

# EMPLOYEE NAVIGATION QUICK GUIDE

## OPEN ENROLLMENT CAMPUS VIRTUAL LIVE EVENT

Welcome to your campus Open Enrollment Virtual Live Event. The following instructions will assist you with logging in, navigating the LIVE event site and chatting with benefit vendors, your campus HR staff and campus colleagues.

### Commonly Used Terms

**Brochures:** Vendor related documents, such as videos, presentations and links to vendor websites.

**Lobby:** Main Area in which to navigate to other locations to meet vendors, chat and view materials.

**Exhibition Hall:** Location of campus HR/benefits staff, System-wide HRM Benefits, and all participating vendors (health plans, dental plans, vision plans, and voluntary benefits)

**Exhibitors:** Campus HR/Benefits staff, vendors, Systemwide HRM Benefits.

**Meeting Hub:** A place where you can connect with other registrants and engage in chats.

**Rooms:** Designated location for vendors and where registrants can chat with a vendor.

**Chat:** Ability for registrants to type or video call questions to vendors.

### Logging in, Navigating and Chatting Instructions

Please following these simple steps to access and participate in the LIVE Event.

**Important Note: If you encounter problems logging in and the OnAir “red circle” just spins, you need to change web browsers to, as an example, Microsoft Edge. (Firefox will not allow you to log in)**

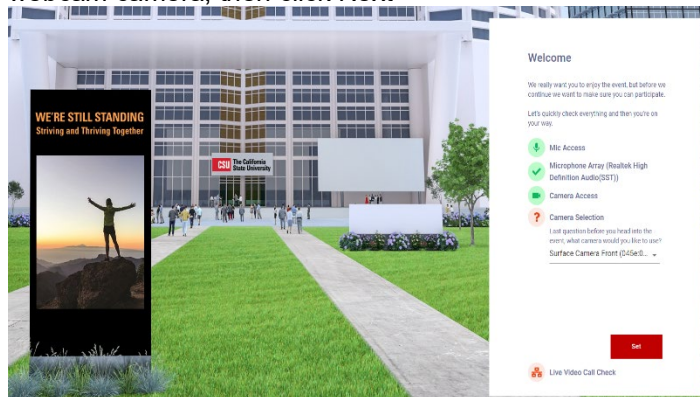
Once the link from the email is clicked, registrants are directed to the OnAir Portal **Welcome** screen, which is shown below. Step 1, you will need to select if you require enhanced accessibility, by simply checking the box.



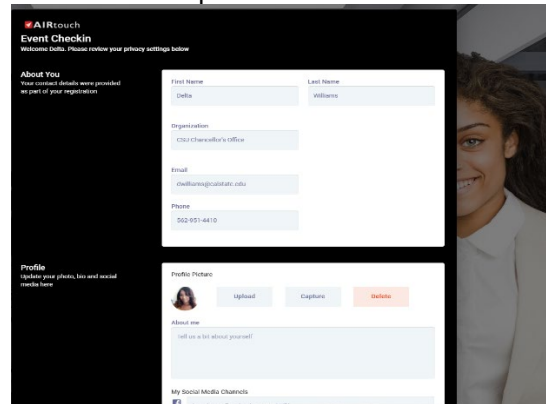
**Mic Selection** – Step 2, select your **Mic** from the dropdown and click **Set** to continue. This process is required, but not used in the Virtual Portal



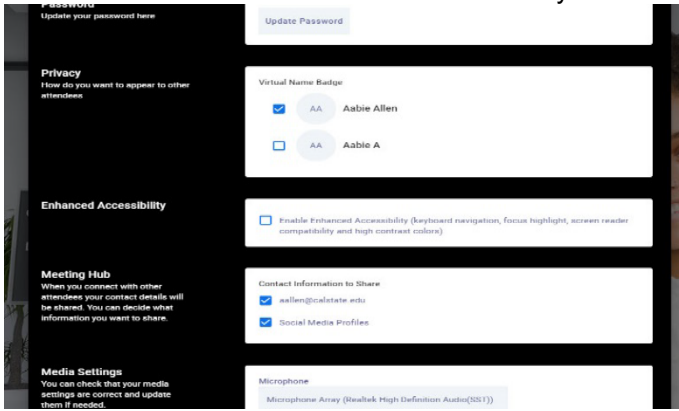
**Camera Access / Camera Selection** Step 3, select your webcam camera, then click Next



**Event Check-in** - When employees log in to the platform for the first time, they'll be promoted to review and customize their profile.



