Team SYS-ED

From:	Fortuniewicz, Regina <Regina. Fortuniewicz@nypa.gov>
To:	Dave Shapiro (E-mail) <dshapiro@sysed.com>
Sent:	Wednesday, November 10, 1999 11:51 AM
Subject:	Windows NT Training at the NY Power Authority

Could you PLEASE send (bring) 12 manuals to the Core Technology (11/15-19/99) class. Although we confirmed 10 there may be 2 extra students who will be sharing a PC.

I will be away training that week again - so PLEASE contact Hogan Lam (Network Manager) (914) 287-3780 if you need directions or anything else. When you arrive to NYPA - please go to the 16th floor Security Desk and ask them to call HOGAN (not me) to let you in. If Hogan is unavailable, have the security desk call Dan Ryan at extension 3455 or call the Training Room at extension 6705. Sorry you had to wait last week until someone was available. But please print this email and bring it with you so the Security Guard will know who to call.

Thanks.

PS. Evaluations were very good for the Administration class. Thanks for doing a great job.

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Regina Fortuniewicz
Information Technology Trainer
(914) 681-6358
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From:	Fortuniewicz, Regina <Regina. Fortuniewicz@nypa.gov>
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Cc:	Lam, Hogan <Hogan.Lam@nypa.gov>; Dave Shapiro (E-mail) <dshapiro@sysed.com>
Sent:	Wednesday, November 10, 1999 11:56 AM
Subject:	Reconfirmation of your Windows NT Core Technologies Training

This is to confirm your registration in the following course:

Course: Windows NT 4.0 - Core Technologies

Date: November 15 - 19, 1999
Time: 8:30 am - 4:30 pm
Instructor: David Shapiro - SYS-ED
Location: IT Training Room - 15th floor of the White Plains Office

Five (5) full business days are required to cancel from training. With less than five days notice you will be noted as a no-show. If you cannot attend for any reason, please contact Hogan Lam by email or at extension 3780. I will be out of the office training that week, so please contact Hogan if any issue should arise.

Regina Fortuniewicz
Info Tech Trainer II