



UA Local 434 Training

012119

Information: Steps to Sign up for classes at UA Local 434 Training

1. Go to www.ualocal434.org
2. Then the Members only page
3. Follow the instructions to log in:
 - a. Username: Your last name
 - b. Password: UA card number (if this does not work contact me)
4. Click on Training Class Sign-up (on right hand side)
5. Scroll down to fill out the form: (everything must be filled in)
 - a. First name
 - b. Last name
 - c. Email address
 - d. Phone number
 - e. School
 - f. Class (if you don't see the class you want please use OTHER – NOT LISTED. In the notes write the class you want)
 - g. Via video conferencing
 - i. Click: yes or no
 - h. Pick start date, if start date is not available pick current date.
 - i. Add notes if needed
 - j. Click on submit. **Make sure form is fill out completely.**
6. After hitting “SUBMIT” scroll back down to the bottom, you should see a form that you can print off or save.

Very important you should see the following, if not look for the **red asterisk** in the form.

Note: You should receive a confirmation email within two business days. If you fail to receive a confirmation, please call local 434 training to sign up.

7. If you want to cancel out of a class please fill out the form but click on the “Please Cancel My Previous Registration” button.
8. If you have any problems contact Gary Korn at 608 433-9791 or email me at gkorn@ualocal434.org