**Event Check-in (cont.)**- On this screen you are able to update your profile (optional). You may add a profile picture and your social media channels. After updating your profile, click **Update and Close**. You also have another chance to select enhanced accessibility



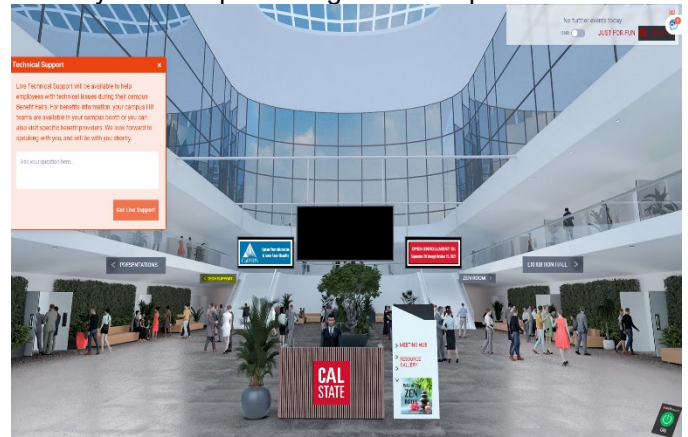
**Collecting your Personal AIRtouch Device** – After your AIRtouch has completed loading (will happen automatically) your personal settings, it can be used to access the main areas (Agenda, Meeting Hub, Resources, Exhibition and Lobby). You would also use your device to access your settings, including the enhanced accessibility option, refresh your data, export any notes you take while in the exhibition hall, and exporting any contacts you make in the meeting hub.



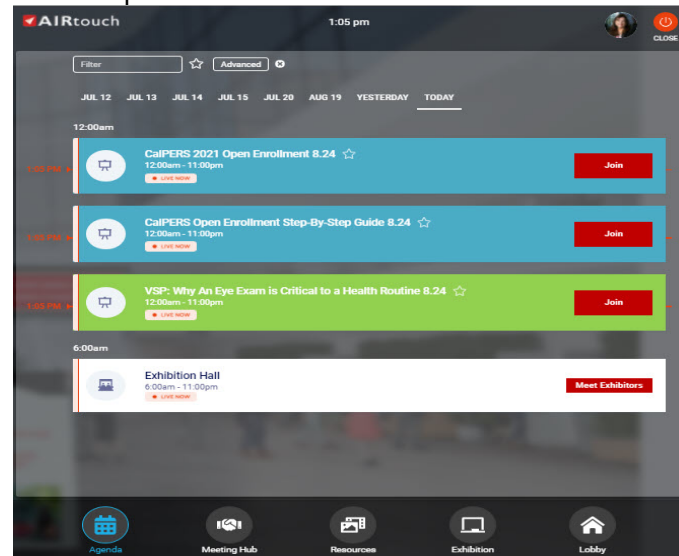
**The Lobby** – Here, you have access to the main rooms which include: Auditorium/Presentation Area, Zen Room, Exhibition Hall and Tech Support



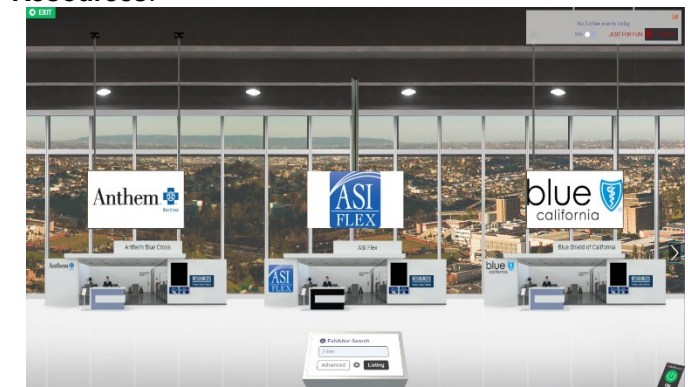
**Technical Support** – Available only during the LIVE events. Technical Support will assist you with any technical issues you are experiencing within the platform.



