

INCOSE Systems Engineering Handbook V4.0 Free Training Webinars

When: 5 October 2017 through April 26, 2018

Where : Virtual, attend at your home or work desk OR
Rockwell Collins (Building 18)
1833 Alton Parkway
Irvine, CA, 92606

Cost: none

Register to attend at Rockwell Collins:

<http://events.r20.constantcontact.com/register/event?oeidk=a07eekoixmo51b848b1&llr=l4ihvgeab>

What: The INCOSE Training Working Group and the INCOSE Los Angeles Chapter are presenting INCOSE SE Handbook v4.0 free training webinars for all INCOSE members and employees of INCOSE CAB organizations. This weekly series began on Thursday 5 October 2017, will run through April 2018. The training starts at 5 p.m. pacific USA. Log-in information is provided below. Questions? Contact prmarbach@gmail.com. These webinars were created by and recorded when John Clark presented the course in 2015/2016. GlobalMeet information has been included in this email for convenience. The information provided here is available in CONNECT in the file names provided.

The SE Handbook V4.0 tutorial also provides tips and personal help in SE. A certificate of completion is provided on request. The tutorial consists of weekly 90-minute sessions. If you plan to attend the Rockwell Collins on-site training sessions please register at the link provided above. Otherwise, there is no need to register, just join in. Reading of the applicable sections of the INCOSE SE Handbook V4.0 before each session is strongly recommended. Course materials include the shared documents, tutorial slides, questions, and audio and video recordings for downloading and using at your convenience. Most slides contain speaker notes in the PowerPoint Notes View. Phyllis Marbach, current President of INCOSE-LA will be facilitating the sessions. Phyllis will collect questions and reach out to our Systems Engineering Professional (ESEP/CSEP/ASEP) community within INCOSE-LA for answers to those questions.

Log-in instructions:

1. Log-in to www.incose.org using your username and password. You can change your password on this page if you don't remember it. Your username is probably your email address.
2. Click on the library in the top list of categories. See the dropdown list of menu items and select Tutorials. Then select Training WG Tutorials. Or paste this link:
<https://connect.incose.org/Library/Tutorials/training/SitePages/Home.aspx>,
3. Scroll to SE Handbook V4.0 Tutorial, click on Tutorial ID: 01_October 2015, the first Tutorial Session you want, and download the presentation files.
4. At the top of the webpage is a file titled: "READ ME webinar connection information. . ." This info is provided below and is also available in CONNECT for reference in the future. It will help you connect to the GlobalMeetOne we are using for the sessions. Please use your computer to connect to the audio, if possible, instead of your phone.
5. Past pre-recorded tutorial sessions include: SE Handbook v3.2.2 (Tutorial ID: 02_October 2014), SE Fundamentals (Tutorial ID: 02_October 2014), and Leadership Skills (Tutorial ID: 01 thru 04). All sessions are recorded for later download.

Questions? Contact prmarbach@gmail.com if additional information is needed.

Read Me - Webinar Connection Information

There are 2 methods to connect to the Webinar:

1. INCOSE GlobalMeet:

a. VIDEO

<https://incose.pgimeet.com/GlobalmeetOne>

The INCOSE GlobalMeet and Telecon combined infrastructure has been set to handle up to a total of 300 participants. The INCOSE GlobalMeet site will be open approximately 30 minutes before the start time. If the INCOSE GlobalMeet method does not function correctly, use the INCOSE Download method.

b. AUDIO

1. Call My Computer (**recommended**):

- a) Tell GlobalMeet to call your computer.
- b) You will either need speakers and a microphone, or a headset. Alternatively, you can tell GlobalMeet to call your phone.
- c) **Mute your microphone!**

2. Call My Phone:

- a) Tell GlobalMeet to call your phone number.
- b) Alternatively, download and open the **READ ME - Telecon Connection Information** file to view the telecon numbers and the participant passcode number then dial the telecon.
- c) **Mute your phone!** (the Mute on/off code is: *6)
- d) For Operator assistance: *0
- e) The INCOSE GlobalMeet audio capacity has been enabled for up to 125 global callers. GlobalMeet use of Call My Computer is highly recommended to avoid costs.

c. FIRST-TIME USERS

To save time before the meeting, check your system to make sure it is ready to use GlobalMeet.

d. TROUBLESHOOTING

Unable to join the meeting? Follow these steps:

1. Copy this address and paste it into your web browser:

<https://incose.pgimeet.com/GlobalmeetOne>

2. If you still cannot enter the meeting, contact support:

Premiere Global Help: 1-888-569-3848 or 1-719-389-0133 or:

e. NOTICE

GlobalMeet can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

2. INCOSE Download:

- a. Download the slides from the INCOSE tutorial site.
- b. The INCOSE GlobalMeet **Call My Computer** or **toll** telecon number are the preferred methods. Refer to the READ ME - Telecon Connection Information file.
- c. Follow along the audio using the slide numbers.

Please use **Call My Computer** due to the high costs incurred using the telecon. Use the INCOSE telecon numbers only if needed. **Mute your phone!** (the Mute on/off code is: *6)

Read Me - Telecon Connection Information

Login and Meeting Details:

<https://incose.pgimeet.com/GlobalmeetOne>

Call My Computer or telecon toll numbers are preferred to save INCOSE telecon costs.

Use the telecon only if Call My Computer is not available.

