ACCESS RELEASE 3 ONLINE TRAINING SCHEDULE **Dec 19, 2016**

The ACCESS team will hold online training classes on the dates and times below. **Training is mandatory for certain attorneys and representatives authorized under Administrative Protective Order (APO) as detailed below.** Training is not required for *pro se* interested parties such as exporters, producers, importers and foreign governments, nor for those who have already attended a previous Release 3 Training session since March 1, 2014.

Release 3 of ACCESS introduces the following new features for E-Filers: lead attorney E-Filers may access business proprietary (BPI) documents released by the Department; lead attorneys may designate two E-Filers in their organizations to access BPI on their behalf (Proxy Users); new User Profile features; and new digest schedules.

E-Filers who are the designated lead attorneys on APO Service lists and E-Filers who may be designated as Proxy Users by the lead attorney to download BPI documents, must attend a training class. Reservations are not required, but **you should plan to attend a scheduled training class as early as possible so that you are able to retrieve a released document in a timely manner**. If you are unable to attend any of the sessions below, or you are unable to attend any session prior to the release of documents for a case segment to which you are involved, please contact the ACCESS Help Desk at (202) 482-3150 or send an email to access@trade.gov so that we can set up a special training session. Last minute calls for training made at the time of a release will not be given special consideration.

To a limited extent, the subject matter covered by a single training session below may be tailored to the needs or concerns of the attendees. You are invited to attend additional sessions if you have lingering questions or concerns about Release 3 functionality.

Class Date	Start time (EDT/EST)
Dec 20 (Tue)	3:00 pm
Jan 10 (Tue)	2:00 pm
Feb 1 (Wed)	3:00 pm
Mar 8 (Wed)	3:00 pm
Apr 6 (Thu)	1:00 pm
May 17 (Wed)	2:00 pm
Jun 13 (Tue)	3:00 pm

Training classes will be offered online only and duration is 1 hour. The sessions will start promptly on the hour, so to ensure that you are able to participate and gain credit for the class; we suggest that you **login to the web portion and call the audio line 10 minutes prior to the start time.**

Join Instructions for Web Conference:

Join the meeting at: http://www.mymeetings.com/nc/join.php?i=745028074&p=&t=c
Enter the required fields. **No Passcode is required.**
Indicate that you have read the Privacy Policy and Click on "Proceed".
Note: **Windows based system with Chrome preferred**, Click Yes to install plug-in. **Avoid Mac OS**.
For iOS, Android, Windows and Blackberry devices search for WebEx app and use **745028074** as meeting id.

New: Audio Line: 866-773-1132, Conference Code: 2552136