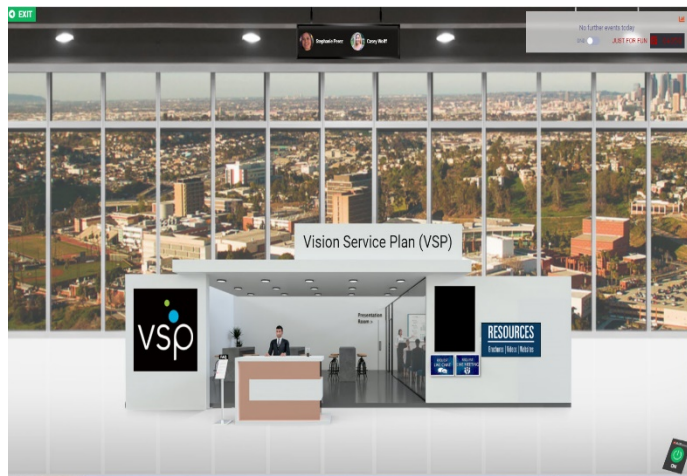
**Using your Personal AIRtouch Device** – The personal AIRtouch Device can be used at any time and is always located in the bottom right corner of your screen, regardless of what room you are visiting. It's a convenient way to quickly access some of the rooms and functionality. You will have different usefulness of the device in various locations within the platform.



In order to access a specific **Exhibition** (vendors, campus specific HR staff), please click **Exhibition** from either the main lobby or your AIRtouch device. The **Exhibition Hall** has robust functionality. Users can scroll through the hall using the arrows on each side, or by using the search box in the bottom center of your screen. In the **Exhibition Hall** you can **View** any vendor, by clicking on that vendor. In the specific **Exhibit**, you will find vendor contact information as well as vendor related documents, such as videos, presentations and links to vendor websites. All are listed under **Resources**. Your campus specific information/documents can be found in their **Exhibit Resources**.



To **Meet** Exhibitors (vendors), you will click **Meet** under the appropriate vendor.

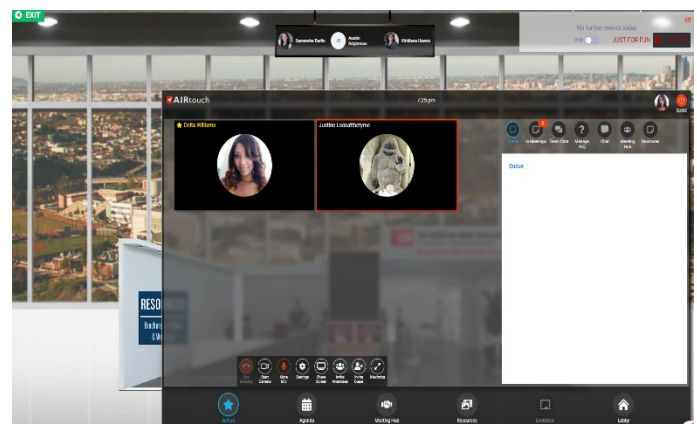
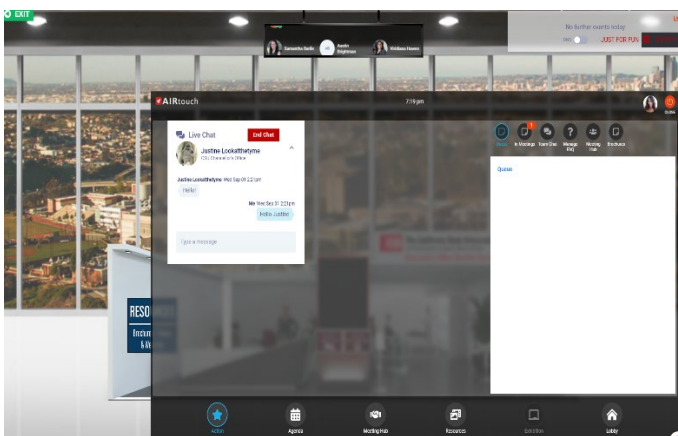


