To: **UAN Users**

From: **UAN Support**

Date: **May 4, 2021**

Subject: **UAN User Note**

UAN Client Survey

As we imagine the future of UAN and look to keep up with advancing technologies, discussions are occurring that will shape what a modern application will look like. To aid in this the Auditor of State has developed a survey to gather your input. Your input to these questions will help us craft that vision. Please click the following link to access the survey: UAN Client Survey. To confirm that this is a valid link, a copy of this communication has been added to the UANlink homepage and can be found under Communications.

UAN Training

Course: 2021 UAN Budget Training

Course Description: This course is open to all UAN clients who would like to review the UAN Budget software and gain a better understanding of the budgeting process. The UAN Budget course qualifies for 2 education credits. The following date has been set aside for the budget class:

Course Format: Online/Webinar

Date: Wednesday, May 12, 2021

Time: 11:00 AM – 1:00 PM

Please Note: The course will be recorded and posted on our website approximately one week after the event. Anyone with sufficient high-speed internet can watch the recording from the link on our website. This webinar qualifies for 2 education credits.

Steps to login/attend the online/webinar

There is **NO pre-registration/sign up** required for the webinar. The day of the webinar at approximately a half hour before the start time, the webinar will be open/available to access. After the webinar is open, please do the following:

Step 1: Please click the following link, or copy and paste the link into your internet browser: https://www.gotomeeting.com/webinar/join-webinar. An internet browser window will open the webpage to access the webinar.

Step 2: Enter the following nine digits within 'Enter the 9-digit Webinar ID' field: **971-068-003**

Step 3: Enter your email address in the 'Business Email' field.

Step 4: Select 'JOIN WEBINAR' button.

Step 5: Enter your first name, last name and then select the 'Join Webinar in Progress' button.

Please Note: If you receive a message, "Do you want to run or save GoToWebinar Opener.exe?" select Run, or if you receive a message, "Open GoTo Opener?" then select 'Open GoTo Opener'.

Step 6: After you log on to the webinar, you will see our welcome slide and hear music playing through your device's speakers.

Please Note: If you do not see our welcome slide within a minute of accessing the webinar, please verify that your internet browser's pop-up blocker is deactivated.

➢ If you are using **Microsoft Edge**, the pop-up blocker control is located under Settings. To access, click the horizontal ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. From the Settings menu, select 'Cookies and site permissions'. Under the 'All permissions' section, select 'Pop-ups and redirects'. If the toggle button below is set to Blocked, click to change it to Allowed.

➢ If you are using **Google Chrome**, the pop-up blocker control is located under Settings. To access, click the vertical ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. From the Settings menu, select 'Privacy and security' and then click on 'Site Settings'. Under the 'Content' section, select 'Pop-ups and redirects'. If the toggle button below is set to Blocked, click to change it to Allowed.