

## Accessing Your Crucial Conversations Course Materials

Congratulations! You have been enrolled in the Crucial Conversations for Mastering Dialogue class, and your class fee has been paid.

You should receive an emailed **receipt** for the course. If your business office has requested it, please forward that document to them. You will also receive an email from Zoom within the next few days. It will contain a personalized **calendar invitation and zoom link** for the course. Please save this information to your calendar.

To participate in the Crucial Conversations course, you **must download the course materials and complete a small amount of pre-work**. Instructions on how to access that content are below.

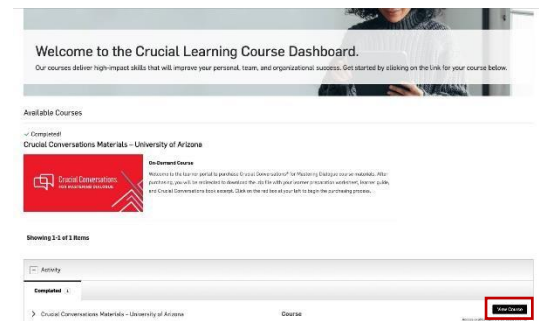
1. Go to the [UA-Crucial Conversations Portal](#).

Once there, log in with your **university email address** and the temporary password of **crucial1**, then click the **'Sign In'** button.

*Note: If you would like to change your password, follow these instructions: [Change My Password](#).*

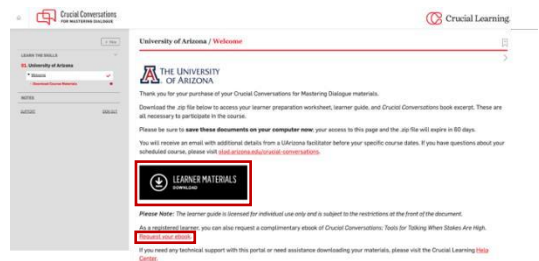


2. From the dashboard, click on the **'View Course'** button in the lower, right-hand corner.



3. At the course page, first click on the **'Learner Materials Download'** button. Open the download zip file to find the following three documents:

- a. Book Excerpt
- b. Learner Guide
- c. Learner Preparation Worksheet



\*Please note, access to this portal and the zip file will expire in 60 days. Make sure you **save these three documents to your hard drive**.

Second click on the '**Request Your Ebook**' link to obtain your full copy of the Crucial Conversations' book.

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That's it! You will receive more information about pre-work from the class instructors as the course date approaches. If you have any technical issues accessing or downloading these materials, please visit Crucial Learning's [Help Center](#). If you have questions about your scheduled course, visit [UA'S Crucial Conversations webpage](#).