**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/>

1. **Click the** “**Find Training”** tab on the menu bar.
2. **Click** on the Technology of choice (*A listing of classes will appear*).
3. **Click** on course desired (*A course schedule will appear of available classes*).
4. 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** |  |
| **Class Start Date** |  |
| **Class Start Time (CDT)** | 8:00 |
| **Classroom (Please select where taking class from)** | Virtual |
| **Payment Type** | Terrence Johnson; Extension 3 Seat Corporate Membership with Adobe and Workplace Fundamentals Add-on, 7 Microsoft Dedicated Office Classes. 9/15/23 |
| **Order Number/ Coupon #** | ORD-UTC-0120833 |
|  |  |

**Daniel Dale**



Major Account Manager

United Training

P:(830) 453-7983 |F: (830) 632-3380

daniel.dale@unitedtraining.com

[www.unitedtraining.com](http://www.unitedtraining.com/)

