



KnowledgeWave Online Training Available to State Employees!

Effective April 18, 2016

The State of Vermont, Dept. of Information and Innovation, has contracted with KnowledgeWave to provide Office 365 online training for all State Employees. The Online Training assists users with the new capabilities of Office 365, including but not limited to Outlook, Word, Excel, and PowerPoint. In addition, training videos are available for other programs like Adobe. These trainings will help you, our users, take advantage of Office 365's great potential.

Training Website: <https://members.knowledgewave.com/login>

What Does this Mean?

All State employees are now members of the KnowledgeWave training and will have access to the KnowledgeWave Learning Site (KLS). This service has been paid for by DII for all State employees for one year. No additional costs will be assessed to departments unless members request the Additional Services defined below.

KLS is a Members-Only Service that includes:

- Unlimited access to the KLS library of training videos
- Free monthly members-only training webinars

Members also receive discounts on **Additional Services** from KnowledgeWave. Additional services may include instructor-led public classes and private classes, coaching and consulting. Payment for additional services is the responsibility of each Department/Agency.

PLEASE NOTE: Payment for additional services is the responsibility of each Department/Agency. Employees must seek prior approval for any additional services before enrolling.

For questions on additional services please contact KnowledgeWave directly:
education@knowledgewave.com or 800-831-8449.

What Do I need to Do?

We have sent a list of users (state employees) to KnowledgeWave to set up login accounts. KnowledgeWave will be sending you two emails – one that explains the set up process, and the email asking you to set up your account (sample below). Please follow the instructions so you are able to login and access the training videos and documents available to you.

If you have not received an invitation and wish to have your account set up earlier, you can contact KnowledgeWave directly as well at the email and phone number below.

If you have any trouble with setting up your account, please contact KnowledgeWave directly at education@knowledgewave.com or [1-800-831-8449](tel:1-800-831-8449).

EXAMPLE EMAIL FROM KNOWLEDGEWAVE**

[Email will come from: KnowledgeWave <education@mg.knowledgewave.com>]

Hi [username],

DII, State of Vermont, is pleased to provide you with a KnowledgeWave membership. KnowledgeWave provides software training for popular business applications.

PLEASE SET UP YOUR ACCOUNT using the link below. This link is unique to you and can only be used once for initial account set up.

<http://members.knowledgewave.com/secure/invites/1235-abcdee-138790-dcefks>

If you have any trouble, please contact us at education@knowledgewave.com or [1-800-831-8449](tel:1-800-831-8449).

Welcome, and we hope you learn a lot!

Sincerely,

The KnowledgeWave Team

30 Community Drive, Suite 5
South Burlington, VT 05403

www.KnowledgeWave.com
[800.831.8449](tel:800.831.8449)

END -- EXAMPLE EMAIL FROM KNOWLEDGEWAVE**