



# Dave Yost • Auditor of State

**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** February 3, 2012  
**RE:** UAN Newly Elected Training Schedule

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UAN is offering free Newly Elected Training for the UAN software in two presentation formats: traditional classroom style (at the UAN Training Center) and online classes. The training content will be identical for both formats, and you may choose whichever format you prefer. All classes require online self-registration. Instructions to register are included at the end of this memo.

Online classes are available for any computer with a high speed internet connection, speakers, and a microphone. A speaker bar was originally shipped with the UAN computer, and a microphone will be shipped at no charge to entities who have not previously registered for an online class. The UAN computer may be used, but is not required. Instructions for connecting to the class will be provided after registration.

Class space is limited, and is scheduled on a first-come first-served basis. If you register for a session but later need to cancel, please notify UAN Support as soon as possible so that another clerk/fiscal officer may attend that session. Note that sessions may be consolidated, or additional sessions may be offered, based on the number of interested participants.

## UAN Newly Elected Training Schedule

### **Columbus Accounting and Payroll courses for UAN version 16.0**

Date	Time	Location
March 12 & 13, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	UAN Training Center
March 14 & 15, 2012 (Wednesday & Thursday)	9:00 AM – 4:00 PM	UAN Training Center
March 16 & 17, 2012 (Friday & Saturday)	9:00 AM – 4:00 PM	UAN Training Center
March 20 & 21, 2012 (Tuesday & Wednesday)	9:00 AM – 4:00 PM	UAN Training Center
March 23 & 24, 2012 (Friday & Saturday)	9:00 AM – 4:00 PM	UAN Training Center
March 26 & 27, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	UAN Training Center
March 28 & 29, 2012 (Wednesday & Thursday)	9:00 AM – 4:00 PM	UAN Training Center
April 2 & 3, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	UAN Training Center

**Online Accounting and Payroll courses for UAN version 16.0**

Date	Time	Location
March 12 & 13, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	Online
March 14 & 15, 2012 (Wednesday & Thursday)	9:00 AM – 4:00 PM	Online
March 16 & 17, 2012 (Friday & Saturday)	9:00 AM – 4:00 PM	Online
March 20 & 21, 2012 (Tuesday & Wednesday)	9:00 AM – 4:00 PM	Online
March 23 & 24, 2012 (Friday & Saturday)	9:00 AM – 4:00 PM	Online
March 26 & 27, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	Online
March 28 & 29, 2012 (Wednesday & Thursday)	9:00 AM – 4:00 PM	Online
April 2 & 3, 2012 (Monday & Tuesday)	9:00 AM – 4:00 PM	Online
April 2 - 4, 2012 (Monday – Wednesday)	5:30 PM – 8:30 PM	Online
March 19 - 23, 2012 (Monday – Friday)	5:30 PM – 7:30 PM	Online

**Columbus Accounting-Only courses for UAN version 2012.1**

Date	Time	Location
March 10, 2012 (Saturday)	9:00 AM – 4:00 PM	UAN Training Center
March 19, 2012 (Monday)	9:00 AM – 4:00 PM	UAN Training Center
March 22, 2012 (Thursday)	9:00 AM – 4:00 PM	UAN Training Center
April 4, 2012 (Wednesday)	9:00 AM – 4:00 PM	UAN Training Center

**Online Accounting-Only courses for UAN version 2012.1**

Date	Time	Location
March 10, 2012 (Saturday)	9:00 AM – 4:00 PM	Online
March 19, 2012 (Monday)	9:00 AM – 4:00 PM	Online
March 22, 2012 (Thursday)	9:00 AM – 4:00 PM	Online
April 4, 2012 (Wednesday)	9:00 AM – 4:00 PM	Online
March 26 - 28, 2012 (Monday – Wednesday)	5:30 PM – 7:30 PM	Online

**How to Register:**

**Step 1:** Click the following link: <http://uanlink.auditor.state.oh.us>.

**Step 2:** Select 'Profile Login'.

**Step 3:** Enter your user name and password and click 'OK'. Your user name is your 4-digit UAN entity ID. The password is the 5-character Customer Number on your Auditor of State invoices.

**Step 4:** Select 'Newly Elected Training 2012'. If you receive a message asking if 'www.auditor.state.oh.us' is a trusted site, select 'Yes'.

**Step 5:** Select 'Sign Up' below the class listing.

**Step 6:** Fill out the requested information. All fields are required except 'Suite, Floor, etc.' Select 'Online' or 'UAN Training Center' and then select 'Submit'.

**Step 7:** Checkmark the box for the class you would like to attend. If you selected the UAN Training Center, the 'Attendance Look-Up' function will display everyone registered for a particular session. Select 'Continue' when ready.

Note: If multiple individuals from your entity wish to attend a class, each must register individually.

Note: The UAN Training Center can accommodate 15 individuals. If a session is full, that session will no longer appear on the available class list.

**Step 8:** After selecting 'Continue', a verification page will appear. Select 'Change' if you need to make any corrections, or select 'Submit' to complete your registration.

**Step 9:** Close the web page after your registration is submitted successfully. You should receive a confirmation email within 24 hours.

**Note to clients selecting an online class:** After registering, you must also register on the Go-To-Training website. Instructions to do so will be included in the confirmation email mentioned above.

If you have any questions or do not receive a confirmation email after registering, please contact UAN Support at 1-800-833-8261 or [uan\\_support@auditor.state.oh.us](mailto:uan_support@auditor.state.oh.us).