

Regular User Tutorial—Table of Contents

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This tutorial is interactive. Clicking any [navy blue underlined](#) links will bring you to a specific part within the tutorial.

If you have any questions related to the tutorial, please click the link within this tutorial seen at the top of every page.

If you find a site error, please report it by filling out the [Site Error Form](#) mentioned in more detail in this tutorial.

When printing this tutorial, page numbers are given for your reference for each of the sections.

Introduction

Welcome to the ASTD Employee Learning Website, which will be utilized during the ASTD Employee Learning Week from December 3rd to 7th. This tutorial will help you make the most out of this event.

To access the website go to: <http://learningweek.otherview.org/index.shtml>.

The screenshot shows the home page of the ASTD Employee Learning Week website. The header features the ASTD Employee Learning Week logo on the left and the title 'ASTD EMPLOYEE LEARNING WEEK' in the center. Below the header is a navigation bar with links: HOME, EVENTS, RESOURCES, MY EVENTS, CONTACT US, and FAQ. The main content area is divided into three columns. The left column, under the 'WELCOME!' heading, includes a link to 'How to Use This Site', a section for 'UPCOMING EVENTS:' with links for Monday (Educational Forum and Fair, Resume Writing, Interviewing) and Tuesday (Advancing Your Career, Goals Through Higher Education), and a prompt to click the 'Events' link for exciting details. The center column features a large box with the text 'AMERICAN SOCIETY OF TRAINING AND DEVELOPMENT (ASTD) 2012 EMPLOYEE LEARNING WEEK DECEMBER 3RD TO 7TH', followed by a 'WELCOME TO EMPLOYEE LEARNING WEEK' section with introductory text and a footer with links to Home, Events, Resources, My Events, and Contact Us. The right column contains a 'LOGIN' section with fields for USERNAME and PASSWORD, a 'Sign In!' button, and a link to 'Create an Account'. Below this is a 'NEED HELP?' section with links to FAQ's and CONTACT FOR QUESTIONS, including an email address and a phone number. The footer of the page includes a copyright notice for 2012 N.E.T. Studios Design Team and a link to report a website error.

ASTD EMPLOYEE LEARNING WEEK

HOME EVENTS RESOURCES MY EVENTS CONTACT US FAQ

WELCOME!
[How to Use This Site](#)

UPCOMING EVENTS:

Monday:
[Educational Forum and Fair](#)
[Resume Writing](#)
[Interviewing](#)

Tuesday:
[Advancing Your Career](#)
[Goals Through Higher Education](#)

Click the "Events" link for exciting details!

**AMERICAN SOCIETY OF TRAINING AND DEVELOPMENT (ASTD)
2012 EMPLOYEE LEARNING WEEK
DECEMBER 3RD TO 7TH**

WELCOME TO EMPLOYEE LEARNING WEEK

Take some time to explore a wide variety of events, resources, and low-to-no-cost options for life-long learning and career development. Check out the Resources page for options around e-learning, training and education, articles, and more.

Next - review the Event Page for a listing of free events being held in Seattle Municipal Tower. You can create and organize your personal planner for the week on the My Events page – but be sure to add your favorite events to your appointment calendar, as this website does not post to Outlook or any other electronic calendar.

Rosters will be available at each event for you to fill out and get training credit.

LOGIN
USERNAME:
PASSWORD:
[Sign In!](#)
[» Create an Account](#)

NEED HELP?
FAQ's
CONTACT FOR QUESTIONS:
[Virginia.McHenry\(at\)seattle\(dot\)gov](mailto:Virginia.McHenry(at)seattle(dot)gov)
206-684-8138

[Home](#)
• [Using this Site](#)

[Events](#)

[Resources](#)
• [Education](#)
• [Quick Lessons](#)
• [Career Development](#)
• [Time Management](#)

[My Events](#)

[Contact Us](#)
• [FAQ's](#)

© Copyright 2012 N.E.T. Studios Design Team - [Report](#) a website error.