Guest Passcode: 690 424 1038

Dial-in Numbers:

USA /Canada (toll free): 1-866-546-3377

USA/Canada: 1-719-234-7872

Canada, Montreal: +1 514 669 5926

Canada, Toronto: +1 647 426 9175

Argentina (toll free): 0800 222 0019

Australia (toll free): 1 800 448 693

Australia, Brisbane: +61 (0) 7 3015 0544

Australia, Melbourne: +61 (0) 3 8687 0554

Australia, Sydney: +61 (0) 2 8017 5796

Austria (toll free): 0800 8866 3414

Austria, Vienna: +43 (0) 1 25302 1786

Bahrain (toll free): 800 81231

Bahrain, Manama: +973 1619 8750

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Belgium (toll free): 0800 39280

Belgium, Brussels: +32 (0) 2 400 6929

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Brazil, Sao Paulo: +55 11 5582 6544

Bulgaria (toll free): 00800 111 4951

Bulgaria, Sofia: +359 (0) 2 491 6054

Chile (toll free): 123 0020 9212

China (lo-call): +400 613 8105

China, Beijing: +86 10 5904 5048

China, Shanghai: +86 21 2039 7083

Colombia (toll free): 01 800 518 1029

Croatia (toll free): 0800 222 836

Cyprus (toll free): 800 97429

Czech Republic (toll free): 800 701 533

Czech Republic, Prague: +420 225 986 566

Denmark (toll free): 80 70 35 87

Denmark, Copenhagen: +45 32 72 78 11

Egypt (toll free): 0800 000 0541

Estonia (toll free): 800 011 1577
Estonia, Tallinn: +372 622 6569
Finland (toll free): 0800 772 237
Finland, Helsinki: +358 (0) 9 2310 1676
France: 0811 655 102
France (toll free): 0800 946 532
France, Paris: +33 (0) 1 70 37 16 57
Germany: 01801 000 891
Germany (toll free): 0800 588 9171
Germany, Frankfurt: +49 (0) 69 2222 10613
Germany, Munich: +49 (0) 89 2030 31208
Greece (toll free): 00800 128 906
Greece, Athens: +30 211 181 3825
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Hong Kong (toll free): 800 901 914
Hungary (toll free): 068 001 9675
Hungary, Budapest: +36 1408 8968
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India (toll free): 000 800 100 8371
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India, Delhi: +91 (0) 11 6641 1393
India, Mumbai: +91 (0)22 6187 5029
Indonesia (toll free): 001 803 017 4249
Ireland: 1890 907 631
Ireland (toll free): 1800 937 650
Ireland, Dublin: +353 (0) 1 526 9422
Israel (toll free): 1809 213 173
Israel, Tel Aviv: +972 3721 7954
Italy (toll free): 800 146 095
Italy, Milan: +39 02 3600 8007
Italy, Rome: +39 06 8750 0677
Japan (mobile): 0120 538 611
Japan (toll free): 0120 759 200
Japan, Osaka: +81 (0) 6 4560 2417
Japan, Tokyo: +81 (0) 3 4588 9606
Kazakhstan (toll free): 8800 333 7556
Latvia (toll free): 8000 4412
Latvia, Riga: +371 6601 3641
Lithuania (toll free): 8800 31443
Lithuania, Vilnius: +370 5205 5486
Luxembourg: +352 2088 1910
Luxembourg (toll free): 800 28437
Malaysia (toll free): 1 800 816 165
Malaysia,Kuala Lumpur: +60 (0) 3 7724 8003

Mexico (toll free): 001 800 514 9029
Mexico (toll free): 01 800 054 0373
Mexico, Mexico City: +52 55 1207 7355
Morocco (toll free): 0800 091 297
Morocco, Casablanca: +212 (0) 520 48 0023
Netherlands (toll free): 0800 020 2598
Netherlands, Amsterdam: +31 (0) 20 716 8346
New Zealand (toll free): 0800 440 096
New Zealand, Auckland: +64 (0) 9 929 1832
New Zealand, Christchurch: +64 (0) 3 974 2592
New Zealand, Wellington: +64 (0) 4 909 4679
Norway (toll free): 800 56082
Norway, Oslo: +47 21 00 48 16
Panama (toll free): 00 800 226 9029
Peru (toll free): 0800 55099
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Poland (toll free): 00 800 121 4357
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Portugal (toll free): 800 784 443
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Romania (toll free): 0800 801 036
Romania, Bucharest: +40 (0) 21 529 1307
Russia (toll free): 8 800 500 9272
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Slovenia (toll free): 0800 80594
Slovenia, Ljubljana: +386 1888 8200
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South Korea, Seoul: +82 (0) 2 3483 2835
Spain (toll free): 900 828 036
Spain, Barcelona: +34 93 800 1947
Spain, Madrid: +34 91 114 6654
Sweden (toll free): 0200 125 589
Sweden, Stockholm: +46 (0) 8 5065 3957
Switzerland (toll free): 0800 740 361
Switzerland, Geneva: +41 (0) 22 595 4796
Switzerland, Zurich: +41 (0) 44 580 7208
Taiwan (toll free): 00 801 615 190

Taiwan, Taipei: +886 (0) 2 2650 7322
Thailand (toll free): 001 800 6136 1530
Turkey (toll free): 00800 4488 29138
Turkey, Istanbul: +90 212 375 5032
UAE (toll free): 8000 3570 2658
UK: 0845 351 2783
UK (toll free): 0800 358 6387
UK, Belfast: +44 (0) 28 9595 0062
UK, Edinburgh: +44 (0) 13 1460 0116
UK, London: +44 (0) 20 3481 0124
UK, Reading: +44 (0) 11 8370 0117
Ukraine (toll free): 0800 500 923
Uruguay (toll free): 0004 019 0305
Venezuela (toll free): 0 800 100 8373
Vietnam (toll free): 1201 1444

Participant Features:

Mute / Un-mute *6
Increase volume *4
Decrease volume *7
Increase microphone *5
Decrease microphone *8
Help menu *1
Reservationist *0

How to guides:

[User Guide for INCOSE](#)

[Getting Started Webpage](#)

Please contact the INCOSE Central Office if you have any questions.

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