

## HOUSEKEEPING TRAINING CLASS

The Housekeeping training class is open to all current UAN clients who want increase their skills to find and correct errors and issues as they are discovered. The goal is to encourage UAN Users to manage errors and issues sooner rather than later so their year end process is not delayed or complicated by items that could have been resolved earlier in the year. The class has been separated into an accounting section and payroll section.

The accounting and payroll sections will be one hour and thirty minutes in length from 11:30 AM to 1:00 PM. If you're unable to attend this training course, the course will be recorded and posted on our website approximately one week after the event. Each section qualifies for 1.5 education credits.

- Accounting Online session: Thursday, October 19, 2017
- Payroll Online session: Thursday, October 26, 2017

*Please Note: Registration information for the UAN Year End Update will be released in early November. The UAN Year End Update will be conducted in December at the Fawcett Center and online.*

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## HOW TO REGISTER

To register online, please perform the following steps:

*Please Note:* The online training license has a capacity limit. If you are the clerk/fiscal officer at more than one entity, please only register for one entity. Also, if you intend to participate in the webinar with more than one individual from your entity please only register once. Individuals who attend the online training including those that participate but do not directly register can earn education credits in accordance to the Fiscal Integrity Act.

**Step 1:** Click on the link below that corresponds to the course you would like to attend:

To register for **UAN Accounting Housekeeping** held on Thursday, October 19, 2017 11:30 AM - 1:00 PM click below:  
<https://attendee.gototraining.com/r/7567692628894968833>

To register for **UAN Payroll Housekeeping** held on Thursday, October 26, 2017 11:30 AM - 1:00 PM click below:  
<https://attendee.gototraining.com/r/5661716709936050945>

An internet browser window should open to a registration webpage for the specific course link you selected.

**Step 2:** Enter your first name, last name, your email address, your job title, your organization (local government), your county and your entity's four digit UAN identification number.

**Step 3:** Click the Register button. A confirmation email will be sent to your email address. The confirmation email includes a 'Join' button that is required to access the webinar at the scheduled time. It is important to keep the confirmation email to use on the day of the training class – the 'Join' button in the email corresponds to the particular class.

***Please Note:*** After accessing the webinar if you do not see our welcome slide within a minute, please verify that your internet browser's pop up blocker has been deactivated. If you are using Internet Explorer, the pop up blocker deactivation is located under Tools (The Tools icon is located at the top right corner of the browser's window. The icon looks similar to mechanical gear.), next select 'Internet options' and under the 'Privacy' tab uncheck the box for 'Turn on Pop-up Blocker'. The final step is to select 'Apply' and then 'Ok'. After accessing the webinar, you will hear music playing.

**Step 4:** To register for an additional section, repeat steps 1-3.

***Please Note:*** Approximately 48 hours before the scheduled online course, UAN will email you the course training materials.