

How to View or Sign-Up for Local 434 Classes

1. Go to www.ualocal434.org website.
2. Click on Members only:
 - a. Username: Your last name
 - b. Password: Your UA card number or a temporary password 123456789
3. Click on Class Schedule & Sign-Up tab on the right-hand side.
 - a. Read the whole page.
 - b. You may click on each schedule to view in a pdf format.
4. Scroll down to the form. To review the schedule only, **you do not have to enter your name or email address.**
 - a. Click on the School.
 - b. Click on the Course.
 - c. Click on the Start Date.
5. If you want to sign up for a class, you need to fill out the form completely.
6. Registration for classes will close one week before the start of the class, some classes earlier.
7. Click on Submit, make sure you receive an email. If you don't contact the training department.
8. **NEW:** If you need to **Cancel**, log on to the website like you are going to sign up for the class at least 7 days prior to the class start date, and write in the comments that you need to cancel and the reason for cancellation. **MAKE SURE YOU RECEIVE AN EMAIL THAT YOU HAVE BEEN REMOVED FROM THE CLASS.**
9. **NOTE: Not showing up and/or not completing ANY class you signed up for will result in a \$100.00 fine that will need to be paid before you can sign up or be allowed in another class.**
10. Expect all classes to utilize Video Conferencing and Blackboard/Canvas – **you must invest in a laptop/computer.**
11. Contact Gary Korn if you have any questions. 608 944-9791