UAN Continuing Education Training Schedule - Autumn 2009

The Auditor of State's Office, in an effort to become more efficient for our clients, is converting to on-line registration for all AOS conferences and trainings. On-line registration is already in use for the Local Government Officials' Conference (LGOC). UAN continuing education training classes are free of charge and are only available to current UAN clients. To register on-line, please perform the following steps:

Step #1: Select the following link: http://uanlink.auditor.state.oh.us/ .
To open the link you need to hold down the 'Ctrl' key and click on the UANLink.

Step #2: Select 'Profile Login'.

Step #3: Enter your user name and password then click on 'Ok'

Step #4: Select 'Continuing Education Training Signup'. You may receive a message asking if web site 'www.auditor.state.oh.us' is a trusted site, select 'Yes'.

Step #5: Select 'Sign Up'.

Step #6: Fill out all requested information. All fields except for the 'Suite, Floor, etc.' field is required. If any required fields are left blank, you will be unable to submit your registration.

Step #7: Check mark the box(es) to select the class(es) you would like to attend. After you have selected the class(es) you would like to attend, select 'Continue'. The 'Attendance Look-Up' function will allow you to see who has already registered for a particular training class.

Note: When your curser is on a title field, a description of the class will be displayed.

Note: The UAN Training Center can accommodate sixteen individuals. If multiple individuals from your local government are attending a class, they must register individually.

*Note: If a class is full, the next five individuals will have the option to be placed on a waiting list.   If a space becomes available, individuals on the waiting list will be contacted. Class(es) with a waiting list will be flagged '***Waiting List Only***'.*

Note: After the waiting list becomes full, the class will not appear on the list of available training classes.

Step #8: After you have selected 'Continue', a verification page will appear. If the information is correct, select 'Submit' to complete your registration. If the information is incorrect, select 'Change' and make any necessary corrections.

Step #9: After you have submitted your registration, you can close the web page. You will receive a confirmation email within 24 hours.

If you have any question(s), please contact the UAN Support Line at 1-800-833-8261 or email support at uan_support@auditor.state.oh.us .