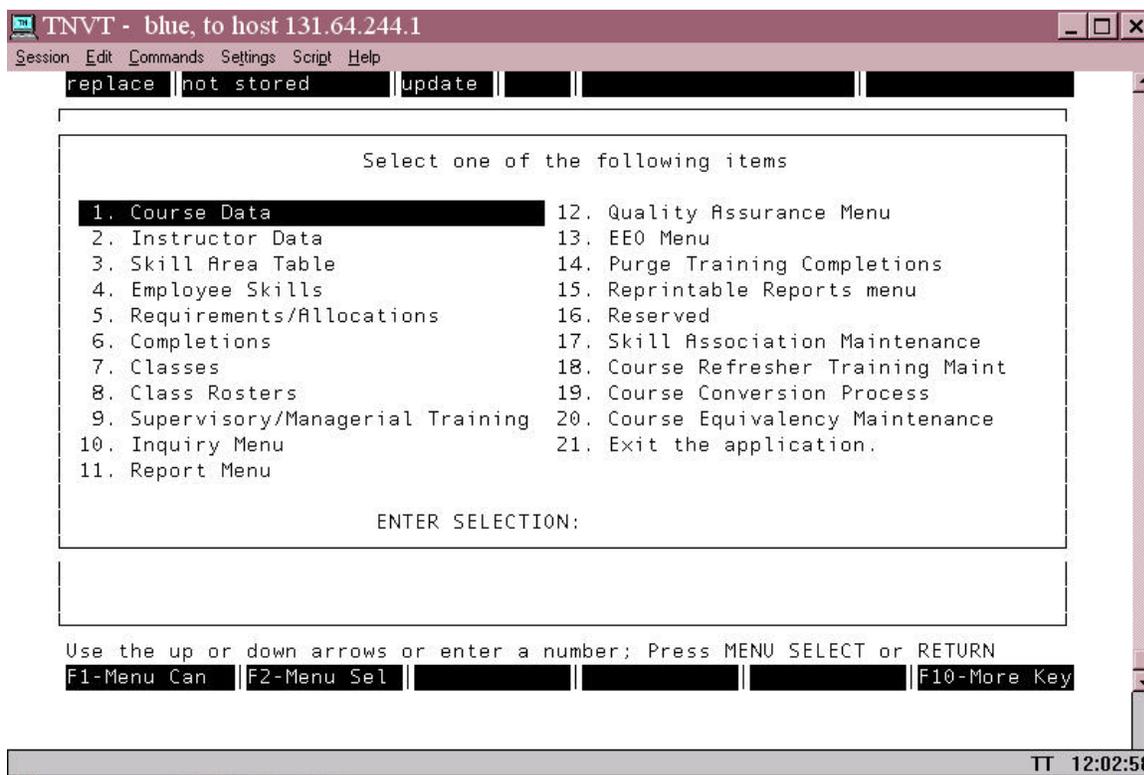


## SIGNON: TRAINING OFFICE MENU (UPET26)

### STAFF INPUT / OUTPUT REQUIREMENTS

There are many processes involved in this application. The following sections describe these processes and the user's interaction with each one.



This menu can be used only by the Training Office. An option can be selected from this menu by one of the two following methods:

(1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.

(2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.

**NOTE:** Course Conversion Process, is only available to Training Office users with authorization in the COURSE CONVERSION field on the Security Profile menu.