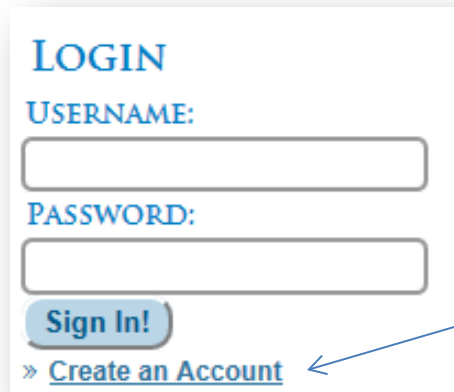
Above is a screenshot of the "Home" page. We'll take a look at each section of the website and go into more detail on how to use this site.

If you are reviewing this again, feel free to refer back to the Table of Contents on the first page to move to any desired section.

[To learn how to Create an Account, click here.](#)

[If you have an account and are logged in, click here.](#)

Create an Account



LOGIN

USERNAME:

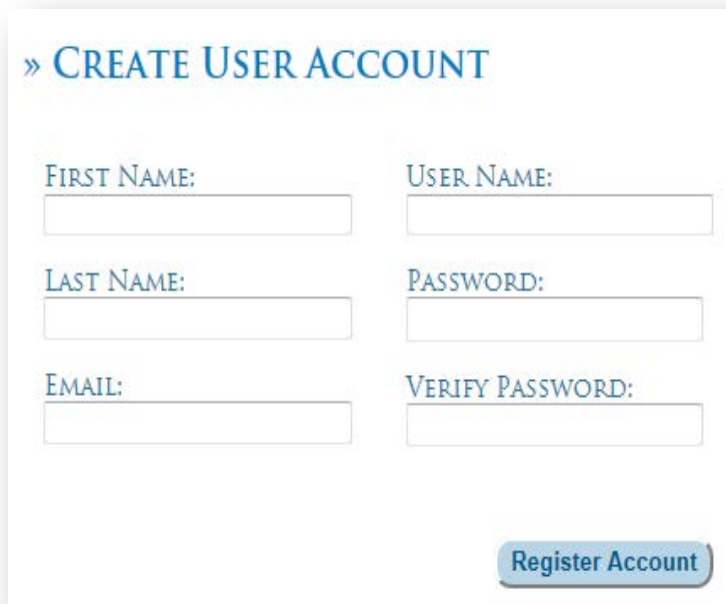
PASSWORD:

[Sign In!](#)

» [Create an Account](#)

On the right column, you'll see a login. Since you have not created a login before, we'll need you to register on the website.

Click the [Create an Account](#) link to be brought to the Create User Account page.



» CREATE USER ACCOUNT

FIRST NAME:	USER NAME:
<input type="text"/>	<input type="text"/>
LAST NAME:	PASSWORD:
<input type="text"/>	<input type="password"/>
EMAIL:	VERIFY PASSWORD:
<input type="text"/>	<input type="password"/>

[Register Account](#)

Please fill out your first and last name along with your email.

Then choose your username and password.

We'll need for you to enter your password twice for verification purposes.

When you login you'll only need to enter your password in once.

When everything is filled out, click the "Register Account" button.

Thank you Testing User, you have been successfully added to the system.

Your Username is: UserTest

Your Password is: [REDACTED]

We do not track your Username and Password, it is your responsibility.

[Log in](#)

Here is an example of a test user. Since this user is active, we've covered the password.

Note: We will not track your username or password, so please write it in a safe place.

**LOG IN FAILURE
YOU ARE NOT
RECOGNIZED BY
THE SYSTEM.**

PLEASE [try again](#), OR
CONTACT YOUR SYSTEM
ADMINISTRATOR.

If you forget your password or username,
you will need to create another account.

If you would like to know how to create an account, [click here to learn how.](#)

Becoming Familiar with the ASTD Employee Learning Week Website

We'll now talk about the different sections that make up the website. To view any specific section, click any of these [blue underlined](#) links below.

