



University of Connecticut

Department of Human Resources
Organization and Staff Development
HR-OSD@UConn.edu

Technology and Online Learning Information Guide



Welcome to the Organization and Staff Development Technology and online learning information guide!

We are excited to offer you a variety of technical training and online learning opportunities via contracts with several reputable training vendors. Each of the training vendors has been approved by purchasing via the bid process to do business with the University.

Individuals and departments should review the courses offered by each training vendor. Once you have decided on the course (s) you wish to take, you should speak directly with the vendor to register and pay for the course.

We know that you will find these vendors customer friendly. Should you have any questions or concerns please e-mail or give us a call.

HR-OSD@UConn.edu

860.486.2670

What You Need To Do?

Talk with your supervisor . . .

- ✓ Decide what training you need to strengthen your job skills.
- ✓ Decide how much your department is willing to pay for the training.
- ✓ Decide how quickly you need to acquire the skills needed.
- ✓ How you would prefer to take the course (instructor led vs. on-line training).
- ✓ If instructor led, how far are you are willing to travel.

Review the training options. . .

- ✓ Speak with the training vendor of choice concerning course availability and how to register.
- ✓ Open a Purchase Order (PO) through your departmental Administrative Assistant.
- ✓ Be sure to evaluate the course once you have completed it.

Registration Process

The following vendors have been approved by Purchasing to provide training to University employees:

- **ADNET Technologies**
 - **UConn's Center for Continuing Studies**
 - **Mindleaders, Inc.**
 - **New Horizons CLC – Hartford**
 - **ONCL Training Center**
- Each vendor is responsible for registration, billing, and training follow-up.
 - Link to your vendor of choice for registration details.

How to Pay

Important:

Speak with your supervisor about whether your department can cover the cost of your training.

Payment Options:

1. With supervisor approval, use your Pro-Card for payments up to the Pro-Card threshold.
2. Open a PO with the vendor for purchases exceeding the Pro-Card threshold.

Note . . .

All employees should communicate with their supervisors about training taken during work time or training that the department will be responsible to pay.

Special Accommodations

Please make arrangements with the training vendor in advance should you require special accommodations.

Cancellations

Each vendor has their own cancellation policy.

Please review the vendor's cancellation policy prior to booking a class.

Applications

Each vendor has provided guidelines for completing and submitting their application.

- Please review your vendor's guidelines and submit your application accordingly.

Contact Information

If you have further questions, concerns, or issues with a vendor, please contact:

Department of Human Resources
Organization & Staff Development

9 Walters Ave, Unit 5075

(Depot Campus)

Storrs, CT 06269-5075

Phone: 860.486.2670

E-mail: HR-OSD@UConn.edu