Sametime

US EPA Extranet Virtual Meeting Server
Setup and Registration Instructions

Meeting Requirements:

Browser: Internet Explorer 5.5 or 6.0 only.
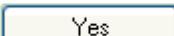(**Hint**: To determine which version of Internet Explorer you have, open Internet Explorer and select: **Help** -> **About Internet Explorer**. If the "**Version**" field is below 5.5, you can run IE 6.0 setup program (ie6setup.exe) to upgrade your browser to Internet Explorer 6.0.

Internet Connection: You will need a **high-speed Internet connection** for this meeting.

Registration Instructions:

1. Open **Internet Explorer** Internet Explorer and type https://epastx.epa.gov in the address bar Address https://epastx.epa.gov and press the **Enter** key.
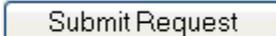
   Note: If the **Security Alert** Security Alert window appears, press **Yes** Yes to proceed.

2. Press the **New Extranet User Registration button** New Extranet User Registration to create a username and password.

3. In the section, choose what you want to do, click the text: "Extranet users only - request a new account".

4. Complete the following fields:

Fields:	Example:
First Name:	Robert (**Note**: please keep the first name simple!)
Middle Name:	(**Note**: **Do not use** the middle name field!)
Last Name	Frost
E-mail address:	frost.robert@epa.gov
EPA Sponsor:	OAQPS (**Note**: please make sure you use **OAQPS** as the Sponsor code.)
Password:	(**Note**: use a password you can remember!)
Confirm Password:	
Telephone Number:	555-555-5555 ((**Note**: use a valid telephone for confirmation!)

5. When finished, press the **Submit Request button** Submit Request .
   Note: After submitting the "Submit Request" button, your request will take at least **48 hours** to process so please register early.

6. Once your account has been registered, you will receive an email from "**Group Notes-National**" titled: "**Your registration request has been received and approved**". See the email on the next page for an example.

Robert Frost,

Your request for registration for the US Environmental Protection Agency
Extranet Meeting Services has been accepted. You may now login to the US
Environmental Protection Agency Extranet Meeting Services at the
following URL: https://epastx.rtp.epa.gov/

Your user name is: Robert Frost

When prompted to login, enter the name above and the password you
selected during the registration process. Both the user name and the
password are case-sensitive! You have been added as a member of the
following group(s): Sametime Extranet Users

If you did not submit this request, someone else may be using your name
to attempt registration. In this case, please notify the application
owner(s)/user manager(s) for this database at notes-national@epa.gov
immediately.