[Navigation](#)

[Welcome \(Left Column Navigation\)](#)

[Login/Need Help/Contact Us \(Right Column Navigation\)](#)

[Footer \(Site Map\)](#)

Navigation



At the top of the website on every page will be your navigation. The main five buttons: Home, Events, Resources, My Events, and Contact Us will take you to individual pages. If you ever need to return to the Home page you can also click on the ASTD logo in the top left corner.

To learn more about these pages, you can click any of these [blue underlined](#) links below.

[Home](#)

[Events](#)

[Resources](#)

[My Events](#)

[Contact Us](#)

[FAQ](#)

To continue learning about the different website sections, continue to the next page.

WELCOME!

[How to Use This Site](#)

UPCOMING EVENTS:

Monday:

[Educational Forum and Fair](#)

[Resume Writing](#)

[Interviewing](#)

Tuesday:

[Advancing Your Career](#)

[Goals Through Higher](#)

[Education](#)

Click the "Events" link for exciting details!

Welcome (Left Column)

We have a welcome bar in the left column.

We have a tutorial via the [How To Use This Site](#) link, so if you ever need to refer to this tutorial again, you can click on the link described.

We also have upcoming events that will update throughout the week. Click on any of these underlined links to learn about a specific event, or click our "Events" link in the main navigation for a full event listing.

To learn more about the Upcoming Events, [click here](#).

LOGIN

USERNAME:

PASSWORD:

Sign In!

» [Create an Account](#)

NEED HELP?

[FAQ's](#)

CONTACT FOR QUESTIONS:

[Virginia.McHenry\(at\)seattle\(dot\)gov](mailto:Virginia.McHenry(at)seattle(dot)gov)

206-684-8138

Login/Need Help?/Contact Us (Right Column)

In the right column, we have the login area. If you are a new user you will need to register an account to use the "My Events" page.

[To learn how to register, click here.](#)

If you are already a current user, you can login with your username and password and click the "Sign In!" button.

We also provide a "Need Help?" section with a link to our FAQs provided. If you ever run into a problem, [check the FAQs first](#).

If your question is not within the FAQs, you can contact Virginia McHenry via phone number or our online contact form, by clicking the underlined link below "Contact for Questions:"

Footer (Site Map)



Finally we have our Site Map where you can locate a page you need by clicking any of the underlined links. For example, to review this tutorial again, you can click on the Using this Site link.

Report a Website Error

The form is titled 'ASTD WEBSITE REPORT' in a light blue header. It contains four input fields: 'NAME:' with a text box and a red '* required' label; 'SUBJECT:' with a text box containing 'ASTD Website Report'; 'TYPE:' with a text box and a red '* required' label; and 'DESCRIPTION:' with a large text area and a red '* required' label. A blue 'Send' button is located at the bottom right of the form.

If you ever experience an error within the website, please contact us via the [Report](#) link found within the footer.

Please provide your name, the type of error and a description.

When finished, click the "Send" button.

Since the main sections described on this website are the same, the main content of each of the main navigation pages will be focused on next.

To view the main navigation pages, click any of the following links below.

[Home](#) [Events](#) [Resources](#) [My Events](#) [Contact Us](#) [FAQ](#)

Home

AMERICAN SOCIETY OF TRAINING AND DEVELOPMENT (ASTD) 2012 EMPLOYEE LEARNING WEEK DECEMBER 3RD TO 7TH

WELCOME TO EMPLOYEE LEARNING WEEK

Take some time to explore a wide variety of events, resources, and low-to-no-cost options for life-long learning and career development. Check out the Resources page for options around e-learning, training and education, articles, and more.

Next - review the Event Page for a listing of free events being held in Seattle Municipal Tower. You can create and organize your personal planner for the week on the My Events page – but be sure to add your favorite events to your appointment calendar, as this website does not post to Outlook or any other electronic calendar.

Rosters will be available at each event for you to fill out and get training credit.

Here you will see the welcome message from the event organizer and the dates that this website will be available. For the ASTD Employee Learning Week hosted in the Seattle Municipal Tower, this website serves as an online database providing information about events, resources and the option to save and remove events from your user's page. To access the full potential of this site, you'll need to create an account.

