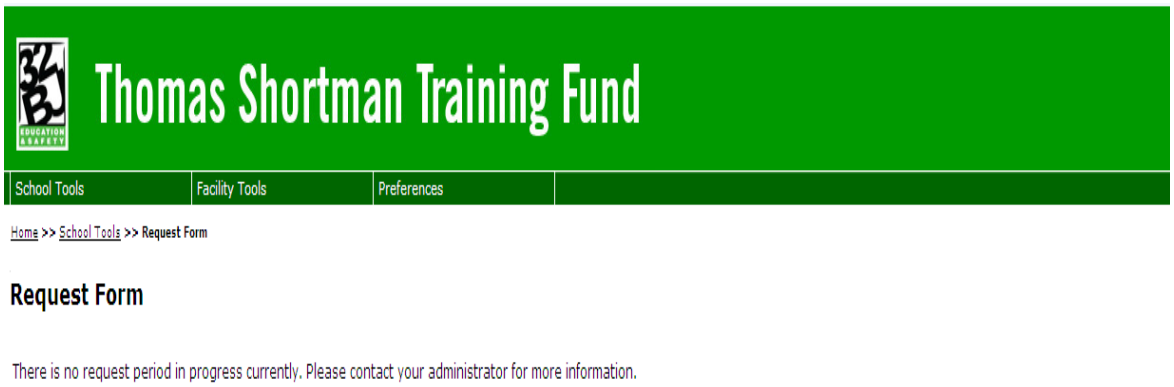
Login ID

Type the website address: http://Training.32bjfunds.com in the address bar.

Your "***Login ID***" must be your first initial, your last name and the last four digits of your social security number. (e.g. Jdoe1234), then enter the word "***password***" as your password and click "***Log In***."

Note: You will be prompted to create a new password when you login.

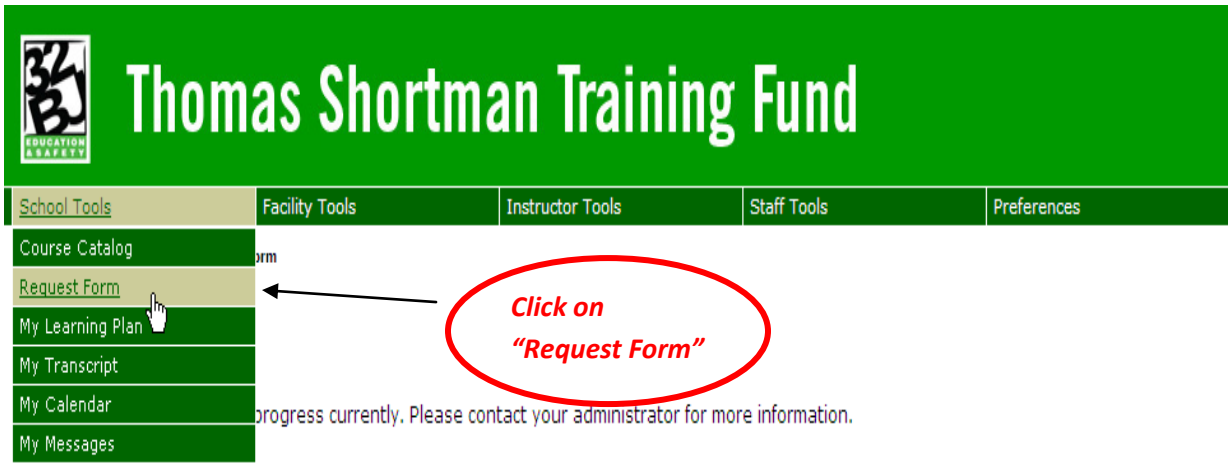
The Request Form will appear.



