

# IRIS HRM

## Course

## Catalog



**IRIS HRM Training**

<http://doa.alaska.gov/dof/iris/>

[IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov)

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# 1 IRIS HRM Course Catalog

This IRIS Human Resource Management (HRM) Training Course Catalog provides information on the available IRIS HRM training courses, including detailed course descriptions and course registration information.

## 1.1. IRIS HRM Course Offerings & Tracks

This section includes information on the available IRIS HRM course offerings. Figure 1 lists all of the IRIS HRM Courses & Course Tracks based upon staff groups.

**Figure 1: IRIS HRM Course Offerings & Tracks**

IRIS HRM Courses	
IRIS 600 – Getting Started with IRIS HRM (1 day)	IRIS 650 – Timekeeping for Timekeepers (½ day & online)
IRIS 610 – Position Control (1 day)	IRIS 660 – IRIS for Supervisors (online only)
IRIS 620 – Personnel Management (1 day)	IRIS 670 – Central Payroll Management (1 day)
IRIS 630 – Employee Relations (½ day)	IRIS 680 – Payroll Accounting (½ day)
IRIS 640 – Time & Attendance (2 days)	

Course Tracks for DEPARTMENT Staff	Course Tracks for CENTRAL (DOA) Staff
<p><b><u>Dept HR Staff</u></b>            IRIS 600 – Getting Started with IRIS HRM (1 day)            IRIS 610 – Position Control (1 day)            IRIS 620 – Personnel Management (1 day)            IRIS 630 – Employee Relations (½ day)</p> <p><b><u>Dept Timekeepers</u></b>            IRIS 650 – Timekeeping for Timekeepers (½ day &amp; online)  <i>Important Note: The current schedule allows for the primary timekeeper/ division to attend a classroom session. All other timekeepers (e.g. back ups, etc.) may take the online version of the course starting in November 2016. The IRIS HRM team will work with departmental IRIS Business Leads to determine enrollment for the classroom sessions.</i></p> <p><b><u>Dept Fiscal/ Administrative Staff</u></b>            IRIS 680 – Payroll Accounting (½ day)</p> <p><b><u>Supervisors</u></b>            IRIS 660 – IRIS HRM for Supervisors  <i>Important Note: Online course available through LearnAlaska starting in November 2016.</i></p> <p><b><u>All State Employees</u></b>            When IRIS HRM goes live, Employee Self Service (ESS) will be available to <i>all employees</i> to view pay information, update addresses, etc. A series of online tutorial videos will be posted on the IRIS HRM website in November 2016.</p>	<p><b><u>ALL DOPLR Staff</u></b>            IRIS 600 – Getting Started with IRIS HRM (1 day)  <i>Additional courses for DOPLR staff are listed below based upon section.</i></p> <p><b><u>DOPLR Classification Staff</u></b>            IRIS 610 – Position Control (1 day)</p> <p><b><u>DOPLR EPIC Staff</u></b>            IRIS 610 – Position Control (1 day)            IRIS 620 – Personnel Management (1 day)            IRIS 630 – Employee Relations (½ day)            IRIS 640 – Time &amp; Attendance (2 days)</p> <p><b><u>DOPLR Labor Relations Staff</u></b>            IRIS 630 – Employee Relations (½ day)</p> <p><b><u>DOPLR Payroll Staff</u></b>            IRIS 620 – Personnel Management (1 day)            IRIS 640 – Time and Attendance (2 day)  <i>HR Tech Ills, Payroll Supervisors &amp; Payroll Managers:</i>            Take above courses for DOPLR Payroll Staff PLUS:            IRIS 630 – Employee Relations (½ day)            IRIS 670 – Central Payroll Management (1 day)</p> <p><b><u>DOF Payroll Staff</u></b>            IRIS 600 – Getting Started with IRIS HRM (1 day)            IRIS 620 – Personnel Management (1 day)            IRIS 670 – Central Payroll Management (1 day)            IRIS 680 – Payroll Accounting (½ day)</p>

## 1.2. IRIS HRM Training Course Types

**Classroom** – This is the primary type of delivery for IRIS training courses. Classroom courses are specifically designed to give participants instruction in using IRIS to perform their jobs. Each session will be delivered by a primary and secondary instructor.

