

**Datatel User Training  
Finance  
Registration Form**

Mark the box(es) for the training session(s) that you would like to attend:

<u>General Ledger/Budget Training</u>	<u>Purchasing Training</u>
November 14, 2013 <input type="checkbox"/> Datatel Training Room DIST 251 8:30am to 10:30am	November 14, 2013 <input type="checkbox"/> Datatel Training Room DIST 251 10:30am – 12:30pm
November 20, 2013 <input type="checkbox"/> Datatel Training Room DIST 251 8:30am to 10:30am	November 20, 2013 <input type="checkbox"/> Datatel Training Room DIST 251 10:30am – 12:30pm

**First-time trainees should attend General Ledger Training prior to Purchasing Training if possible.**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Department: \_\_\_\_\_ New User  Existing User

Please answer the following questions:

1. Have you attended Datatel user finance training before? \_\_\_\_\_
2. Do you have a Datatel user name and password? \_\_\_\_\_
3. Do you have access to CF (Colleague Finance) screens in Datatel? \_\_\_\_\_
4. Provide Datatel department number(s) for which you are responsible for:  
\_\_\_\_\_
5. Will you be preparing purchase requisitions? \_\_\_\_\_
6. Will you be approving purchase requisitions? \_\_\_\_\_

Please return form to **Sheena Tran at District Office – Room #402** as soon as possible to reserve seating.