**Let's Meet** - Click **Request Live Chat** or **Request Live Meeting** to begin the chat or video call with the vendor or your campus HR/Benefits staff. You can see all team members of the vendor or campus staff; however, you are not able to request a specific person. Once the chat/video call has been requested, you will be placed in the Queue and your position in the queue is listed.



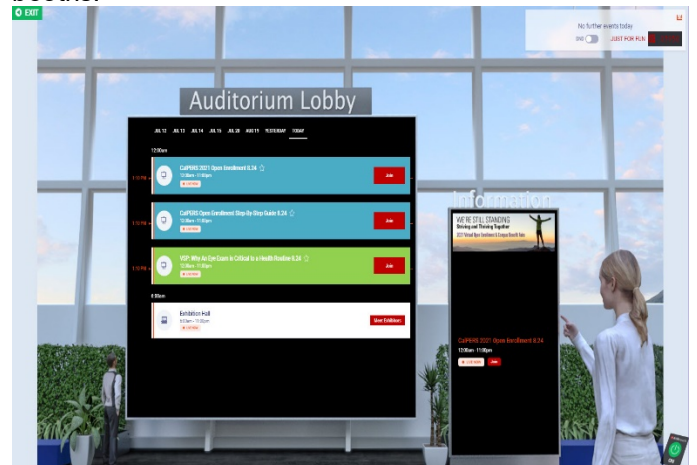
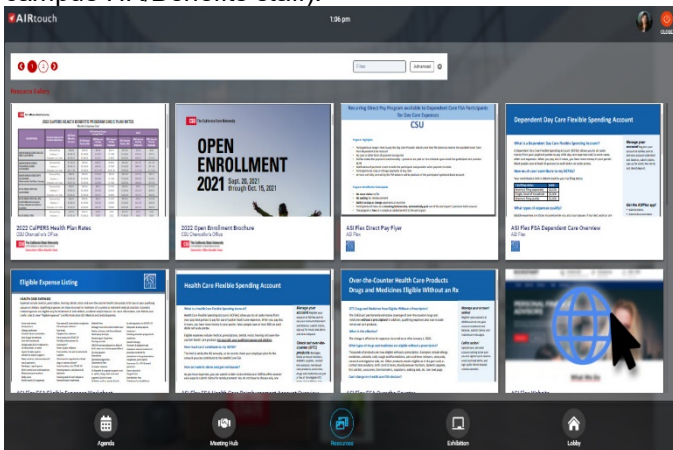
Once the vendor has accepted the chat, you may ask your questions of the vendor or campus HR/Benefits staff. Also, vendor brochures are available as reference when you are chatting. In order to chat with other vendors return to the **Exhibition Hall**, by exiting the vendor booth and clicking **Exit**.

Once the vendor has accepted the Live Meeting, you may ask your questions of the vendor or campus HR/Benefits staff. Also, vendor brochures are available as reference when you are chatting. In order to chat with other vendors return to the **Exhibition Hall**, by exiting the vendor booth and clicking **Exit**.



**Resources Gallery** – Access brochures, videos and websites in one location for all exhibitors (vendors and campus HR/Benefits staff).