**Online video** – This delivery method provides training materials that end users can complete at their own pace, from their desk.

## 1.3. IRIS HRM Course Descriptions

The following section includes detailed course descriptions, audience for each course, and prerequisites for each course to help you determine which courses you and/or your staff should take in order to perform your duties.

<b>IRIS 600 – Getting Started with IRIS HRM</b>	
<b>Audience:</b>	All IRIS HRM users, managers, and approvers Note: If you are taking any of the following courses, you do NOT need this course. <ul style="list-style-type: none"> <li>• IRIS 650 – Timekeeping for Timekeepers</li> <li>• IRIS 660 – IRIS HRM for Supervisors</li> <li>• IRIS 680 – Payroll Accounting</li> </ul>
<b>Delivery Methods and Durations:</b>	Classroom <span style="float: right;">7.0 hours</span>
<b>Prerequisites:</b>	This course is a prerequisite for most IRIS HRM Courses.
<b>Course Description:</b>	This introductory course will cover IRIS HRM logon, general navigation, documents, tables, inquiries, activity folders, and workflow. Students will have hands-on exercises that will familiarize them with the system. This will significantly impact their ability for understanding concepts and completing exercises in subsequent courses.

<b>IRIS 610 – Position Control</b>	
<b>Audience:</b>	Classification, EPIC, Department HR staff; and Alaska Court System, Governor’s Office, and Legislative Affairs HR staff.
<b>Delivery Methods and Durations:</b>	Classroom <span style="float: right;">7.0 hours.</span>
<b>Prerequisites:</b>	IRIS 600 – Getting Started with IRIS HRM
<b>Course Description:</b>	This course provides instruction on the creation, authorization, and maintenance of positions, which provides information for staff planning, human resource budgeting, position monitoring, and position analysis. Position Control is also the first place where policies affecting pay, deductions, and leave are established. During the course, students gain hands-on experience in creating, authorizing, and managing positions.

<b>IRIS 620 – Personnel Management</b>	
<b>Audience:</b>	DOF Payroll, DOPLR Payroll, EPIC, Department HR Staff; and Alaska Court System, Governor’s Office and Legislative Affairs HR staff.
<b>Delivery Methods and Durations:</b>	Classroom <span style="float: right;">7.0 hours</span>
<b>Prerequisites:</b>	IRIS 600 – Getting Started with IRIS HRM
<b>Course Description:</b>	This course covers the creation and maintenance of employee-specific information; including demographics, work history, salary, and status such as transfer, leave without pay, and separations. This course also discusses available personnel management inquiries and reviews the process for approving and rejecting personnel management documents. During this course, students gain hands-on experience in creating and maintaining employee information in IRIS HRM.

## IRIS 630 – Employee Relations

<b>Audience:</b>	DOPLR Tech IIIs, Payroll Supervisors, Payroll Managers, EPIC, Labor Relations, Department HR staff; and Alaska Court System, Governor’s Office and Legislative Affairs HR staff.
<b>Delivery Methods and Durations:</b>	Classroom 3.5 hours
<b>Prerequisites:</b>	IRIS 600 – Getting Started with IRIS HRM
<b>Course Description:</b>	This course covers how to record and maintain employee disputes, incidents, and evaluations. It also includes maintenance of other employee data such as education, veteran's status, and learning and career development.

## IRIS 640 – Time and Attendance

<b>Audience:</b>	DOPLR Payroll, EPIC, and Alaska Court System, Governor’s Office, and Legislative Affairs HR staff.
<b>Delivery Methods and Durations:</b>	Classroom 14.0 hours (two days)
<b>Prerequisites:</b>	IRIS 600 – Getting Started with IRIS HRM IRIS 620 – Personnel Management
<b>Course Description:</b>	This two day course goes in depth with reporting and tracking time and leave balances for employees. The time and attendance function also includes adjusting deductions and pay.

<b>IRIS 650 – Timekeeping for Timekeepers*</b>					
<b>Audience:</b>	Timekeepers from each department/division.				
<b>Delivery Methods and Durations:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Classroom*</td> <td style="text-align: right;">3.5 hours</td> </tr> <tr> <td>Online Video</td> <td style="text-align: right;">~1 hour</td> </tr> </table>	Classroom*	3.5 hours	Online Video	~1 hour
Classroom*	3.5 hours				
Online Video	~1 hour				
<b>Prerequisites:</b>	N/A				
<b>Course Description:</b>	This course covers general navigation of the system, documents, activity folders, and inquiries that will be used by departmental timekeepers.				

