

Attending your Online LIVE® class successfully will require these quick steps **prior** to your class start date.
Please complete these steps PRIOR to your scheduled class day to ensure proper operation.
For a more detailed step-by-step device setup guide, click [here](#).

1 Install Zoom

If it is not already installed on your device, download, and install Zoom by following this link:

<https://zoom.us/client/latest/ZoomInstaller.exe>

2 Navigate to Your Class Webpage

From the device you will use to attend your New Horizons class:

- Open your **Class Confirmation Email**, go to **System Configuration Checks** in the Confirmation Email and follow the steps:

System Configuration Checks

We strongly urge you to complete the System Configuration Check Prior to attending your class in case there are any technical issues between your computer and our system. The System Check will validate that you are able to participate in all aspects of the class. To complete the System Check:

Log into <https://lms.nhcms.net>

1. Click the “**My Training**” button
2. Click [**the name of your class will appear here**]
3. Complete the **Recording Agreement**, **Virtual Classroom Environment system check**, and the **Virtual Lab Environment system check**.

3 Finish Device Preparation

If it is not already expanded, select the dropdown arrow to the left of **Software Check** to expand the pane.

It will be necessary to confirm up three items:

- **View and accept the Recording Agreement**
- **Test Virtual Classroom.**
 - Follow the Audio Setup Instructions while in the test classroom, instructions are visible in the test classroom.
- **Test and tour the virtual lab environment (Hyper-V)** (this feature is not present for all classes).

Each step will have a green check upon successful completion.

To Attend Your Scheduled Class

On your scheduled class day from the New Horizons class webpage, under **Software Check**, **30 minutes prior to class start time**, a button will be visible to launch your actual Online LIVE class.

Enter Virtual Classroom

If you logged in earlier than 30 minutes before class start time you may need to refresh the page to display the button.

SUPPORT

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