To learn how to create an account, or if you have forgotten your login information, [click here](#).

Tutorial

HOW TO USE THIS SITE

[Frequently Asked Questions](#)

[Tutorial](#) | [Download](#)

[Download](#) [Adobe Reader](#)

The tutorial page is very simple. We provide a link to our FAQs or Frequently Asked Questions, along with a tutorial download link. To review this tutorial again, click the [Download](#) link. **This will open in a new “tab” on your browser.**

If you do not have Adobe Reader, to be able to see this document, clicking the download [Adobe Reader](#) will give you access to this tutorial.

Upcoming Events

UPCOMING EVENTS:

Monday:

[Educational Forum and Fair](#)

[Resume Writing](#)

[Interviewing](#)

Tuesday:

[Advancing Your Career](#)

[Goals Through Higher](#)

[Education](#)

Click the “Events” link for exciting details!

On the left side bar, you found Upcoming Events. Each of these underlined events will take you to an informational page about them.

Similar to the “Events” page, clicking any of these links will take you to a focused version of the events.

For example, clicking the [Educational Forum and Fair](#) link will take you to a page with the screenshot shown below.

If you want to save a copy of the event to look at again later, you can select this event on the [event listing](#) through My Events.

My Events will require a registered account, [click here to learn how to register yourself](#).

Educational Forum and Fair

Time:
9:30 AM - 3:30 PM;

Title:
Educational Forum and Fair

Event Facilitator:
Virginia McHenry

Title: Educational Forum and Fair

Description: Open forum - A variety of local College and University Representatives

Location: SMT 4050/60

Date and Time: Monday, December 3 2012, 9:30 AM until 3:30 PM

Events

Monday 03, December 2012.

Time: 9:00 AM - 10:00 AM	Location: SMT 1650	Event Facilitator: Joanne Anton, Sr. Training & Education Coord. City Personnel Dept
------------------------------------	------------------------------	---

Title: Resume Nuggets

Description: Learn important tips and tricks to build a resume for the online era.

Location: SMT 1650

Date and Time: Monday, 12/03/12, 9:00 AM until 10:00 AM

Time: 9:00 AM - 10:00 AM	Location: SMT 4080	Event Facilitator: Brian Dunncliffe, DeVry University
------------------------------------	------------------------------	---

Title: Time Management

Description: Provides several tools and strategies to recapture your day and get the job done more efficiently.

Location: SMT 4080

Date and Time: Monday, 12/03/12, 9:00 AM until 10:00 AM

Time: 9:00 AM - 10:00 AM	Location: SMT 5531	Event Facilitator: Cynthia Swenson, M.Ed. Antioch University
------------------------------------	------------------------------	--

Title: Ideas and Innovation: Services and Approaches for Adaptive Careers

Description: Tools to increase collaboration, productivity and learning.

Location: SMT 5531

Date and Time: Monday, 12/3/2012, 9:00 AM until 10:00 AM

The Events page will show you the entire listing of events for the ASTD Employee Learning Week. To find what events are happening during the week, there are day headers along with the time, location and event facilitator within the bar. Below will be the title, description, location, date and time of the event.

If you are registered as a user, you can log in and use the [My Events page](#) to save events to your site that you would like to attend.

Resources

WELCOME!

[How to Use This Site](#)

RESOURCES

[Education](#)

[Career Development](#)

[Quick Lessons](#)

[Time Management](#)

» RESOURCES:

This area is dedicated to people wanting to further their knowledge in a variety of areas. You will be able to look up different resources ranging from quick lessons to career advancement to time management.

NOTE: Some websites want to sell products. You are never required to purchase anything. Use discretion and do further research before making any purchase. Look for free resources, instead.

Education

Career Development

Quick Lessons

Time Management

Here is where you'll find valuable resources related to Education, Career Development, Quick Lessons and Time Management. The resources available are all free, so we recommend that if further research is done to use discretion.

