Dave Yost · Auditor of State

TO: Newly Elected Clerks and Fiscal Officers

FROM: UAN Support

DATE: February 11, 2016

SUBJECT: Uniform Accounting Network Introduction Training Schedule

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OVERVIEW

UAN is offering our Introduction Training in two different presentation formats – Traditional classroom style (offered at the UAN Training Center) and online training. The choice of the training format is yours and be assured that the content of the training will be identical independent of the presentation format selected.

Please Note: If you do not have a firm understanding of fund accounting and/or payroll, please review UAN's prerequisite training courses prior to attending UAN's newly elected training courses. The prerequisite training materials will be posted on our UANlink website at: https://uanlink.ohioauditor.gov/training/transition.html by approximately March 1, 2016.

Reminder: UAN training classes are available to all UAN clients and there is no additional cost to attend.

CLASSROOM (COLUMBUS) TRAINING

Location: UAN Training Room
88 East Broad Street, 9th Floor
Columbus, Ohio 43215

Hours: 9:00 AM to 4:30 PM with a 1 hour lunch break. We will be available for an additional 1/2 hour (from 4:30 AM – 5:00 PM) after the class concludes to address individual questions.

Please Note: The UAN Training room has the capacity for 15 individuals and classes will be scheduled on a first contact basis. If you cannot attend a class that you signed up for and need to cancel, please call the UAN Support as soon as you know. The space reserved for you can then be given to another clerk/fiscal officer who wishes to attend that specific class.

ONLINE TRAINING

Location:	Online training will be conducted over the internet. The online training class is available for you to take anywhere you have a high speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Speakers are also required.
Hours:	9:00 AM to 4:30 PM with a 1 hour lunch break. We will be available for an additional 1/2 hour (from 4:30 PM – 5:00 PM) after the class concludes to address individual questions. We will open each online session 1/2 hour prior to the beginning of the class. The purpose of this is to allow any attendee that has not previously participated in an online training class to verify your system is working correctly.
Please Note:	After registering for an online class, you are also required to register with through Go-To-Training's website. The confirmation email you will receive from our office will contain a link to register through Go-To-Training's website. After registering with Go-To-Training, you will receive detailed instructions and a web link/address to access your training class. It is important to retain and be able to access the email the day of your scheduled training class as this email contains a unique link that corresponds only to you and your class registration.

TRAINING SCHEDULE

March 2016						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
		1	2	3	4	5
6	7	8	9	10 Accounting Classroom	11 Payroll Classroom	12 Accounting Online
13	14 Accounting Classroom	15 Payroll Classroom	16 Accounting Online	17 Payroll Online	18	19 Payroll Online
20	21	22	23	24	25 Accounting Classroom	26 Payroll Classroom
27	28 Accounting Online	29 Payroll Online	30 Accounting Classroom	31 Payroll Classroom		

April 2016						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					1 Accounting Online	2 Payroll Online
3	4 Accounting Classroom	5 Payroll Classroom	6 Accounting Online	7 Payroll Online	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Accounting Online
24	25	26	27	28	29	30 Payroll Online

HOW TO REGISTER

To register, please perform the following steps:

Step #1: Click the following link: https://uanlink.OhioAuditor.gov/.

Step #2: Click the 'Profile Login' button to open a login screen.

Step #3: Enter the user name and password and then click the 'Login' button to open the profile 'Home' menu. If you don't know your entity's Profile Login user name and/or password, please contact UAN Support at 1-800-833-8261.

Step #4: Click on the 'View Available Trainings' link.

Step #5: Click the 'Register' link to begin registering for a session. This will open a 'Register' page.

Step #6: Complete the Register page. Select the session (*from the dropdown menu*) and enter all required information. The registration cannot be completed if any of the fields are left blank. Click 'Continue' to submit your registration for verification.

Step #8: Confirm the information is correct before the registration is finalized. If corrections are needed, click the 'Back' link and make any necessary corrections. When all of the information is correct, click the 'Register' button to complete the registration.

Step #9: Close the web page once you have successfully submitted your registration, a confirmation email will be delivered within 24 hours.

Please Note: Classes may be combined or additional classes may be offered based on the number of interested participants.

If you have questions, please contact UAN Support at 1-800-833-8261 or email support at UAN_Support@ohioauditor.gov.