



Faculty Training Checklist

- Valid Email Address**
 - Each user must have a working email address to gain access to CollegeforTN; those that do not will be unable to create an account and ineligible to receive notifications.
- Attendees registered prior to training**
 - It is recommended the Community Administrator Create an account for all educators and facilitators prior to the training. An activation email will then be sent to each of them at their school address allowing them to register.
 - All participating members are encouraged to successfully log-in prior to the training.
- Computer for each attendee**
 - Each computer must have internet access and should run the most recent versions of the most compatible web browsers such as Google Chrome 30, and Mozilla Firefox 27, and Internet Explorer 9.
- Access to internet**
 - Wi-Fi login/password
- Projector and viewing screen**
 - This will be used for “follow-along” portions of the session and training videos.