



Client Acknowledgement Form

Free Access to The Career Foundation's Computerized Training Portal

The Career Foundation is happy to offer you free access to a comprehensive range of online training courseware.

Acknowledgement:

This will serve to verify that I have requested free access to the various computerized training courseware offered by The Career Foundation. It is my intention to utilize this free computerized training to enhance my hard and soft skills as I endeavor upon my future career goals.

First Name (Please print)

Last Name (Please print)

Today's Date

Signature

Telephone Number

Email Address
Required in order for The Career Foundation to create your account

Portal User ID (To be completed by The Career Foundation)

Program Name (To be completed by The Career Foundation)



Access Information for Your Free Online Training Account

The courses in your account will include:

Word **Excel** **PowerPoint** **Effective Business Writing** **Lotus Notes**
Windows Vista **Presentation Skills** **Time Management** **Access 2007**
QuickBooks **Negotiation Skills** **Interviewing Skills for Job Candidates**

...And many more!

My User ID will be: _____

My Password will be: password

You can change your password once you are signed in to your account by clicking on "My Info > Profile."

You will be able to sign in to your account within 72 hours by visiting

www.careerfoundation.com > *Computer Training* > *Sign in Page*.

(You can also access the sign in page directly by visiting: thecareerfoundation.howtomaster.com)

If you have questions about your account, please contact Miss. Nicole White
at 416-789-4862 ext. 230 or nwhite@careerfoundation.org

Account Expiration Notice: Please be advised that The Career Foundation is able to provide this training service until December 31st 2010. All accounts will expire on that day. Accordingly, please utilize and complete as much of this free training as possible prior to December 31st 2010.

Note to Employment Insurance Recipients: This service is not an official training program and should not be reported to the Government as part of your Employment Insurance Income conditions