\* This course will be offered to select primary timekeepers per division. All other timekeepers (e.g. backups) may take the online version of the course starting in **November 2016**. The IRIS HRM Project team will work with departmental Business Leads to determine enrollment for the classroom sessions.

<b>IRIS 660 – IRIS HRM for Supervisors</b>			
<b>Audience:</b>	Supervisors who approve timesheets in IRIS HRM.		
<b>Delivery Methods and Durations:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Online Video</td> <td style="text-align: right;">~1 hour</td> </tr> </table>	Online Video	~1 hour
Online Video	~1 hour		
<b>Prerequisites:</b>	N/A		
<b>Course Description:</b>	The objective of this video is to give basic instruction to supervisors on how to view current information for an employee, look up leave balances for an employee, and how to approve electronic timesheets <b>IF</b> your staff is submitting timesheets through Employee Self Service (ESS).		

## IRIS 670 – Central Payroll Management

<b>Audience:</b>	DOF Payroll, DOPLR Tech IIIs, Payroll Supervisors, Payroll Managers; and Alaska Courts, Governor’s Office and Legislative Affairs HR staff.
<b>Delivery Methods and Durations:</b>	Classroom 7.0 hours
<b>Prerequisites:</b>	IRIS 600 – Getting Started with IRIS HRM IRIS 620 – Personnel Management IRIS 640 – Time and Attendance
<b>Course Description:</b>	This course covers payroll processing, including payroll setup, the payroll lifecycle, the supplemental payroll process, and final payroll processing. The course also includes establishing miscellaneous deductions and recording tax information.

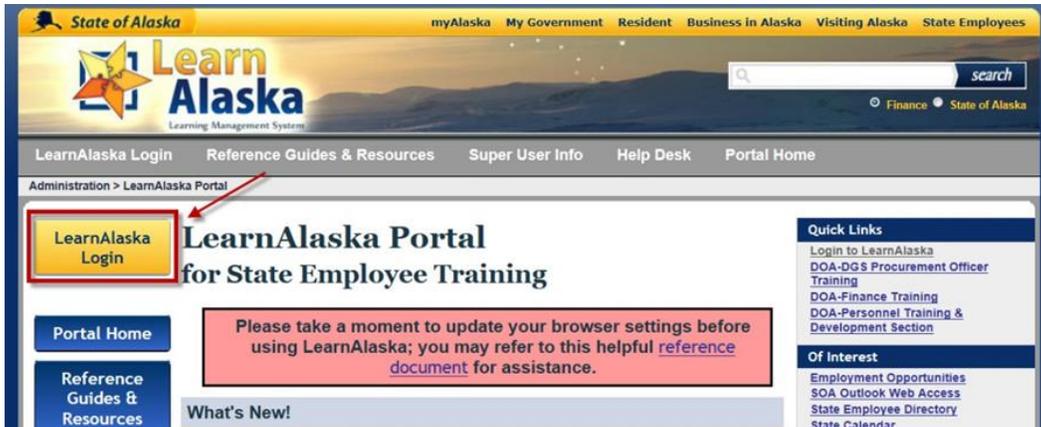
## IRIS 680 – Payroll Accounting

<b>Audience:</b>	Department Fiscal/Administrative Staff and DOF Payroll
<b>Delivery Methods and Durations:</b>	Classroom 3.5 hours
<b>Prerequisites:</b>	N/A
<b>Course Description:</b>	Payroll accounting tasks including entering financial information in IRIS HRM, creating/modifying Labor Distribution Profiles, correction of payroll coding errors and generating a One-Time Payment for travel reimbursement.