To go to any of the Resources page categories, click any of the underlined links in the left column, or any of the blue rectangle buttons to go to that category.

Each category will have a list of links to external sites along with PDF documents of some resources.

The external links can be saved to your favorites and the PDF documents can be saved to your computer.

Resources: Education

» EDUCATION:

Low-to-no-Cost Learning:

- [About](http://www.about.com) | (http://www.about.com)
- [Accounting Coach](http://www.accountingcoach.com) | (http://www.accountingcoach.com)
- [Computer Training](http://www.youtube.com) | (http://www.youtube.com)
- [Coursera](https://www.coursera.org) | (https://www.coursera.org)
- [Distance Learn](http://distancelearn.about.com) | (http://distancelearn.about.com)
- [Distance Education](http://www.distance-education.org) | (http://www.distance-education.org)
- [Education Portal](http://education-portal.com) | (http://education-portal.com)
- [eLearners](http://www.elearners.com) | (http://www.elearners.com)
- [eLearning Center](http://www.e-learningcenter.com) | (http://www.e-learningcenter.com)
- [Harvard Extension School](http://www.extension.harvard.edu) | (http://www.extension.harvard.edu)
- [Khan Academy](http://www.khanacademy.org) | (http://www.khanacademy.org)
- [Microsoft Learning](http://www.microsoftlearning.com) | (http://www.microsoftlearning.com)
- [SkillSoft](http://www.skillsoft.com) | (http://www.skillsoft.com)
- [Test Drive College Online](http://www.testdrivecollegeonline.com) | (http://www.testdrivecollegeonline.com)
- [Toastmasters International](http://www.toastmasters.org) | (http://www.toastmasters.org)
- [Universal Class](http://www.universalclass.com) | (http://www.universalclass.com)

All of the links provided on the Education category will link to external websites. Each link shows the website link in () so you can know where you're going before you click the link.

Resources: Career Development

» CAREER DEVELOPMENT:

- 5 Skills You Must Convey During the Interview | [Download](#)
- 10 Powerful Career Strategies for Women | [Download](#)
- Building Your Career Portfolio | [Download](#)
- Final Cut: Words to Strike from Your Resume | [Download](#)
- How to Get Your Dream Job in a Bad Economy | [Download](#)
- Keys to Career Planning | [Download](#)
- Schein's Career Anchors | [Download](#)
- [Career Insights from UW: Professional & Continuing Education](#) | (<http://www.pce.uw.edu>)
- [Mind Tools](#) | (<http://www.mindtools.com>)

Here on the Career Development category, you will find a mix of external websites and downloadable PDF documents.

Any PDF document will have a [Download](#) link, which will take you to the Adobe PDF reader within a **new “tab” on your browser**. To save any document for future reference, hovering your mouse over the screen will allow you to save the document by clicking the first icon (floppy disk). Or you may print the document using the second icon (printer). These PDF documents will also still be available for you to review if you return to this page and click the [Download](#) link again.

To return to the website after viewing a PDF, you can click the “X” on the browser “tab”.

The bottom two links are external website links which will take you to the website mentioned within the ().

Resources: Quick Lessons

» QUICK LESSONS:

- Being a Change Agent | [Download](#)
- Being a Customer Focused Organization | [Download](#)
- Boundary Setting, 2 Decisions and 4 Steps | [Download](#)
- Identifying the Basis of Conflict | [Download](#)
- Leadership Competency Definitions | [Download](#)
- Providing Positive Customer Experiences | [Download](#)
- Working with Multi-Lingual Customers | [Download](#)

On the Quick Lessons category all the links provided will open a PDF document related to the title mentioned next to the [Download](#) link.

Any PDF document will have a [Download](#) link, which will take you to the Adobe PDF reader within a **new “tab” on your browser**. To save any document for future reference, hovering your mouse over the screen will allow you to save the document by clicking the first icon (floppy disk). Or you may print the document using the second icon (printer). These PDF documents will also still be available for you to review if you return to this page and click the [Download](#) link again.

