



## How to view Asphalt Institute Webinar Recordings

- When you get to the recording information page, scroll to the bottom of the page and select **register** to continue.

The screenshot shows the Asphalt Institute website interface. The top navigation bar includes links for HOME, ABOUT AI, STORE, and STATE BINDER SPEC DATABASE. Below this is a 'Training Center' section with a 'My WebEx' tab. A sidebar on the left lists options like 'Attend a Session', 'Host a Session', 'Set Up', and 'Support'. The main content area displays recording details for a webinar titled 'Recording Information: Interpreting Asphalt Test Results-20100325 1613-1'. The details include author, email address, date, duration, session fee, and a description. A red-bordered box highlights a message: 'You need an access code to access this session. To obtain an access code, click Register and enter the required information.' Below this message are buttons for 'View', 'Register', and 'Back to List'. A large blue button labeled 'Select Register to Continue' is also present.

- When you complete all the required fields, click **register** to continue.

The screenshot shows a registration form titled 'Register form - Mozilla Firefox'. The form is displayed in a browser window with a menu bar (File, Edit, View, History, Bookmarks, Tools, Help) and a toolbar. A blue banner at the top of the form reads 'Enter your information just as you would for a live session'. The form is divided into sections: 'Registration Information' (Recording topic, Session fee, Date) and a series of input fields for personal information (First name, Last name, Email address, Title, Company, Address 1, Address 2, City, State/province, ZIP/postal code, Country/region, Phone number, FaxNumber). Each input field has a '(Required)' label next to it. At the bottom of the form, there is a checkbox for 'Check here if you do not wish to receive future messages from the Asphalt Institute:' and two buttons: 'Register' and 'Cancel'. A large blue arrow points to the 'Register' button with the text 'Click register to continue'.

- Enter the payment information, whether paying by credit card or a coupon code.

**Attendee eCommerce Regist...**

**Payment Information**  
Session fee (USD\$): 25.00  
Coupon code:  (optional)   
Note: Coupons must be used in their entirety.

Amount to be charged (USD\$): 25.00

**Pay using PayPal**  
 The safer, easier way to pay

**Pay using Credit or Debit card**  
Please enter the payment information below as appear on your card. Click Submit Payment when you are finished.

**Card Information**

- \* First name:
- \* Last name:
- \* Card type:
- \* Card number:
- \* Expiration date: April 2010
- \* Card security code:  (Enter the 3-digit number from the back of your card)  
[What's this?](#) [Using Amex?](#)

