

SHELBY COUNTY GOVERNMENT

**TRAINING
ENROLLMENT
GUIDE**

**FOR UNITED TRAINING
(FORMERLY NEW HORIZONS COMPUTER LEARNING CENTER)**

HR TRAINING & WORKFORCE DEVELOPMENT

Shelby County's Train Together

Perfect Learning System

Welcome to the Shelby County's Training Office ("SCTO") website!

Access to the platform

Username



Username

Password



Password

Log in

Forgotten your username or password?

New account

Login to the Train Together platform via traintogether.shelbycountyttn.gov using your Train Together username & password, or create a New Account if necessary.

Home

Dashboard

Calendar

Private files

My courses

Accessibility settings

Shelby County's Train Together

Active Shooter Awareness Training

United Training Course List

United Training Step by Step Enrollment Guide

United Training Class Enrollment Form

Course categories

WB: Webinars

Expand all

Training Office ("SCTO") website!
The SCTO is committed to providing employees with the highest quality work-related developmental and educational programs that promote a knowledgeable and effective workforce.

Calendar

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**UNITED TRAINING
COURSE LIST**

**UNITED TRAINING CLASS
ENROLLMENT FORM**

Access the United Training Class Enrollment Form and Course List by selecting and downloading the documents from the left column of the homepage, under the "Site pages" section.



ENROLLMENT INSTRUCTIONS

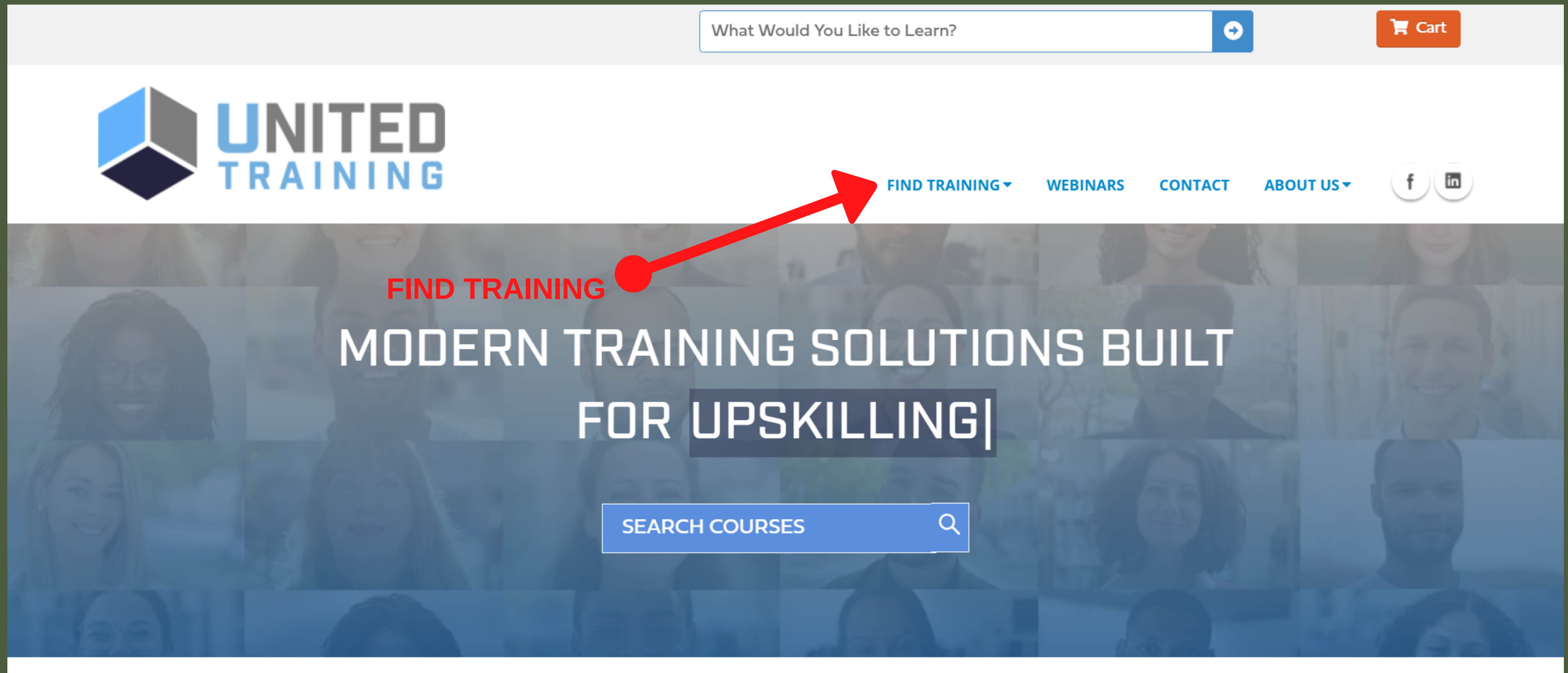
Please follow the following instructions to enroll in a class with United Training.

