



Class Policy and Information

Lateness:

Prompt arrival is required to avoid class disruption. The training team reserves the right to deny entry to late comers. If access is denied, please contact your department manager, to reschedule for a future class.

Walk-Ins:

Class registration and confirmation is required to attend Portfolio Training, due to limited seating and training preparation requirements. Please do not show for class if confirmation has not been received.

Rescheduling:

If you are unable to attend training, please contact your department manager, to reschedule for a future class. Students must attend and successfully complete the full training session before system access is granted.