

2009 Registration Form

Introduction to IDIS OnLine

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Workshop Locations:

Please be sure to mark the workshop you wish to attend.

A.M. CLASSES

- September 8, 2009/Centre County/A.M.
- September 9, 2009/Lehigh County/A.M.
- September 11, 2009/Butler County/A.M.

P.M. CLASSES

- September 8, 2009/Centre County/P.M.
- September 9, 2009/Lehigh County/P.M.
- September 11, 2009/Butler County/P.M.

Registration Fee:

(includes tuition and materials)

- \$15

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to PSATS) to:

The Pennsylvania State Association
of Township Supervisors
4855 Woodland Drive
Enola, PA 17025

Dates & Locations

If you need directions to any of the workshop locations, please visit the facility's Web site or call the facility at the telephone number listed below.

September 8, 2009

CENTRE COUNTY

Patton Township Municipal Building
100 Patton Plaza
State College PA 16803
814-234-0271

September 9, 2009

LEHIGH COUNTY

Government Center
17 S. 7th Street
Allentown PA 18101
610-782-3565

September 11, 2009

BUTLER COUNTY

Cranberry Township Municipal Center
2525 Rochester Road
Cranberry Township PA 16066
724-776-4806

There will be one class in the morning
and one in the afternoon at each location.
Please select the right one on your
registration form.

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

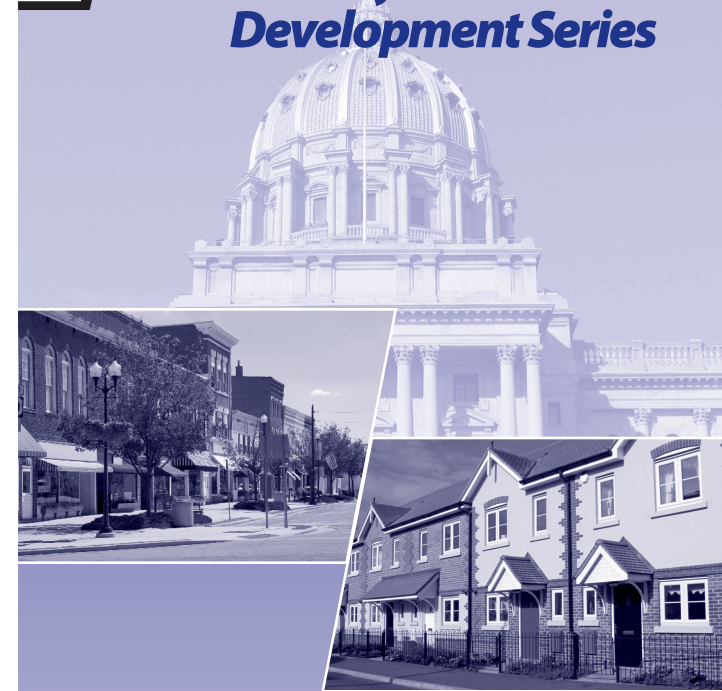
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

Governor's Center for Local Government Services

TRAINING PROGRAM

Community & Economic Development Series



Introduction to IDIS OnLine

(Mandatory for all IDIS Users)

September 2009

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



Introduction to IDIS OnLine

The Integrated Disbursement and Information System (IDIS) reengineering project is finally complete! IDIS OnLine is ready to go live. Pennsylvania will be migrating from the Legacy IDIS to IDIS OnLine, the new, re-engineered, web-based system in September 2009.

This four (4) hour lecture style course is an introduction to the IDIS OnLine System.

Upon completion of this class, grantees will be familiar with how to navigate through and use the new system, including running reports and work through the new password complexity requirements.

Instructor

■ Kristina Powell, IDIS Coordinator

Who Should Attend

Mandatory attendance for all IDIS users that receive funds through the Commonwealth of PA

Schedule

A.M. Classes:

- 8:00 Registration
- 8:30 Password Complexity Requirements & Exercise
- 9:00 How to get started using IDIS and basic navigation
- 10:00 Break
- 10:15 Activity set-up & Drawing down funds
- 11:00 Reports Instructions (New process)
- 11:30 Q&A
- 12:00 Adjourn

P.M. Classes:

- 12:30 Registration
- 1:00 Password Complexity Requirements & Exercise
- 1:30 How to get started using IDIS and basic navigation
- 2:30 Break
- 2:45 Activity set-up & Drawing down funds
- 3:30 Reports Instructions (New process)
- 4:00 Q&A
- 4:30 Adjourn

Registration Information

The registration fee for this workshop is \$15 per person, which includes tuition and materials.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional workshops, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellations

Cancellations received less than 10 working days before the session are subject to a \$5 penalty. Those received within 48 hours of the session forfeit the full registration fee.

Accessibility & Other Needs

All workshops will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

In the event of inclement weather, please verify that the workshop is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Course cancellations are updated by 7:00 a.m. on the day of a workshop.