1. Follow link to United Training web site.
<https://www.unitedtraining.com/>
2. Click the "Find Training" tab on the menu bar.
3. Click on the Technology of choice (A listing of classes will appear).
4. Click on course desired (A course schedule will appear of available classes).
5. Make your selection by cutting and pasting below on the Course Enrollment template and return to me. Do not Enroll on the website.

Once your class has been scheduled you will receive a confirmation from United Training.

Student Name	
Student Email Address	
Student Company	Shelby County Government
Class Name	
Date	
Class Start Time (CDT)	
Classroom (Please select where taking class from)	Memphis Location or Virtual
Payment Type	LCP Sandra Perry Core Classes \$49,995
Order Number/ Coupon #	MEM-0016821

After downloading the United Training Class Enrollment Form, following the instructions at the top of the form, go to the United Training website.



From the United Training website, locate the "Find Training" tab near the upper center of the homepage.

TOPICS

Agile
Application & Infrastructure
Cloud
Data & Analytics
Design Multimedia
Programming
DevOps
ITIL/ IT Service Management

Leadership & Professional
Development
Modern Workplace
Networking
Project Management
Security
Virtualization

BRANDS

Microsoft Technical
Microsoft Office
Microsoft Job Role
CompTIA
ITIL
PMI
Scrum
Cisco
VMWare
EC-Council

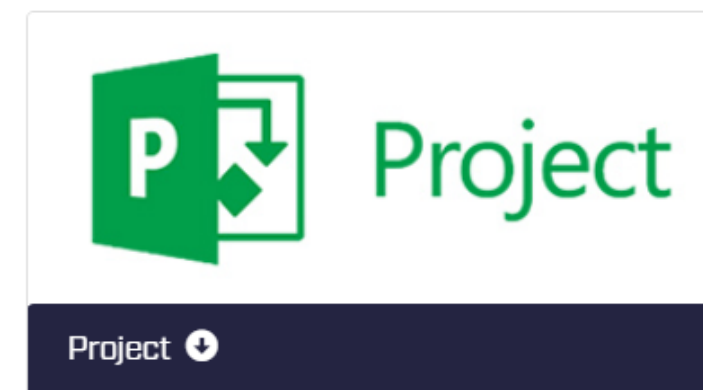
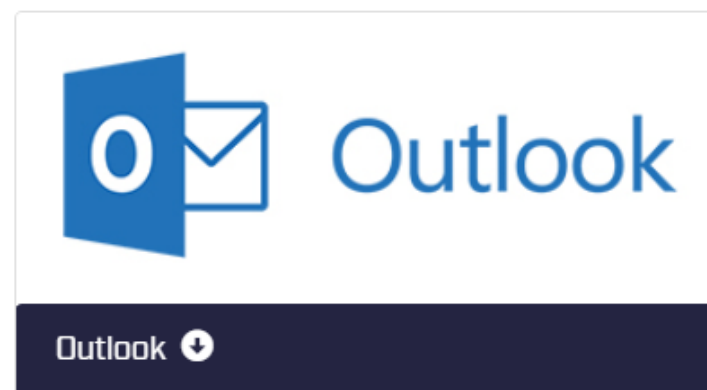
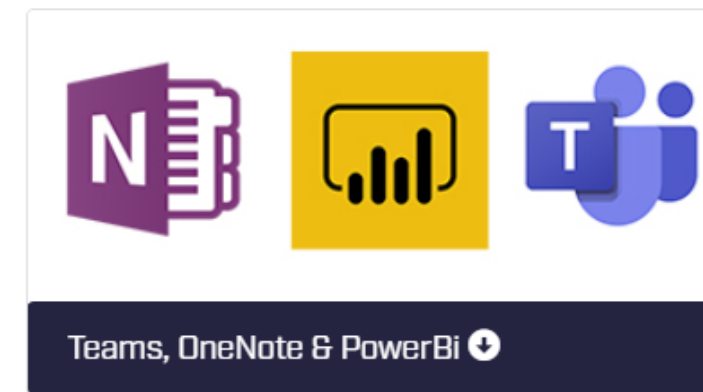
Adobe
Citrix
RedHat
Agile
AWS
Tableau
DevOps
IBM
Search All Brands

