



COMPUTER TRAINING SESSIONS FOR LEGISLATORS

Tuesday, December 1, 2020

9:00 - 10:30 a.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, Legislator's Automated Work Station system (LAWS), document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

9:00 - 10:30 a.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.

3:15 - 5:15 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 2 hours in length and is limited to 10 legislators. Additional distribution and training sessions are available after adjournment on Thursday. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, cybersecurity training, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, virtual private network (VPN), and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Thursday.

Wednesday, December 2, 2020

12:30 - 2:00 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

12:30 - 2:00 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training which may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council

reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.

2:45 -
4:15 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

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4:15 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff is encouraging returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.

Thursday, December 3, 2020

12:00 noon - New legislator laptop computer distribution and training session in the Roughrider Room.
2:00 p.m. The session is 2 hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, virtual private network (VPN), and remote network access. Attendees will be directed to a different room for cybersecurity training.

12:00 noon - New and returning legislator tablet computer distribution and training session in the
2:00 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators. The Legislative Council IT staff encourages returning legislators to utilize the online video training at their convenience instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk.

2:30 - New legislator laptop computer distribution and training session in the Roughrider Room.
4:30 p.m. The session is 2 hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, virtual private network (VPN), and remote network access. Attendees will be directed to a different room for cybersecurity training.

2:30 - New and returning legislator tablet computer distribution and training session in the
4:30 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators. The Legislative Council IT staff encourages returning legislators to utilize the online video training at their convenience instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk.