These are instructions specifically for the DOA 2023 DOA December Training sessions. Make sure you activate the **io** application before the sessions begins.

1. Click on this link to begin <https://tncot.cnf.io/> and select the applicable session (State Specific Ethics, GASB Update, or Grants and Federal Funding). You will need to restart this for each of the 3 sessions.



1. Or, scan any of the 3 applicable QR codes:

**State Specific Ethics**



**GASB Update**



**Grants and Federal Funding**



1. **Complete the information in each field and click on Check in Now.**



1. **Keep this screen active and you will see the poll questions pop up. Do not check out until the session is complete.**



1. **When a poll question is launched, click on the answer and then Submit.**





1. **If you have successfully answered the polling question and clicked on Submit, you should see the appropriate number of responses.**



1. **When polling questions are complete for the whole session, you can go back and Checkout of the session.**

