



A Staff Checklist for Tech-Talk

Making Technology Fun for Patrons and Students

Directions: Go to www.tech-talk.com. Login in with your organization's username and password. Familiarize yourself with each topic below (click on each link) so that you can easily answer people who ask you tech questions and help them become more empowered ... able to learn and find answers for themselves. This will build their confidence and their pride!

Your Name:

Date Completed

FIRST:

- What is **EVERYONE'S USERNAME** (for logins, webinar, tracking)?
- What to say when you are asked a tech question. [CLICK HERE!](#)

1. What they can do on the Tech-Talk HOME PAGE

2. Where to find the ONE-MINUTE video ABOUT Tech-Talk

3. How to BROWSE by popular tech categories

4. What goodies they can find in the LEARNING ACTIVITIES tab

5. How to find information on JOB hunting, resumes, interviews

6. How to find what they need through SEARCHING

7. How patrons & students can get weekly TIPS

8. How to watch or participate in LIVE Webinars

9. What they can discover in POPULAR PROBLEMS

10. How to get instant access through MOBILE APP (Cell phone)