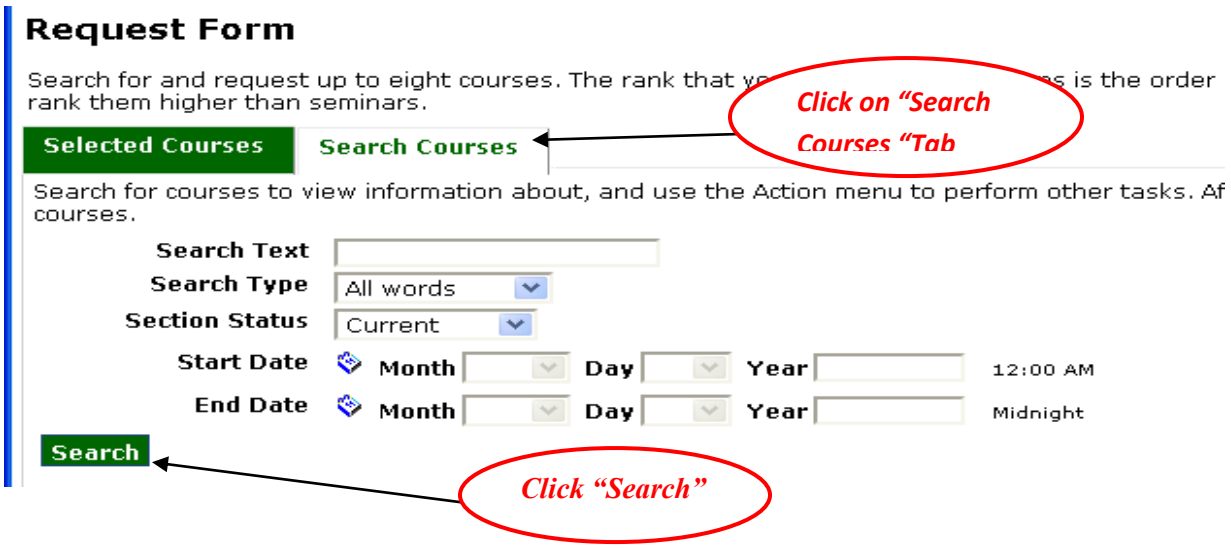
You may now begin to use the LMS System.

Search For A Course

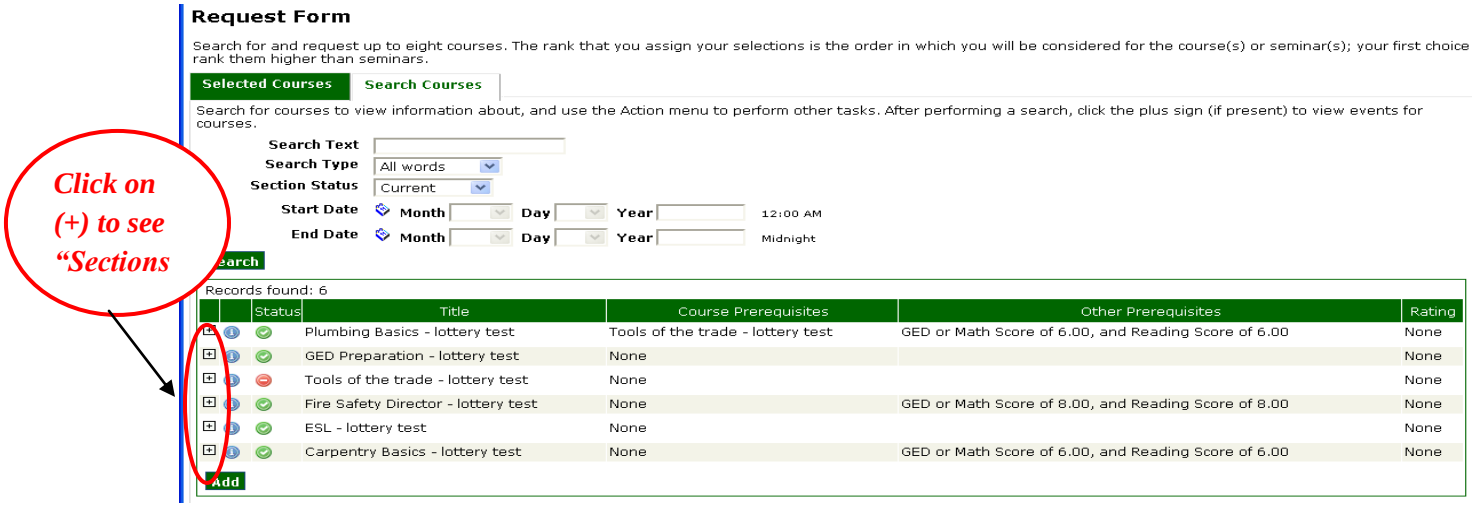
To search for a course, select "***School Tools***" then select "***Request Form***" from the drop down menu.



