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# EU FAQ



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## What is Employee University?

The EU provides training for a variety of work-related topics to all City employees to develop their professional skills.



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## Where do I sign up?

Click [here](#) to register for upcoming courses. Or use this URL to log in: <https://signon.slcgov.com/cornerstone>



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## I clicked request for an instructor-led course, what happens now?

Instructor-led courses must be approved by your supervisor. When you hit *Request*, your supervisor is sent an email asking to approve or deny that request. Once they approve it, you will be listed on the class roster and you will receive a confirmation email. The email will have an attachment to add the class to your Outlook calendar. You will also receive an email 2 days before the class to remind you. **Note: Online courses do not require supervisor permission unless specified by your department; however, you still hit the *Request* button to access an online course.**

Classes are added frequently so be sure to check back often for even more options!



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## What if I need to cancel a class?

Please log in to [LMS](#) as soon as possible to withdraw from a class. The classes may have a waitlist so the sooner you let us know, the sooner we can allow someone to take your place.





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## Can I access the online courses from home?

Absolutely! Just know that you will not be compensated for any training taken outside of your normal working hours unless you have permission in advance from your supervisor. When you launch any online course, you will need to agree to these terms.

If you want to take courses on your own time (without pay) or take courses for your own personal development, feel free! They are available 24/7, inside and outside of the city's network.

Logging in outside of the city's network will require you to answer some security questions before you can log in. Please see [this PDF](#) for instructions on how to register to use online courses off network.



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## Something is not working properly on LMS, who do I contact?

Contact your department administrators:

911:	<a href="mailto:Amber.Conrad@slcgov.com">Amber.Conrad@slcgov.com</a>
Airport:	<a href="mailto:Alessandro.Ciacci@slcgov.com">Alessandro.Ciacci@slcgov.com</a>
Police:	<a href="mailto:Alan.Dawes@slcgov.com">Alan.Dawes@slcgov.com</a> , <a href="mailto:Richard.Fortner@slcgov.com">Richard.Fortner@slcgov.com</a>
Public Services:	<a href="mailto:Preston.Rock@slcgov.com">Preston.Rock@slcgov.com</a> ,
Parks & Public Lands:	<a href="mailto:Brandon.Fleming@slcgov.com">Brandon.Fleming@slcgov.com</a>
Public Utilities:	<a href="mailto:Wes.Ing@slcgov.com">Wes.Ing@slcgov.com</a>

If your department does not have its own administrator, contact:

EU: [Maria.Oliveira@slcgov.com](mailto:Maria.Oliveira@slcgov.com)

For comments or suggestions on the LMS in general, please contact [eu@slcgov.com](mailto:eu@slcgov.com).





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## How many classes can I take?

The sky is the limit! This is an unlimited resource for all city employees, free of charge. However, please check with your department regarding how much time can be used on taking courses during your work hours.



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## Where are instructor-led classes held?

Classes are held in different locations, be sure to check the class location when you sign up. Most EU classes are held here:

- EU Training Rooms  
Plaza 349, 5th Floor



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## Where do I park?

Parking for the EU Training Rooms is under the Main Library (210 East 400 South). Enter parking lot from 400 or 500 South and between 200 and 300 East.

\*\*Validations will be given after class.\*\*



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## What do I bring?

We recommend you bring a pen and paper to take notes. You may bring a drink with you as long as it has a lid. You are also welcome to bring snacks to eat during break times.



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## Are these classes accredited?

Some of Skillsoft's online courses are accredited. Click [HERE](#) for a list of associations and the courses they recognize.



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## Who do I contact if I have questions on EU courses?

- Email: [eu@slcgov.com](mailto:eu@slcgov.com)
- Maria Oliveira, Learning & Development Specialist at 801-535-6625
- Stephanie Yau, EU Manager at 801-535-6298