To return to the website after viewing a PDF, you can click the “X” on the browser “tab”.

The bottom two links are external website links which will take you to the website mentioned within the ().

Resources: Time Management

» TIME MANAGEMENT:

- [Mind Tools](http://www.mindtools.com) | (<http://www.mindtools.com>)
- [Place Mentor](http://www.placementor.com) | (<http://www.placementor.com>)

Currently the Time Management category has only two external website links as mentioned in the (). The Resources page will be updated along with the daily events, so check back for more resources available throughout the week.

My Events (Login First to Access Page)

My Events is a page for you to pick only the events you want to keep handy.

If this is your first visit, you'll need to take a moment to register to use this feature. The registration link is under the login form to the right of the screen.

If you are seeing this after creating an account and logging in, please set your browser's preferences to accept cookies.

We only use session cookies to remember your selections for your next visit. They are destroyed when you click the Log Out links or close your browser application.

To keep your choices private you should always click one of the log out links every time you are finished.

This ensures that the cookie files are deleted.

Please check your browser's settings and [try again](#).

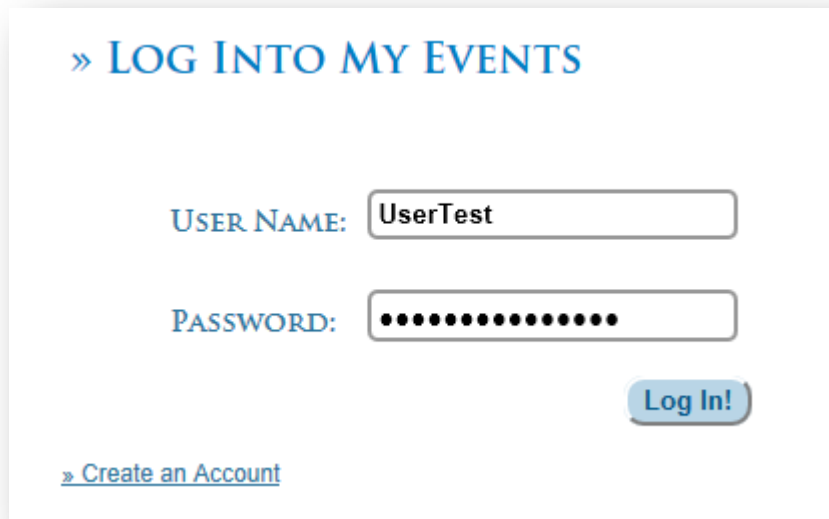
My Events is the added bonus for visitors that create an account. To be able to see the “My Events” page, you will need to log in. If you are still running into troubles, make sure to check the following requirements mentioned on the page and try logging in again.

Login to My Events

This is the same login seen on the right column of every page. To add events to your “My Events” page, you’ll need to login.

If you have not created an account, you will need to do so first to have access. Click the [Create an Account](#) link to be brought to the ["Create User Account"](#) page.

If you have created an account, login using your chosen username and password as shown below, then click the “Log In!” button.



The screenshot shows a login interface with the title « LOG INTO MY EVENTS in blue. Below the title are two input fields: 'USER NAME:' with the text 'UserTest' and 'PASSWORD:' with masked characters (dots). To the right of the password field is a blue 'Log In!' button. At the bottom left, there is a link « [Create an Account](#).

My Events (Login Successful, Given Access to Page)

WELCOME REGULAR, TO YOUR PERSONAL EVENTS LISTING

[+ Select Events](#) | [Log Out](#)

To fill in the events on your personal listing, [view the event listing](#) and click the "Add" box by only the events you wish to appear below.

Monday 03

You have no events yet scheduled on this day, Regular.

Tuesday 04

You have no events yet scheduled on this day, Regular.

Wednesday 05

You have no events yet scheduled on this day, Regular.

Thursday 06

You have no events yet scheduled on this day, Regular.

Friday 07

You have no events yet scheduled on this day, Regular.