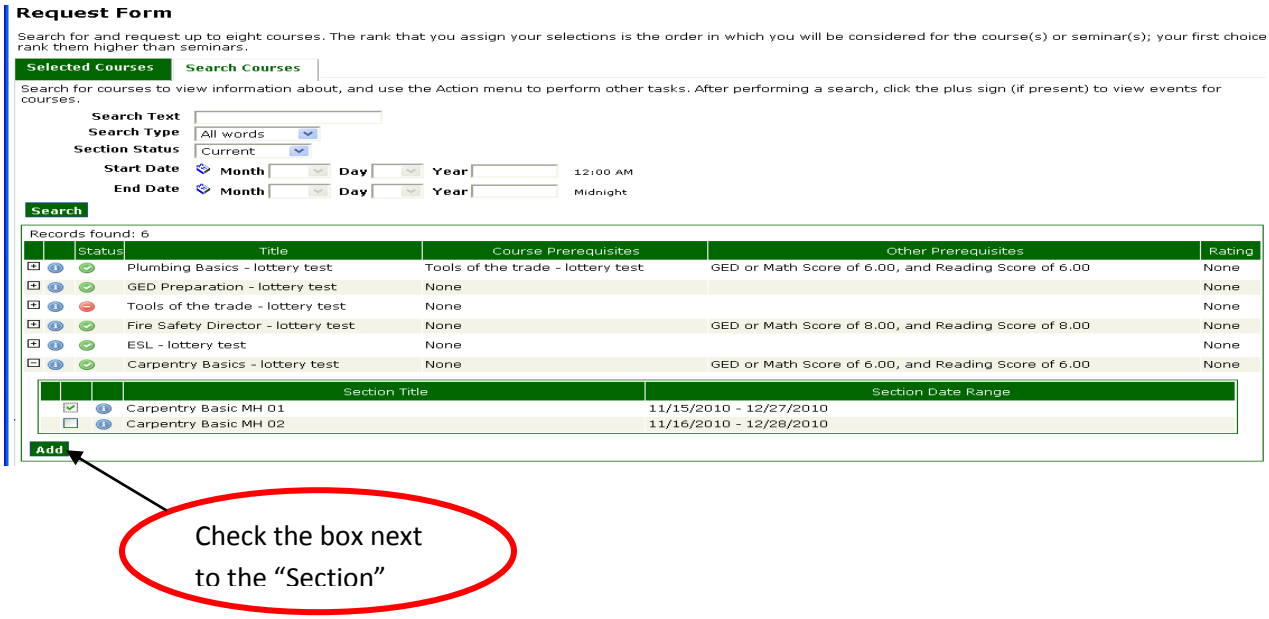
Click on the "***Search Courses***" tab to search for your course and click on the course you want to view.



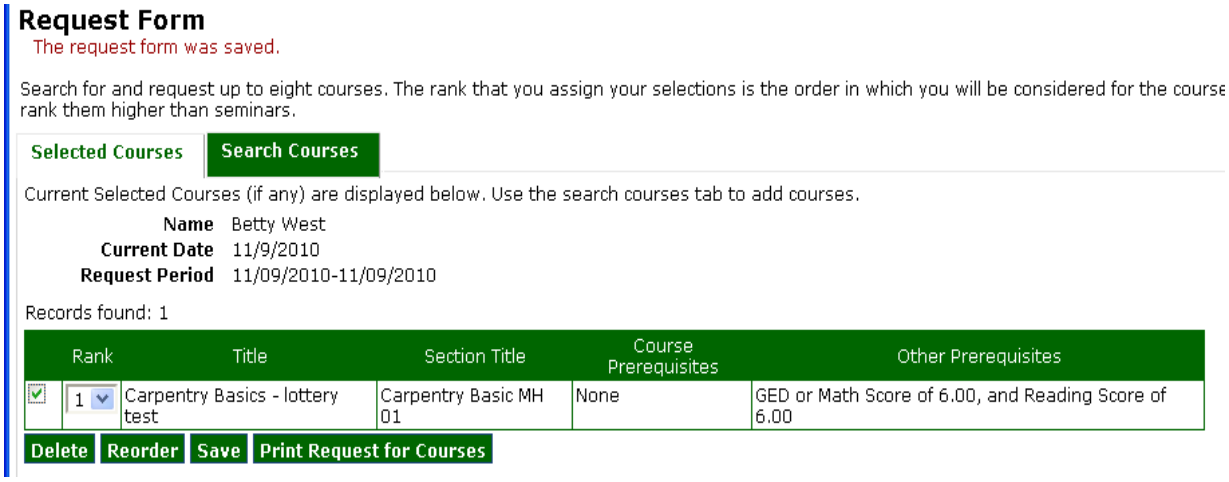
Click on the course "Section."