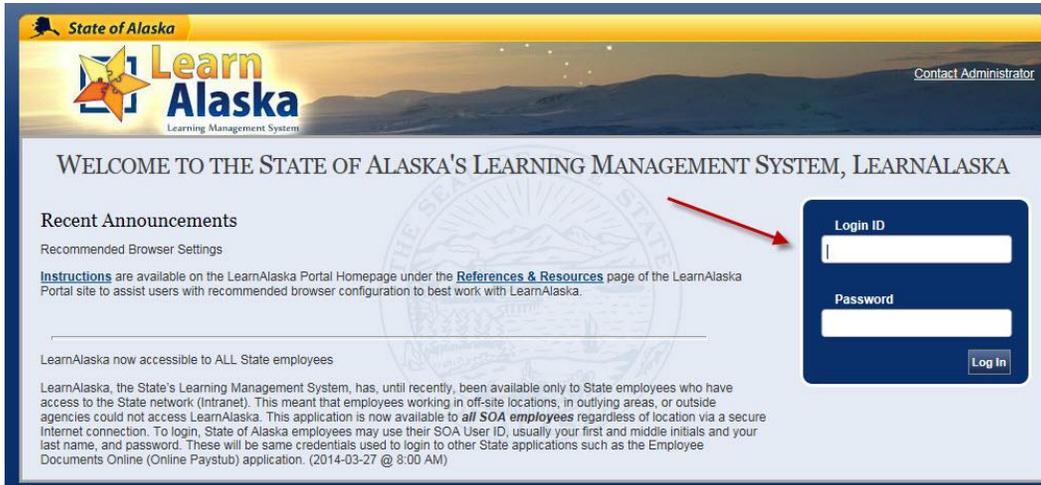
## 2 IRIS HRM Registration Process

### 2.1. How do I register for IRIS HRM Classes?

1. Review the IRIS training course offerings (shown above) and detailed individual course descriptions in this course catalog to determine the appropriate courses for you and/or your staff.
2. Log on to LearnAlaska via the LearnAlaska portal page: <https://learn.alaska.gov/portal>



3. Log in using your State of Alaska Active Directory User ID and password.



4. Using the Site Search field at the top of the screen search for **HRM** to find all IRIS HRM course offerings.



- The available courses display in alphabetical order in the Site Search results. Select the **Title** link to view/register for the course.

State of Alaska | Site Map | My Messages | Site Help

Learn Alaska | HRM | Advanced Search | Welcome, ANDREA MUECA | Logout

MY WORKSPACE | LEARNING CENTER | REFERENCE CENTER | COLLABORATION CENTER | ADMINISTRATION

Home >> Site Search

### SITE SEARCH

Search

Below is the list of site search results. Click the Information icon to view information about an item or click the title to access the Details page for the item.

Records found: 9

Title	Type
<a href="#">SOA-DOA-DOF: IRIS HRM - 600 Getting Started with IRIS HRM</a> Audience: All IRIS HRM users, managers, and approvers. This course is a prerequisite for most IRIS...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 610 Position Control</a> Audience: Classification, EPIC, Department HR Staff. Prerequisite: Students must complete IRIS HRM...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 620 Personnel Management</a> Audience: DOF Payroll, DOPLR Payroll, EPIC, and Department HR Staff. Prerequisite: Students must c...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 630 Employee Relations</a> Audience: DOPLR Payroll Supervisors, EPIC, Labor Relations, and Department HR Staff. Prerequisite:...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 640 Time and Attendance</a> Audience: DOPLR Payroll, EPIC, Courts, Legislative and Governor's Office Staff. Prerequisites: Stu...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 650 Timekeeping for Timekeepers</a> Audience: Select timekeepers from each department/division. Prerequisite: There are no prerequisi...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 670 Central Payroll Management</a> Audience: DOF Payroll, DOPLR Payroll, Courts HR, Governor's Office HR, Leg Audit HR, and Leg Affa...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM - 680 Payroll Accounting</a> Audience: Department Fiscal/Administrative Staff and DOF Payroll. Prerequisites: If you are unfami...	Classroom
<a href="#">SOA-DOA-DOF: IRIS HRM Overview Presentation</a> This PowerPoint presentation will give a high level overview of each of the business functions wi...	Classroom

- On the course details screen, select the **More** link to read the full course description. To enroll in the course, select the **Section Title** link.

Home >> Site Search >> SOA-DOA-DOF: IRIS HRM - 600...