[+ Select Events](#) | [Log Out](#)

Our sample user that was created in the “Create an Account” section of this tutorial will be shown in this example. You’ll see a welcome message with your first name at the top of the screen.

The events that you have previously added to your “My Events” page will show up in order of the date and time of the events occurring. In the beginning you will have no events selected.

Note: Adding an event to your My Events page does not add it to your Outlook. We recommend that you create an appointment in your Outlook to set a reminder for a desired event you found from this website.

There is a navigation set of buttons above and below your events listing, for you to select an event or log out. If you log out and would still like to view the My Events page, you will need to log in again.

To see how to [add an event, click here.](#)

To see how to [remove an event, click here.](#)

Add an Event From Events Listing

[+ Select Events](#) | [Log Out](#)

» SELECT YOUR EVENTS

After reading through the event information, click the **Add** button to the right of the event you wish to add to your Personal Events Page.

Date	Start Time	End Time	Location	Title	Description	Facilitator	Action
Monday, 12/03/12	9:00 AM	10:00 AM	SMT 1650	Resume Nuggets	Learn important tips and tricks to build a resume for the online era.	Joanne Anton, Sr. Training & Education Coord. City Personnel Dept	Add
Monday, 12/03/12	9:00 AM	10:00 AM	SMT 4080	Time Management	Provides several tools and strategies to recapture your day and get the job done more efficiently.	Brian Dunncliffe, DeVry University	Add
Monday, 12/3/2012	9:00 AM	10:00 AM	SMT 5531	Ideas and Innovation: Services and Approaches for Adaptive Careers	Tools to increase collaboration, productivity and learning.	Cynthia Swenson, M.Ed. Antioch University	Add

Here is the events listing which is found by clicking the [view events listing](#) or the “Select Events” links found on the My Events page. Here you will see the events available for the Learning Week, where you can “add” them to your My Events page by clicking the “Add” button seen in the far right column.

Monday 03

Time: 9:00 AM - 10:00 AM;	Title: Time Management	Event Facilitator: Brian Dunncliffe, DeVry University
-------------------------------------	----------------------------------	---

Title: Time Management [Remove](#)

Description: Provides several tools and strategies to recapture your day and get the job done more efficiently.

Location: SMT 4080

Date and Time: Monday, 12/03/12, 9:00 AM until 10:00 AM

Tuesday 04

You have no events yet scheduled on this day, Regular.

Once an event has been added to your My Events, you will return to the My Events page with the event you recently added listed on your page.

Note: Using this “Add” button does not add your event to Outlook. You will need to create the event in your Outlook to set yourself a reminder.

To add another event click either the [view events listing](#) or the “Select Events” link again found on the My Events page to return to the events listing.

Remove an Event From My Events Page

Time: 3:00 PM - 4:00 PM;	Title: Interviewing	Event Facilitator: Joanne Anton, Sr. Training & Education Coord. City Personnel Dept
------------------------------------	-------------------------------	--

Title: Interviewing Remove

Description: Learn powerful interviewing tips and tricks from the Master!

Location: SMT 1650

Date and Time: Monday, 12/3/2012, 3:00 PM until 4:00 PM

All events added can be removed from your “My Events” page. To remove any event, click the “Remove” button seen within the event description. Any event you remove will be removed once you click this button.

If you would like to add an event that has been removed, you can view the events listing if the event has not already occurred and add it to your My Events page again.

