

From: Burton, Linda - Division of Enterprise Data
To: [All State KSIS Contacts](#)
Subject: KSIS Notification - Beginning of Year Training Reminder
Date: Monday, July 21, 2014 8:27:00 AM

KSIS Contact,

This is a reminder for the Beginning of Year training. If you have already registered, please disregard this communication.

What: KDE Beginning-of-Year Training
When: July 23 – 24, beginning each day at 9:30 a.m. (Eastern)
Where: State Board Room (CPT 125), 500 Mero Street, Frankfort, Kentucky 40601
Microsoft Lync Online (The meeting portal will open each day at 9:00.)
Registration: Click [here](#) to register.

Other Information:

- PowerPoint Presentations will be available Tuesday, July 22 on the [KSIS Training Web page](#).
- Click here for the Revised [Agenda](#). (The time schedule will be followed to allow participation in all or selected sessions pertinent to individual job duties.)
- If joining by Lync, please log in early to allow time to resolve any issues with your equipment.
- Q&A – Presenters will respond to audience questions at the end of his/her presentation as time permits. Online participants may use the Lync Chat Box or submit questions to KSIS Service Manager [Becky Jenkins](#) prior to the training.
- EILA credit - Complete the online training evaluation provided following the training session.
- Recorded sessions will be posted on the KSIS Training Webpage for later reference.

Technical Assistance: If you need assistance with your Lync connection, audio, or visual settings contact the KETS Service Desk. Please do not use the Lync Chat Box to communicate technical problems.

(502) 564-2002 (local)
(866) 538-7435 (toll free)
email: ketshelp@education.ky.gov

Important: You should open the online meeting link below using Internet Explorer and **NOT** Chrome or Firefox.

On the day of the meeting, join via Lync Online:

Step 1: Make sure you have your microphone, speakers, headset, and/or web camera ready to go.

Step 2: Click the URL below the day and time of the meeting:

[Join online meeting](#)

<https://meet.lync.com/staffkyschools-education/kdelynced/7HJ8MHZC>

[First online meeting?](#)

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KSIS alerts and notifications are posted on the new [KDE Notify system](#), and a mobile app is available to receive alerts and notifications for several KDE enterprise-level systems, including CIITS. Download the KDE Notify mobile app for your device:

<https://notify.education.ky.gov/MobileApps>

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[Lync Instant Messaging](#)