## SOA-DOA-DOF: IRIS HRM - 600 GETTING STARTED WITH I...

Return

Manage | Required Training | Save Shortcut

**SOA-DOA-DOF: IRIS HRM - 600 Getting Started with IRIS HRM** | Type: Classroom

Course Provider: SOA-DOA-DOF  
Duration (Hours): 7  
Credit(s): None

Audience: All IRIS HRM users, managers, and approvers. (See below for exceptions)  
This introductory course will cover IRIS logon, general navigation, documents, tables, inquiries, activity folders, and workflow. Students will have hands-on exercises that will familiarize them with the system. This will significantly impact their ability for understanding concepts and completing exercises in su... [More](#)

You must enroll in this item if you want to access it.

### Sections

Below is a list of current sections for this classroom course. You can manage your enrollment when you view the details of each section.

Title	Dates	Enrollment	Section Status	Section Format
<a href="#">Juneau, September 26, 2016</a>	9/26/2016 8:30 AM - 9/26/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, September 27, 2016</a>	9/27/2016 8:30 AM - 9/27/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, September 28, 2016</a>	9/28/2016 8:30 AM - 9/28/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, September 29, 2016</a>	9/29/2016 8:30 AM - 9/29/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, September 30, 2016</a>	9/30/2016 8:30 AM - 9/30/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, October 3, 2016</a>	10/3/2016 8:30 AM - 10/3/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, October 4, 2016</a>	10/4/2016 8:30 AM - 10/4/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, October 5, 2016</a>	10/5/2016 8:30 AM - 10/5/2016 4:30 PM	Not Enrolled	Open	In-Person
<a href="#">Juneau, October 6, 2016</a>	10/6/2016 8:30 AM - 10/6/2016 4:30 PM	Not Enrolled	Open	In-Person

- The Section Details screen displays information about the section including the course schedule and location. Click the **Enroll** button to enroll in the section. If the section is full, you can select the **Waitlist** button to be placed on the section waitlist.



**Important Note:** You may request to be waitlisted for multiple sections of a course. If your status changes to enrolled in one of the sections, you will be automatically removed from the waitlist(s) for other sections of that course. You may not enroll in one section and waitlist for other sections.

JUNEAU, SEPTEMBER 27, 2016



Return

**SOA-DOA-DOF: IRIS HRM - 600 Getting Started with IRIS HRM**

Type : Classroom

Audience: All IRIS HRM users, managers, and approvers. (See below for exceptions)  
This introduct... [More](#)

**Juneau, September 27, 2016**

Section Number: 5

Section Code :

Section Dates: 9/27/2016 8:30 AM - 9/27/2016 4:30 PM

Capacity (Min/Max): 1/15

Section Format: In-Person

Cancellation Deadline:

*Not Enrolled*

Section Status: Open

[View Schedule](#)

**Enroll**

You must enroll in this item if you want to access it.

Title	Date/Time	Recurrence	Days	Location	Instructor
Juneau, September 27, 2016	9/27/2016 8:30 AM - 9/27/2016 4:30 PM	No Recurrence		Section Format: In-Person DOA-Aurora Training Room A (3rd Flr), JNU-DNR Building (Juneau, AK)	

Additional Info:  
Pre-Enrollment Comments:

- Once you click Enroll, a pop-up window will appear, select your **Appointment** information from the drop-down menu and click **Enroll** again.

**ENROLL**

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

**Enroll**

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

<b>Title</b>	SOA-DOA-DOF: IRIS HRM - 600 Getting Started with IRIS HRM
<b>Section Title</b>	Juneau, September 27, 2016
<b>Section Date Range</b>	9/27/2016 - 9/27/2016
<b>Section Format</b>	In-Person
<b>Event Date Range</b>	9/27/2016 8:30 AM - 9/27/2016 4:30 PM
<b>* Appointment</b>	PRIMARY (02-Department of Administration / 02_FIN-FINANCE ERP SUPPORT) ▼

Enroll
Cancel

- You will be returned to the Section Details window, but the **Enroll** button will be replaced with a message that you are enrolled. There will now be a link to Cancel Enrollment (see Page 12 for more information on cancelling your enrollment).

The screenshot shows the 'Learn Alaska' Learning Management System interface. At the top, there is a navigation bar with 'MY WORKSPACE', 'LEARNING CENTER', 'REFERENCE CENTER', 'COLLABORATION CENTER', and 'ADMINISTRATION'. Below this, the user is logged in as 'ANDREA MUECA'. The main content area displays the course title 'SOA-DOA-DOF: IRIS HRM - 600 Getting Started with IRIS HRM' and indicates that the user is enrolled. A red box highlights the message 'You are enrolled in the course.' and a red arrow points to the 'Cancel Enrollment' link. The section details include the date 'Juneau, September 27, 2016', section number '5', and section code. A table below provides specific details for the enrollment.

