

INFORMATION TECHNOLOGY PROCESS FOR OFF-SITE TRAINING REQUESTS For All Other County Departments

All off-site computer related training will be processed through Information Technology (IT) and administered by the IT Receptionist. Such training is for software classes that Information Technology does not offer on-site (i.e. PageMaker, Visio, etc.).

The software for the requested class must be loaded on the student's PC prior to the first day of class. To request a software installation, the department's IT Liaison will need to submit a change order.

Each request must be made in writing to the IT Receptionist at it_reception@oakgov.com. The attached **Request for Off-Site Training** form must be completed before training will be scheduled. This form requires the student to provide the reason for the computer training. Reasons may include that it is necessary for a job-related task or an upcoming project. If the training is needed for an upcoming project, please include the name of the project. This form requires the signature of the student's supervisor. Upon completion, the form will be faxed to IT Receptionist at (248) 858-1006.

Once the **Request for Off-Site Training** form is received, IT will determine if the request meets the criteria for off-site computer training to be paid from the Fringe Benefit Fund. If the request is dependent upon an upcoming project, the request will be reviewed by the IT Project Manager.

Upon approval, a class registration form will be sent to the student. The student must complete the registration form, include their supervisor's signature for approval, and return the completed registration form to the IT Receptionist.

If the off-site computer training involves travel accommodations, the student's department will be responsible for all travel costs.

If you must cancel an off-site computer class in which you are registered, please contact the IT Receptionist immediately. In most cases, classes may be cancelled within 5 business days without incurring a fee. In the event that an organization must cancel or reschedule a class, most organizations will notify the student at least 7 – 14 working days prior to the start date of the class. Please advise the IT Receptionist of any class changes made by an organization.

Please direct all off-site computer training questions or concerns to:

IT Receptionist
Information Technology
Phone: (248) 858-5122
Email: it_reception@oakgov.com
Fax: (248) 858-1006

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**INFORMATION TECHNOLOGY
REQUEST FOR OFF-SITE TRAINING FORM**

All requests for off-site computer training will be processed by Information Technology. Please complete this form and fax to the IT Receptionist at (248) 858-1006.

Student Name: _____ Telephone: _____

Department: _____ Division: _____

Course Name: _____

Course Date(s): _____

Company: _____

Course Fee: _____ Location: _____

Please provide a detailed explanation of the reasons why this computer course is necessary. If this computer training is dependent upon an upcoming project, please include the name of the project.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Fringe Benefit
Fund Approval: _____ Date: _____

Signature of IT Project
Manager (if necessary): _____ Date: _____