



Training Request Form

For successful *unitedstreaming* access, all computers should have the latest editions of Media Player and Acrobat Reader. You will need a pass code to access *unitedstreaming*. Prior to your request, you may want to check to see if your school is a member of *unitedstreaming*. <http://www5.unitedstreaming.com/publicPages/doesMySchoolHaveUS.cfm> If your school is a member, please inquire about how to obtain log on information from your school administrator. If not, please call to request the pass code for your school. **Individual participants should create individual accounts with username and password prior to the training.** Please fax this form to Stephanie Madlinger at 314-872-9128, email smadlinger@csd.org or call 314-692-1212.

District _____ School Requesting Training _____

School Address _____

Name of Person Requesting Training _____ Contact Person _____

Participants Grade/Department _____ Approximate Number _____

Contact Phone _____ Contact Email _____

Type of Training

1. Hands On (requires a minimum of 2 hours) _____ Windows _____ MAC
(Computers, Internet, projection screen, and a technician are required at your location)

*** Cancellation charge of \$360 for less than 48 hour notice



2. FREE Awareness Presentation (requires 1 hour) _____ Windows _____ MAC
(Classroom setting, Internet and projection screen are required at your location)

*** Cancellation charge of \$180 for less than 48 hour notice

Note: CSD offers small group or individual training the first Monday of each month in the Tele at 1460 Craig Road (Olive/Hwy 270). Please check our website and register early, space is limited. <http://csd.org/vlc>

Date(s) Preferred (please list at least 3 dates)

Choice 1 Date _____ Time _____

Choice 2 Date _____ Time _____

Choice 3 Date _____ Time _____

Comments _____



Ruth Block Director Virtual Learning Center rlblock@csd.org 314-692-1272	Stephanie Madlinger Program Coordinator Technology Instructor smadlinger@csd.org 314-692-1212	Terry Baker Operations Manager Video Resources tbaker@csd.org 314-692-1218	Sandy Happold Customer Service Account Administrator shappold@csd.org 314-692-1261
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Office use – requested _____ completed _____ other _____