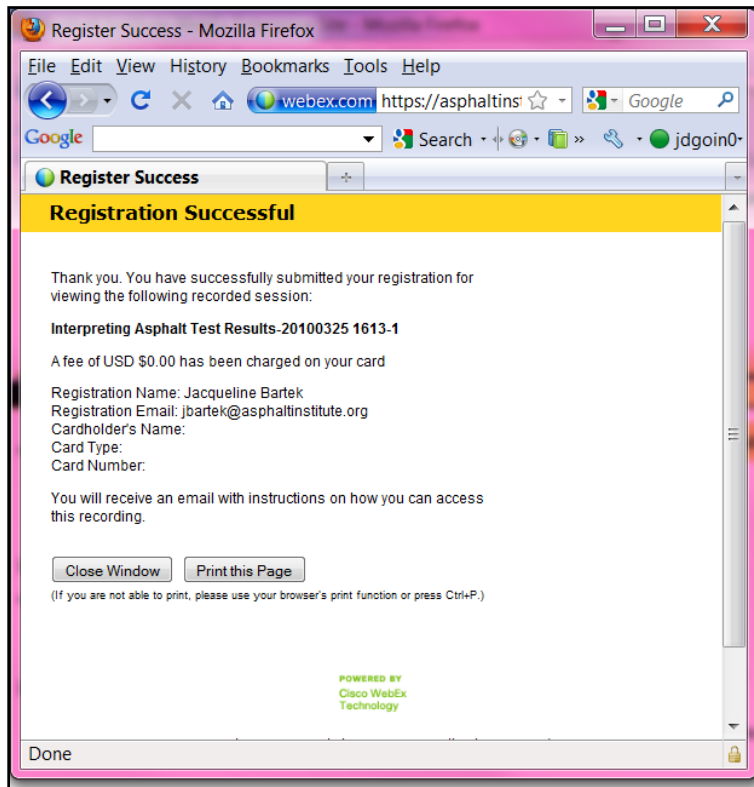
**Billing Address**

- \* Country: United States of America
- \* Billing Address line 1:
- Billing Address line 2:
- \* City:
- \* State: AL
- \* Zip/Postal code:

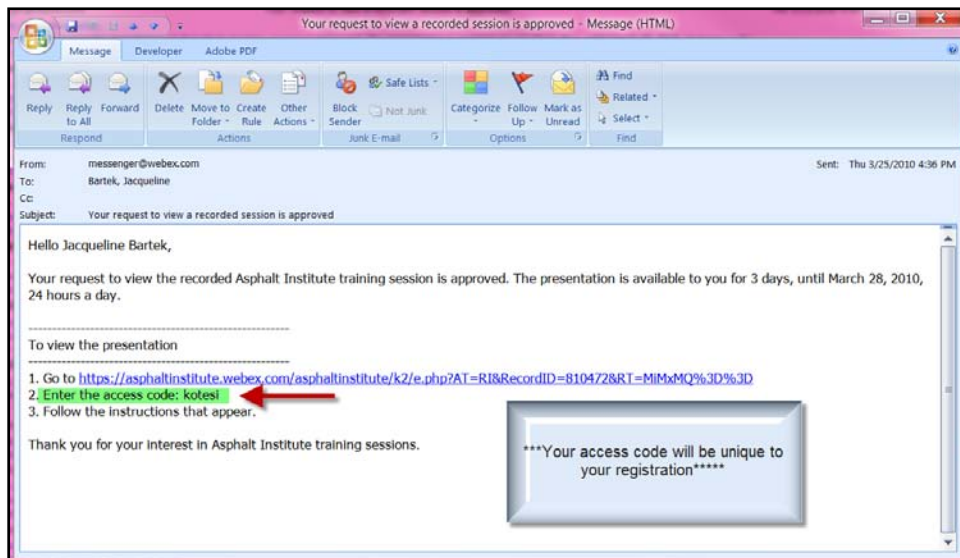
**Callout 1:** Enter coupon code and click Apply Coupon to continue.

**Callout 2:** Or enter credit card information

- . A window will pop up notifying you of a successful registration. Click **close window**.



- . You then need to check your email for a notification from [messenger@webex.com](mailto:messenger@webex.com). If you do not receive an email, check your junk mail folder.
- . Make note of the access code provided. Click the link in the email.



- . Select **view** from the options.

- . Enter your recording access code and click **ok**. The access code allows for viewing the recording any number of times within a period of thirty days. After thirty days the access code will no longer be valid.

The screenshot shows a Mozilla Firefox browser window with a WebEx recording page. An 'Input Access Code' dialog box is open, asking for a recording access code. The background page is for a 'Management Systems Webinar' and contains the following details:

Duration:	1 hour 39 minutes
▶ Host a Session	Session fee (USD\$): 25.00
▼ Set Up	Description: N/A
Training Manager	Agenda: Video recording of Pavement Management Systems
Preferences	File size: 53.43 MB
▶ Support	Password: Not required
	View/Download: Attendees can only view this recording

Below the table, there is a message: "You need an access code to access this session. To obtain an access code, click Register and enter the required information." and three buttons: "View", "Register", and "Back to List".

- . A window with **playback in progress** will open. The Webex player will automatically start from that point.

If you have any questions or comments do not hesitate to contact us at [ai\\_webinars@asphaltinstitute.org](mailto:ai_webinars@asphaltinstitute.org).

Thank You