

Central Texas College
Employee Online Training Request

Below is the basic information we need in the HR Training Department to assign you a logon ID and password to access the Central Texas College online training classes. Current online available classes include:

- **CBN** (Colleague Basic Navigation)
- **EEO/SHP** (Equal Employment Opportunity/Sexual Harassment Prevention)
- **FERPA** (Family Educational Rights and Privacy Act)
- **NEO** (New Employee Orientation)

Please direct any questions related to employee online training to david.wyman@ctcd.edu or employee.training@ctcd.edu or call 254-536-1381.

Employee's Name: _____

Colleague ID #: _____

Requested Course(s): **(check all that apply)**

-NEO -EEO/SHP -CBN -FERPA -HAZCOMM
 -Sup/Mgr

Department: _____

Campus Location:

Central Fort Hood Service Area Continental
 Europe Navy Atlantic Navy Pacific PFEC

Telephone #: _____

Employee's Email: _____

Employee's Supervisor: _____

Supervisor's Email: _____

Supervisor's Telephone #: _____

Today's Date: _____