Logging Out of My Events

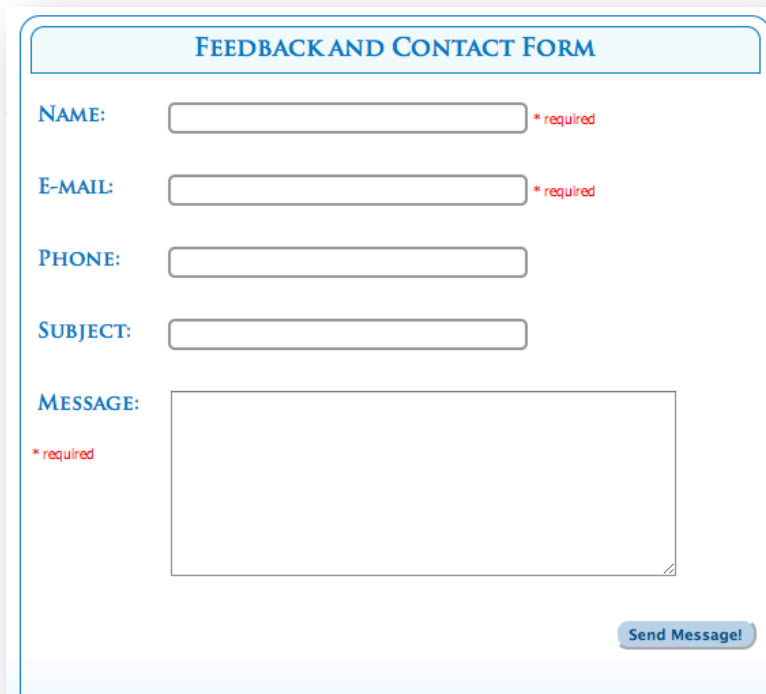
LOG OUT OF MY EVENTS

You have successfully logged out of My Events.

[Log In](#)

When you are finished adding events, you can simply Log Out, by clicking the [Log Out](#) link found in the navigation buttons on the My Events page.

You will see the above message when you have logged out successfully of My Events.



The screenshot shows a web form titled "FEEDBACK AND CONTACT FORM". It contains five input fields: "NAME:" (with a red asterisk and "required" text), "E-MAIL:" (with a red asterisk and "required" text), "PHONE:" (no asterisk), "SUBJECT:" (no asterisk), and "MESSAGE:" (with a red asterisk and "required" text). The "MESSAGE:" field is a larger text area. A "Send Message!" button is located at the bottom right of the form.

Using the Online Contact Form

If you prefer filling out our online contact form instead of calling directly, we have provided an online contact form to help you get your questions answered.

Fill out your name and email so we know your name and your email to send you a response.

If you would like to enter a phone number you can, although it is not required to send your question.

We recommend that you provide a subject so we can know the basis of your question.

Finally, write your message within the last text field box. Once everything looks correct, hit the "Send Message!" button at the bottom.

THANK YOU, NEW USER!
YOUR MESSAGE HAS BEEN RECEIVED
WE WILL BE CONTACTING YOU SOON...

If you filled out your name, email and your message correctly, you should get the following message seen on the left.

Where it says "New User" you will see your name. This form sends us an email and we will try to answer your question as soon as possible.

If you do not hear back from us, please send another message and double-check that your email given is a functional email, just in case there was a spelling or punctuation mistake the first time.

FAQs (Frequently Asked Questions)

FREQUENTLY ASKED QUESTIONS

Click on the questions below to see the answer.

1. [Can I reserve a seat for events in Seattle Municipal Tower?](#)
2. [Is it okay for me to drop in at any event?](#)
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1. **Can I reserve a seat for events in Seattle Municipal Tower?**

We cannot reserve seats; it is first come, first served. You may want to arrive a few minutes ahead of the start time.

2. **Is it okay for me to drop in at any event?**

Yes, but be sure to get supervisor approval if you are attending beyond your personal time or lunch hour.

3. **Will I receive credit for attending a training event?**

Yes – if you sign the roster that will be provided – clearly print your name, department, and employee number. This training information will be entered into your Employee Self-Service Training record.

4. **Why do I have to register with a login and password?**

By creating your own unique login and password, the website will allow you to use the My Events planner to organize your favorite events. That will help you visualize when and where to go.

Here is a sample of our Frequently Asked Questions page.

Each question is linked to an answer on the page, so if you click an underlined question it will bring you to that FAQ question.

A blue box will light up around the answer to the question for a short amount of time as shown below.

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If you ever have a question that is **not** found on this page, please contact Virginia McHenry by the phone number, or the link to the [online contact form](#) provided on the right column of the page.

END OF TUTORIAL

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