



Class schedule for CHAMP related classes. See pages 3 - 4 for Microsoft classes.

Registration Exception for this schedule: For the CHAMP new hire and other CHAMP classes please follow the normal instructions below by clicking the date and register in Zoom.

However, for the Microsoft Office classes, we will not require you to sign up during this round of training, you can simply click the correct link to attend.

Caveat: Make sure your name is clearly identified when you are in Zoom. Also, the instructor has been told to put quick reference cards and course materials in CHAT, so please be aware that's where you can obtain printable materials. **Finally, depending upon whether Jamie, Joel or Beth is teaching the Microsoft Office class, you will have a different link to join the session. Their personal meeting room links are listed on page 4 and 5. Please pay careful attention to this and copy the link info into your calendar.**

Regular Registration Procedure Instructions for CHAMP focused classes: Click on the date of the session you wish to attend. The links below are to properly register, they are NOT a link to connect to the actual class. That info will be sent by Zoom a few minutes after you register and will also be included in a group reminder sent out the day prior to class. **Please triple check the accuracy of the email address you enter when registering in Zoom.** Zoom remembers what you type. FYI, Passcode for all CHAMP sessions is 54321.

Each CHAMP class will have a different connection link based upon the instructor, as such please enroll, put the link that Zoom sends you on your calendar, and then watch for group class reminders sent the day prior to class.

Instructors: Joel Arnold, Beth Thompson, or Jamie Storella and perhaps a representative from EOHLC in attendance.

CHAMP New Hire or special features classes

Note: While these trainings are geared toward new users, all users are welcome and encouraged to attend as a refresher and to reinforce their CHAMP skills. New features will be discussed.

CHAMP class sessions are <i>generally</i> offered more than once per schedule for convenience	Date	Time
CHAMP Related Classes for New Hires (or anyone needing some help)		
Intro to CHAMP Part 1 Entering Applications, Looking up Applicants	<u>Sep 11</u> <u>Sep 16</u> <u>Oct 10</u> <u>Oct 28</u>	9:00 – 12:00 1:00 – 4:00 9:00 – 12:00 1:00 – 4:00
Intro to CHAMP Part 2 Pulling Lists, Sending Screening Packages	<u>Sep 18</u> <u>Sep 26</u> <u>Oct 17</u> <u>Nov 7</u>	9:00 – 12:00 1:00 – 4:00 9:00 – 12:00 1:00 – 4:00
Intro to CHAMP Part 3 Recording Determinations, Making Offers & Housing Applicants	<u>Sep 25</u> <u>Oct 3</u> <u>Oct 24</u> <u>Nov 14</u>	9:00 – 12:00 1:00 – 4:00 9:00 – 12:00 1:00 – 4:00
Special Feature specific CHAMP Classes		
New!! Upcoming CHAMP Changes • worksheet Enhancements – released 5/17/24 • New History • Offer letter & Refusal letter generation • RTS quarantine • Language set during data entry • Applicant accounts – password reset • Confirm Priority • MRVP / AHVP All-in • Applicant view of CHAMP	<u>Sep 13</u> <u>Sep 24</u> <u>Oct 8</u> <u>Oct 23</u>	9:00 - 11:00 1:00 – 3:00 1:00 – 3:00 9:00 – 11:00
You may have already attended this class, however we are constantly adding new content and reviewing previous important content. You're welcome to attend again for both gaining new knowledge and refresher purposes.		
MRVP – Managing Vouchers	<u>Sep 17</u> <u>Oct 9</u>	9:00 – 11:00 9:00 – 11:00

Each of the above classes will have a different connection link based upon the instructor. As such - please enroll, put the link that Zoom sends you on your calendar, and then watch for group class reminders sent the day prior to class.

For the Microsoft classes starting on the next page, we will not require registration. However, the connection link for each class is different depending upon the instructor and clearly noted on pages 3 and 4. It is your responsibility to record this info in your calendar.

PC Skills – Microsoft Series

PC Skills Classes (Each session is a different class and is only 2 hours.)	Date	Time	Instructor **Careful ** see personal meeting room links for each instructor on page 4/5
Excel Basics 2 (mathematical formulas and beginner functions)	Sep 5	1:00 – 3:00	Joel
Excel Databases with CHAMP Data (data consistency, sorting, filtering, pivot tables if time)	Sep 12	10:00 – 12:00	Beth
Excel Tips & Tricks	Sep 3	1:00 – 3:00	Jamie
PowerPoint Intro part 1	Aug 27	10:00 – 12:00	Jamie
PowerPoint Intro part 2	Sep 3	10:00 – 12:00	Jamie
Word Mail Merge, Form Letters and Labels with CHAMP data	Sep 20	10:00 – 12:00	Beth

Personal Meeting Room Links for Instructors for **Microsoft Classes only**

Please only join with these personal meeting room links during the class you wish to attend. Outside of these specific sessions, the instructor may be engaged with other students at other times.

Jamie Storella

For these specific classes:

Excel Multiple Sheets, Linking & Charting	27-Aug	1:00 – 3:00	Jamie
PowerPoint Intro part 1	27-Aug	10:00 – 12:00	Jamie
Excel Tips & Tricks	3-Sep	1:00 – 3:00	Jamie
PowerPoint Intro part 2	3-Sep	10:00 – 12:00	Jamie

Join Jamie Storella in a Zoom Meeting

<https://us06web.zoom.us/j/2585221911?pwd=N0JnVTIKSmVBZ2ExZFhad0tEdUjQT09>

Meeting ID: 258 522 1911

Passcode: 588304

If you don't have a microphone, please call this number.

+1 646 558 8656 US (New York)

Joel Arnold

For these specific classes:

Excel Basics 2	5-Sep	1:00 – 3:00	Joel
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Join Joel Arnold's Zoom Meeting in his MassDOT dedicated Zoom Room

<https://zoom.us/j/2947942537?pwd=NE5FQ1lVSEg2OTI1RjlrZTlhY015UT09>

Meeting ID: 294 794 2537

Passcode: 395048

If you don't have a microphone, please call either of these numbers and punch in the meeting ID.

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)

Beth Thompson

For these specific classes:

Excel Databases with CHAMP Data	12-Sep	10:00 – 12:00	Beth
Word Mail Merge, Form Letters and Labels with CHAMP data	20-Sep	10:00 – 12:00	Beth

Beth Thompson is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/6908657806?pwd=U01mdXYvM3FhSmlkUWdvRy91L2xxUT09>

Meeting ID: 690 865 7806

Passcode: 54321

If you don't have a microphone, please call either of these numbers and punch in the meeting ID.

- (309) 205-3325
- (312) 626-6799