Search for the course you want to take. Click the (+) to view Sections for each course. Check the box of the course you want to take and click "Add."



Check the box next to the course and click on “Save.”



Request Form

The request form was saved.

Search for and request up to eight courses. The rank that you assign your selections is the order in which you will be considered for the course rank them higher than seminars.

Selected Courses | Search Courses

Current Selected Courses (if any) are displayed below. Use the search courses tab to add courses.

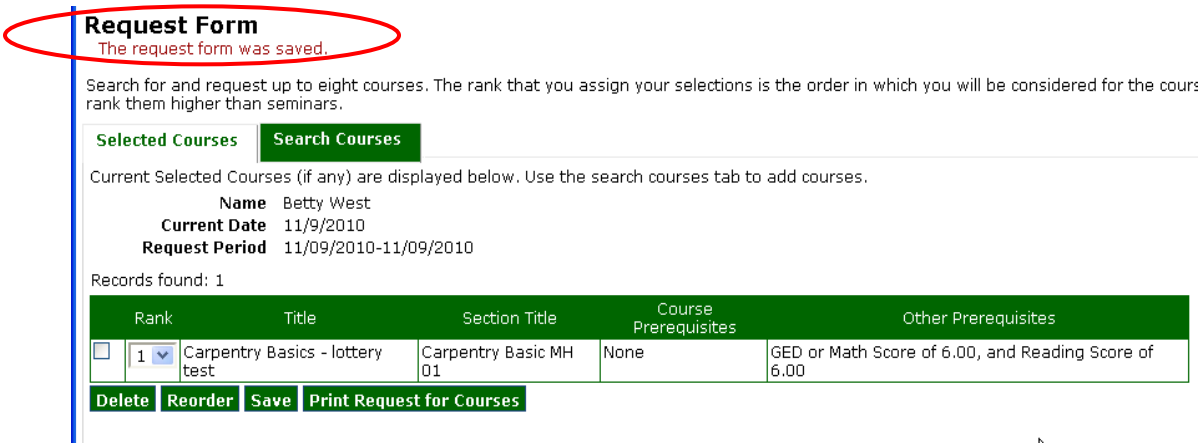
Name Betty West
Current Date 11/9/2010
Request Period 11/09/2010-11/09/2010

Records found: 1

Rank	Title	Section Title	Course Prerequisites	Other Prerequisites
1	Carpentry Basics - lottery test	Carpentry Basic MH 01	None	GED or Math Score of 6.00, and Reading Score of 6.00

Delete | Reorder | Save | Print Request for Courses

The request form was saved.



Request Form

The request form was saved.

Search for and request up to eight courses. The rank that you assign your selections is the order in which you will be considered for the cours rank them higher than seminars.

Selected Courses | Search Courses

Current Selected Courses (if any) are displayed below. Use the search courses tab to add courses.

Name Betty West
Current Date 11/9/2010
Request Period 11/09/2010-11/09/2010

Records found: 1

Rank	Title	Section Title	Course Prerequisites	Other Prerequisites
1	Carpentry Basics - lottery test	Carpentry Basic MH 01	None	GED or Math Score of 6.00, and Reading Score of 6.00

Delete | Reorder | Save | Print Request for Courses

You can also “Print” your request for courses.

Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY 10013-1991

www.seiu32bj.org
800-551-3225 Benefits Information
212-388-2000 General Information

11/9/2010

Betty West

RE: Thomas Shortman Training Program
Confirmation of Requested Courses

Member ID:

You are pre-registered for the following course(s):

Course	Course Bldg	Course Address	Course Start Date	Course Bldg Contact Phone Number	Class Info	Qualification
Carpentry Basics - lottery test - Carpentry Basic MH 01 - Carpentry Basic MH 01	32BJ Building	101 Avenue of the americas new York, NY 10013	11/15/2010		Room 808 6:00 PM - 8:59 PM	Pending Math Score, Pending Reading Score

Date and time will be displayed in this section for those members that will need to be tested.

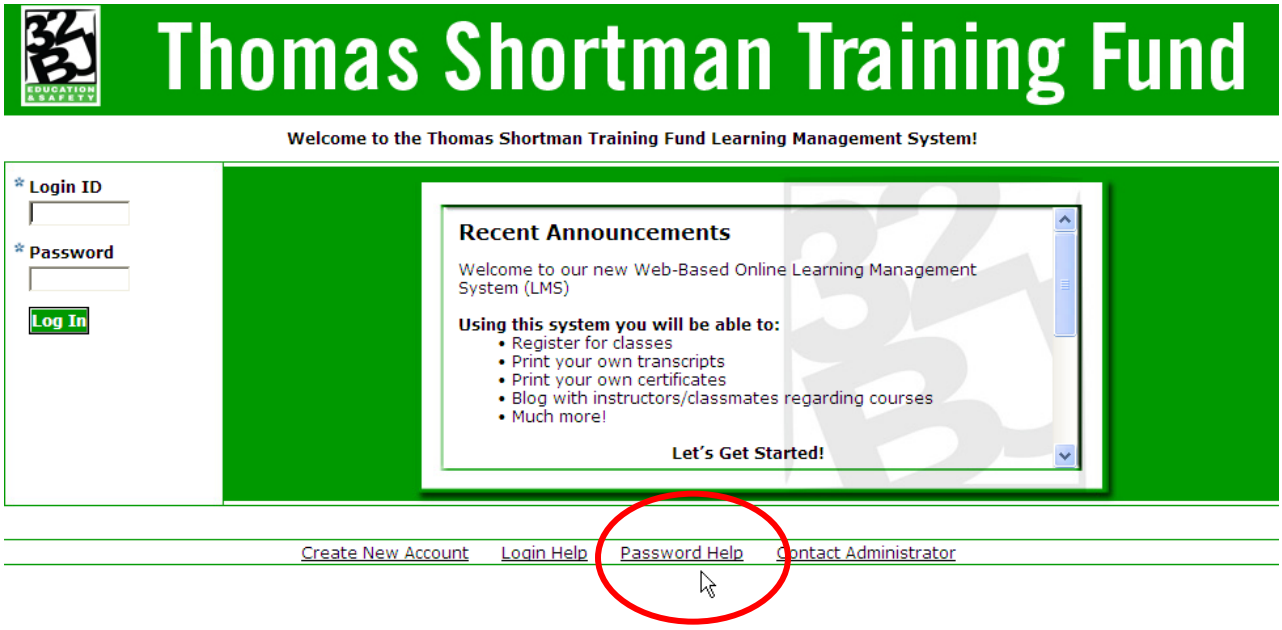
This letter verifies the classes for which you have registered and does not guarantee your enrollment in any class. After registration is completed, you will receive a confirmation in the mail which will inform you of the classes in which you are enrolled. If you do not receive a confirmation letter in the mail, please call 212-388-3701 a few days before your first class is to begin

Thank You.