Title	Date/Time	Recurrence	Days	Location	Instructor
Juneau, September 27, 2016	9/27/2016 8:30 AM - 9/27/2016 4:30 PM	No Recurrence		DOA-Aurora Training Room A (3rd Flr), JNU-DNR Building (Juneau, AK)	

## 2.2. Troubleshooting for Common Registration Issues

- If you see a blank screen when you search for course offerings, you may need to update your browser settings. Please refer to the following reference document:  
<http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf>
- For other issues with LearnAlaska, please visit the LearnAlaska home page:  
<https://learn.alaska.gov/portal> OR contact the LearnAlaska Help Desk at 907.375.7700 or [LearnAlaska.HelpDesk@alaska.gov](mailto:LearnAlaska.HelpDesk@alaska.gov)

## 2.3. Is there an approval required to register for IRIS classes?

There is no approval requirement for IRIS HRM classes, however it is recommended that you discuss your course attendance with your supervisor prior to enrolling in order to plan for your absence and ensure you are enrolling in the appropriate courses. Your supervisor will be copied on automated email notifications from LearnAlaska, which contains details of your course enrollment.

## 2.4. How do I know I am confirmed for an IRIS class?

Each participant will receive an automatic email notifications from LearnAlaska once they are officially enrolled.

The enrollment email will contain important information regarding the date, time, and location of the course you have enrolled in. You may also log on to LearnAlaska and view the classes on the **My Learning Plan** homepage to verify details.

It is the responsibility of the student to confirm his/her attendance in a class. Once you receive confirmation of enrollment, please create an Outlook Calendar event for the training class on your calendar.

## 2.5. What if I am waitlisted for a training class?

If your preferred course time is full, you may still request to be enrolled in that section and be placed on a waitlist. If space becomes available, you will be automatically enrolled and notified.



**Important Note:** As mentioned above, you may request to be waitlisted for multiple sections of a course. If your status changes to enrolled in one of the sections, you will be automatically removed from the waitlist(s) for other sections of that course. You may not enroll in one section and waitlist for other sections.

## 2.6. What if I need to cancel an IRIS HRM training class?

If you need to cancel your enrollment in a course, log on to LearnAlaska, select the course and choose **Cancel Enrollment** so that people on the waitlist may move into the class.

For last minute cancellations (within 24 hours of the start of a course), please contact the IRIS HRM Project team at [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov).

## 2.7. What if I am scheduled to attend training but do not show up or notify my instructor that I need to cancel?

You will be marked as “no show” on the course roster. Please do NOT swap sessions with a co-worker and send him/her in your place.

You may log on to LearnAlaska and submit a request to enroll in a future offering of that course. However, enrollment is strictly on a space-available basis; as a result, the IRIS HRM team cannot guarantee registration availability prior to IRIS HRM Go Live.

## 2.8. What happens if an IRIS HRM training class is cancelled?

The IRIS Change Management (CM) Team will evaluate each class three days prior to the start date, in order to ensure a minimum number of students are enrolled in the class. The IRIS CM Team will notify students of any class cancellation and will do their best to help students reschedule.

## 2.9. Where are the IRIS HRM training classes being held?

In person IRIS training classes will be offered in Anchorage, Fairbanks, and Juneau. All training locations are listed below. The enrollment email from LearnAlaska will include the specific location for your class.

Juneau Training Locations:

- **IRIS Training Room A (Aurora), DNR Building 3<sup>rd</sup> floor**, 400 Willoughby Ave.
- **10<sup>th</sup> Floor Training Room, SOB**, 333 Willoughby Ave.
- **10<sup>th</sup> Floor Computer Lab, SOB**, 333 Willoughby Ave.

Anchorage Training Locations:

- **William Egan Room (106), Atwood Building**, 550 West 7<sup>th</sup> Ave.
- **Ted Stevens Room (102), Atwood Building**, 550 West 7<sup>th</sup> Ave

Fairbanks Training Location:

- **DOT T2 Training Room, DOT Building**, 2720 Picket Place