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, 25 March 2021** 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, 25 March 2021 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/USMCCPACBROWN Bag ger](https://conference.apps.mil/webconf/USMCCPACBROWN BAGGER) 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.

- Attendees can also attend via teleconference by dialing (410) 874-6300 or DSN 312-874-6300 and use PIN: 581 611 438

(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 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. **
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.

1. 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.

   Attendees can dial (410) 874-6300 or DSN 312-874-6300 and use the PIN: 581 611 438

   If you are connecting to DCS for the first time using a government CAC, you will be required to select a CAC certificate credential (See below screen shot).

   If a CAC attendee encounters issues with their CAC credentials, they should close out and reconnect to the webinarsession using the same hyperlink, but this time select “Cancel” when the dialog box below appears for credentials. Attendees will then proceed to log on as a guest (See Item 3 below):

   **UPDATE** **PII and PHI are now allowed on the DCS system as long as the meeting is NOT recorded and NOT typed in the chat panel**
2. 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.

3. 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)
4. Once information is entered above, select the “Next” button. After selecting the “Next” button or if an account already exist, the below screen validating your “User Name” will appear.

5. Then select the “Join” button to proceed. The screen below will appear.
6. Once "connected to the server", the web conference room session will look similar to below screenshot.

Note: Within the web conference room displayed above, you can:

1) See your name listed under “Users” in the upper left corner of the screen,

2) Attendees are to mute any activated microphones – the session moderator will monitor. After each topic the moderator will solicit questions. At this time you can unmute your microphone and ask any questions.

3) Submit questions/comments by typing in the “Chat” box located in the center of the left corner and pressing the send button at any time during the presentation.

4) Monitor questions and comments presented by other Users throughout the webinar session,

5) Adjust screen modes (maximize/minimize) for viewing,
   - Attendees can adjust the presentation to full screen during the webinar by selecting the “four arrows” symbol at the bottom right corner of the slide window. To return to the default simply select escape. Note: In the full screen mode the “Chat” box is not visible.

7. 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.