After referencing the United Training Course List, select a training course category from the "Find Training" drop down menu.


Combine innovative, industry-leading apps for all the fundamental things people do in an office, add intelligent cloud services for document management, data management, collaboration, communications, and analytics. Throw in world-class security and you have Microsoft 365.



To know Microsoft 365 thoroughly you'll end up knowing literally anything and everything that needs to be done in a modern workplace. Underneath the apps designed for anyone to use, lies a world of productivity and collaboration tools which allow teams to work better together.

Truly your complete office in the cloud 365 days a year, learn how to take full advantage of everything this most powerful productivity suite can do.



Within the selected training course category, select the desired training course from the available options.



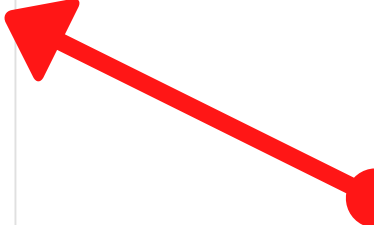
[FIND TRAINING](#)[WEBINARS](#)[CONTACT](#)[ABOUT US](#)

Access

Excel

Teams, OneNote & PowerBi

- Excel 2013/2016 Programming with VBA
- Excel 2016 - Tables, Pivot Tables and Conditional Formatting
- Excel 2016 Formulas & Charts
- Excel 2016/2019 - Data Analysis with Pivot Tables
- Excel 2016/2019 - Data Analysis with Power Pivot
- Excel 2019 - Part 1
- Excel 2019 - Part 2
- Excel 2019 - Part 3
- Introduction to DAX for Excel 2016 Users - Level 3
- Microsoft Excel for Office 365 (Desktop or Online) - Part 1
- Microsoft Excel for Office 365 (Desktop or Online) - Part 2
- Microsoft Excel for Office 365 (Desktop or Online) - Part 3
- Introduction to DAX for Excel 2016 Users - Level 3

**TRAINING COURSE LEVELS**

Select the specific training course level from the dropdown menu under the selected training course. (Ex. Excel 2019 - Part 1)



This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

UPCOMING CLASS DATES AND TIMES

Dec 29, 2020

8:00AM - 4:00PM Central

1 Day

Virtual Instructor Led

GTR

Enroll

Jan 25, 2021

8:00AM - 4:00PM Central

1 Day

Virtual Instructor Led

GTR

Enroll

Feb 12, 2021

8:00AM - 4:00PM Central

1 Day

Virtual Instructor Led

GTR

Enroll

Identify a preferred date, time, and method for the training course.

*This step of the process is a tool to determine training offerings. Please do not enroll in the course via United Training's website.



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3. Click on the Technology of choice (A listing of classes will appear).
4. Click on course desired (A course schedule will appear of available classes).
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Once your class has been scheduled you will receive a confirmation from United Training.

Student Name	Jennifer Williams
Student Email Address	Jennifer.williams@shelbycountyttn.gov
Student Company	Shelby County Government
Class Name	Excel 2019 – Part 1
Date	February 12, 2021
Class Start Time (CDT)	8:00AM
Classroom (Please select where taking class from)	Memphis Location or Virtual
Payment Type	LCP Sandra Perry Core Classes \$49,995
Order Number/ Coupon #	MEM-0016821

After selecting a training, date, and method, return to the United Training Class Enrollment Form to input all highlighted information. Email the completed form to Dan Dale (Daniel.Dale@unitedtraining.com), with your manager/supervisor copied, to enroll in the training course.