



## REFRESHER TRAINING

### 1. User Information:

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

### 2. Refresher Training:

If you have NOT received training in the past, please complete the New User Form

#### INDICATE YOUR PREFERRED DAY AND TIME:

Monday

Tuesday AM

Wednesday

Thursday PM

Friday

You will be contacted by the Budget Analyst specific to your Department, in order to make the necessary training arrangements

**Submit Form To:** Security Administrator by e-mail: [fabs@uwindsor.ca](mailto:fabs@uwindsor.ca) (no faxes or hard copies please)

If there are any questions while filling out the form, please contact the Systems Assistant at ext. 2143

#### SECURITY ADMINISTRATOR (FINANCE DEPARTMENT) USE ONLY

Budget Analyst: \_\_\_\_\_

Established Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_