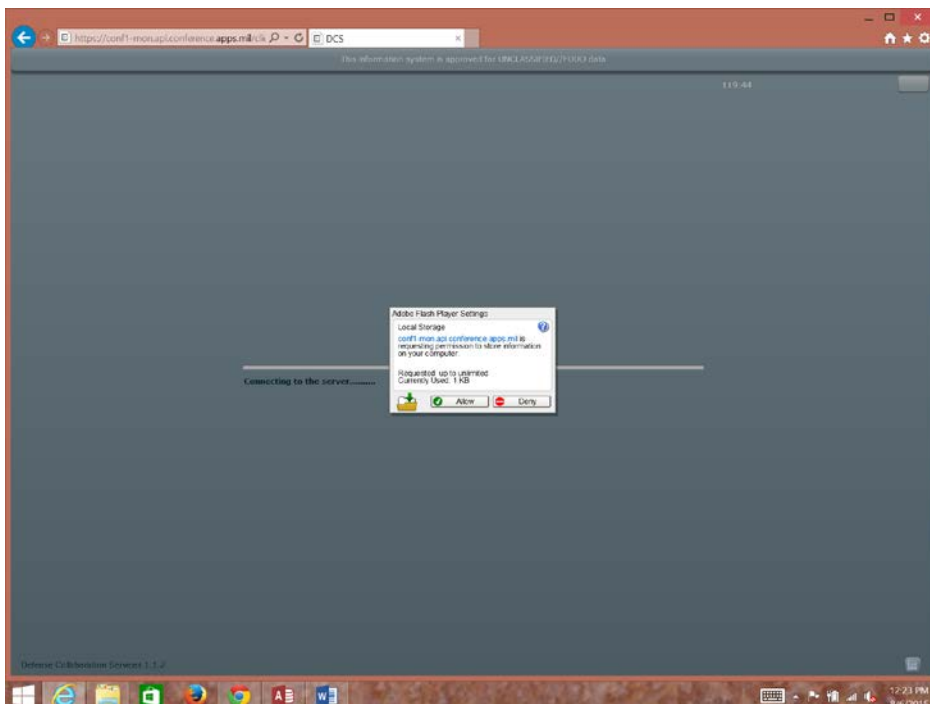
Once information is entered, select the “Next” button. After selecting the “Next” button or if an account already exist, the below screen validating your “User Name” will appear.



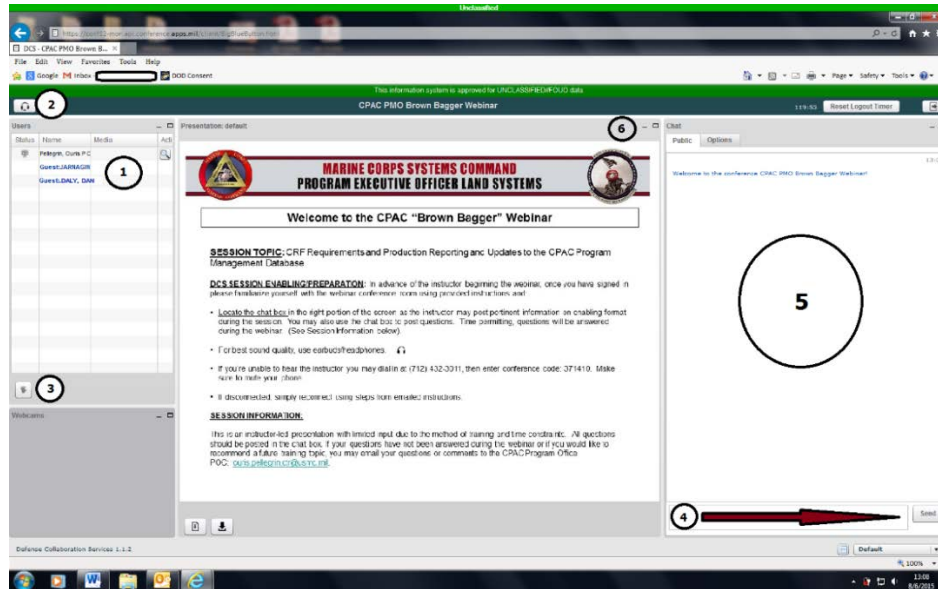
Select the “Join” button to proceed. The below screen will appear after joining the web conference.



Once the moderator approves entry into the web conference room, attendee may be asked to “Allow” Adobe Flash Player Settings to continue (see below screen). If attendee is unable to allow the settings, they should contact their IT help desk to assist. An attendee may still attend by dialing in using the teleconference number provided at the top of these instructions.



The web conference room session will look similar to below screenshot:



Once in the web conference room, you can:

- 1) See your name listed under "Users" in the upper left corner of the screen,
- 2) Adjust your speakers/headset volume settings in the upper left corner of the screen near the User List,
  - Attendees are to mute any activated microphones – the session moderator will monitor.
- 3) Be acknowledged by the instructor or moderator by selecting the "Hand" icon under the User List,
- 4) Submit questions/comments by typing in the "Chat" box located in the lower right corner and pressing the send button,
- 5) Monitor questions and comments presented by other Users throughout the webinar session,
- 6) Adjust screen modes (maximize/minimize) for viewing,
  - Attendees are recommended to use the "Fit to Window" mode and adjust accordingly so they can view the "Chat" box for interacting with the session.

Upon completion of the webinar, the moderator will close the web conference room and attendees will see the below screen. Attendees can close out of the webinar session window by selecting the red "X" box in the upper right hand corner to terminate the window browser.