**Presentation Lobby & Auditorium** – On demand video presentations can be viewed here as well as some vendor booths.



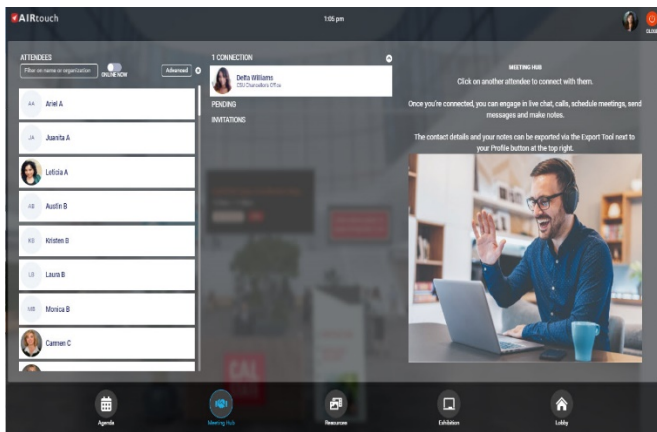
**On-Demand Presentation** – Select from **Presentation** in the lobby and you'll enter/view the presentation in the **Auditorium**. In the Auditorium signage promotes and links to other rooms and websites.



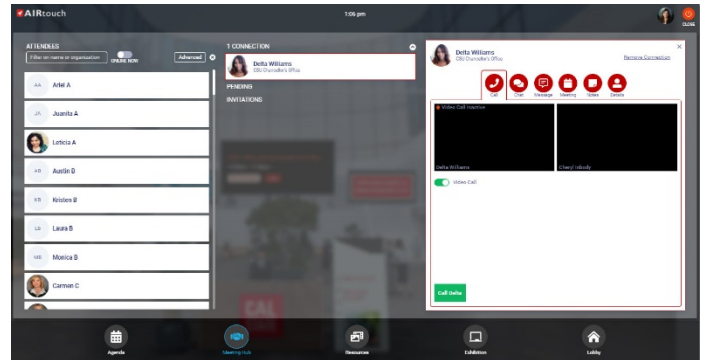
**Gamification** - To provide further employee engagement, registrants are encouraged to complete goals that support activities such as visiting booths, viewing brochures and videos or connecting with other employees. At the top right portion of the **Lobby**, there is an icon, which resembles a checkered flag next to **Just for Fun**.



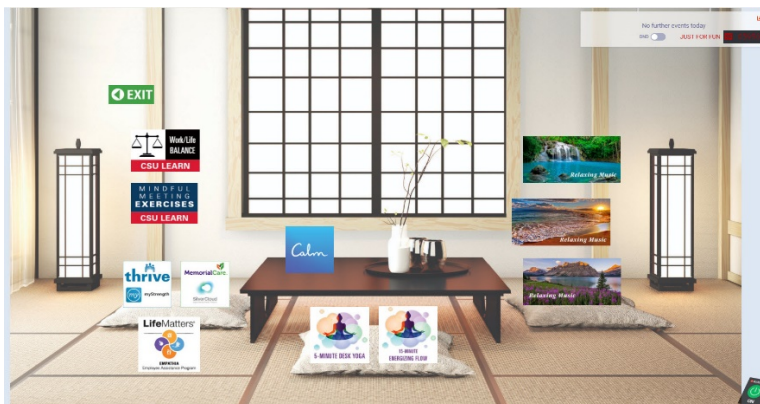
Another feature of this LIVE Event is the **Meeting Hub**. The **Meeting Hub** is a place where you can connect with other employees and engage in **Chats or Live Meetings**.



To connect during the LIVE events and chat or request a live meeting with fellow employees, simply engage that employee by clicking on the employee's name. Then click on the **Connect** button to send an invitation. Once the employee accepts the invitation, you can begin chatting (Connecting).



**Zen Room** – An added bonus: This a place to take a break and find resources for wellness, relaxation and stress reduction and can be utilized at any time.



Your campus LIVE Event has been scheduled for specified time(s) on the LIVE Event date(s), which has been communicated to you via email or website posting. The Vendors will only be available LIVE during this scheduled time. However, you are welcome to visit the Portal throughout the Open Enrollment period which is from September 20 through October 15, 2021. Vendor benefit plan information can be found by navigating to **Resources** or by visiting the vendor booth and clicking on Resources. General Open Enrollment information can also be found in the **Lobby** such as links to CalPERS Open Enrollment website, and the CSYou Open Enrollment webpage.