NEW HORIZONS VIRTUAL TRAINING

Microsoft Office and Adobe virtual learning opportunity via New Horizons Training.

Training options include:

Microsoft:
Access
Excel
One Note
PowerPoint
Project
Publisher
SharePoint
Visio
Word

Adobe:
Acrobat
Captivate
Dreamweaver
Flash
Illustrator
InDesign
Photoshop
HTML

If you feel training on any of these applications would be beneficial, we encourage you to discuss a training plan with your supervisor.

COURSE SELECTION AND REGISTRATION PROCESS

1. Course Selections: Click on link & then choose "Courses and Certifications".
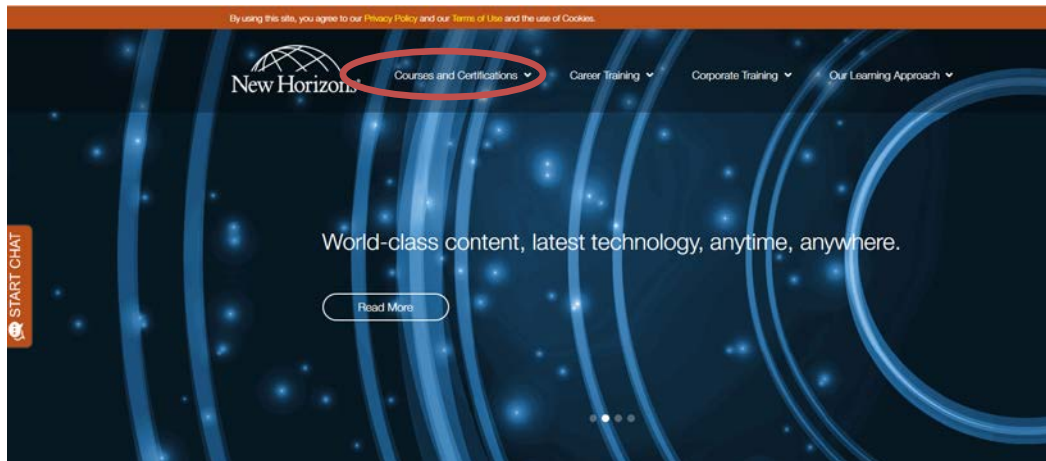
2. A course schedule, listing all of the courses that are available through New Horizons Training, will display. For Microsoft Office options, you will need to know what version of Office you are using. If you do not know what version you are using click here: Which version of Microsoft Office am I using?
3. Work with your supervisor to select an appropriate training session to help meet your professional goals. Choose the course(s) you would like to take and a few dates that would work.
4. Complete the registration request form and send it to your supervisor for signature/approval. Submit the approved form to nhtrain@caiu.org. When your request has been received, someone will check your requests against others that have been received. Requests will be granted on a first come first serve basis. If no one else is taking a class on that day, a formal registration request will be sent to New Horizons Training by a CAIU representative (requests will be sent on a weekly basis).
5. *Upon receipt of your request, New Horizons Training will send you an email with instructions and information required to take the course.* **You will need to keep this email**. The email will ask you to download software on your computer. *We suggest that you download and test the software immediately so to avoid issues the day of your class.*
6. Be sure to report to your session at least 15m prior to your course start time to ensure you are set up and ready to go.
7. ***Should you need assistance, New Horizons Helpdesk can assist you. Contact information will be provided in your email.***
8. You will be expected to attend the FULL session in order to get credit.
9. If you should need to cancel: Email nhtrain@caiu.org AT LEAST 48 hours prior to your session to cancel so that someone else may use that seat.