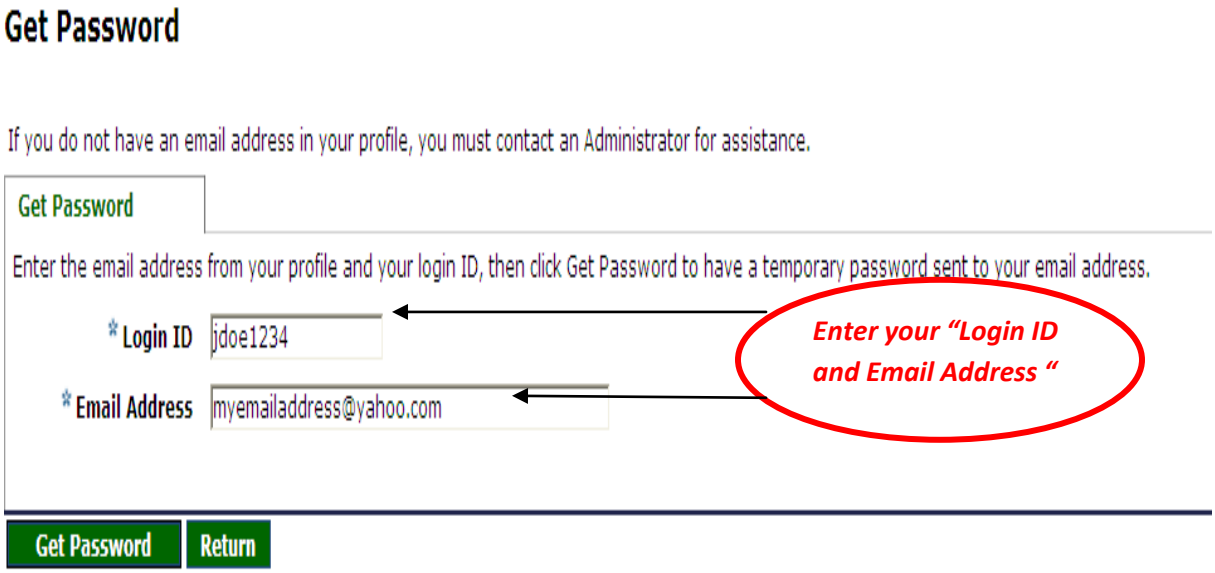
You have completed the search for courses.

If you forget your password

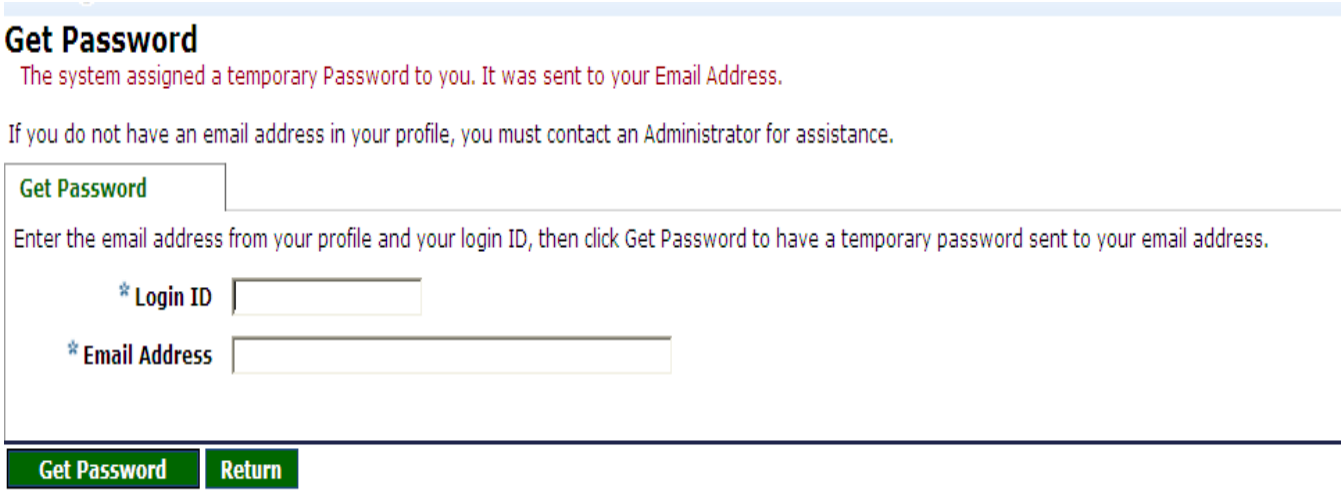
To change your password, click on "***Password Help***" from login screen.



Enter your Login ID and Email Address then click "***Get new password***."



A message will appear. The System has assigned a temporary password. It was sent to your Email Address.



Check your email for your temporary password and login with your temporary password.

For password assistance please call: (212) 388-3701