

## Course Summary

**Course Duration**

30 min

**Audience**

All IQ Users

**Method of Training**

WebEx/remote

**Market**

House

**Customer Service**

General Support Email:  
[support@IQservicedesk.com](mailto:support@IQservicedesk.com)  
Live Chat support available  
within IQ  
703-206-0188  
Monday –Friday  
7 AM to 7 PM (EST)

*\*Extended Hours vary by  
contract.*

**Website**

[www.intranetquorum.com](http://www.intranetquorum.com)

**Document Revision Date:**

December 2021

## Workshop Agenda: Completing Digital Privacy Release Forms (House)

### DESCRIPTION

This workshop is tailored for IQ users in the US House of Representative market.

In this workshop, users will learn how to access and complete a *Digital Privacy Release Form* and how to apply it towards new Casework records in IQ.

### OPTIONAL

To enhance the learning experience of this virtual training, participants may follow the instructions provided in the presentation by logging into their IQ account using an additional workstation.

Since the training session is a LIVE demonstration, please keep in mind that technical issues unrelated to the course may need to be addressed outside the session by an Office IQ Consultant.

### 1 Agenda

Understanding purpose of a Digital Privacy Release Form

How to find Casework records generated by Digital Privacy Release Forms

How to send constituents the Digital Privacy Release Form

### 2 Wrap Up