

Preliminary Class Agenda**

Day 1 - 10/02/23

- 12:15 pm Log into Webex Event using credentials provided
- 12:30 pm – 12:45 pm **Welcome and Introduction**
- 12:45 pm – 1:30 pm **Presentation:** Overview of eSign and Best Practices
- 1:30 pm – 1:45 pm **Break (15 minutes)**
- 1:45 pm – 2:30 pm **Live Q&A:** Lesson 1 – 4 and Lesson 6 Training Videos
Systems Accessibility Check:
- Forms Designer Toolkit downloaded
 - LO and JSCG installed and functional
- 2:30 pm – 3:00 pm **Break (30 minutes)**
- 3:00 pm – 4:00 pm **Presentation:** Lesson 5: Guidelines for Creating eSign Documents
- 4:00 pm – 4:15 pm **Break (15 minutes)**
- 4:15 pm – 5:00 pm **Presentation:** Lesson 5: Guidelines for Creating eSign Documents

Day 2 - 10/03/23

- 12:15 pm Log into Webex Event using credentials provided
- 12:30 pm – 1:30 pm **Presentation:** Lesson 5: Guidelines for Creating eSign Documents (Continued from Day 1)
- 1:30 pm – 1:45 pm **Break (15 minutes)**
- 1:45 pm – 2:30 pm **Presentation and Hands-On Exercise** - Lesson 6: Uploading and Processing Documents in eSign
- 2:30 pm – 3:00 pm **Break (30 minutes)**
- 3:00 pm – 4:00 pm **Presentation and Hands-On Exercise** - Lesson 6: Uploading and Processing Documents in eSign

4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign – Quiz #1

Day 3 - 10/04/23

12:15 pm	Log in using credentials provided
12:30 pm – 1:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab

Day 4 - 10/05/23

12:15 pm	Log in using credentials provided
12:30 pm – 1:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Quiz 2 & Class Closing

***Note, the information above is preliminary and may change closer to the date.*