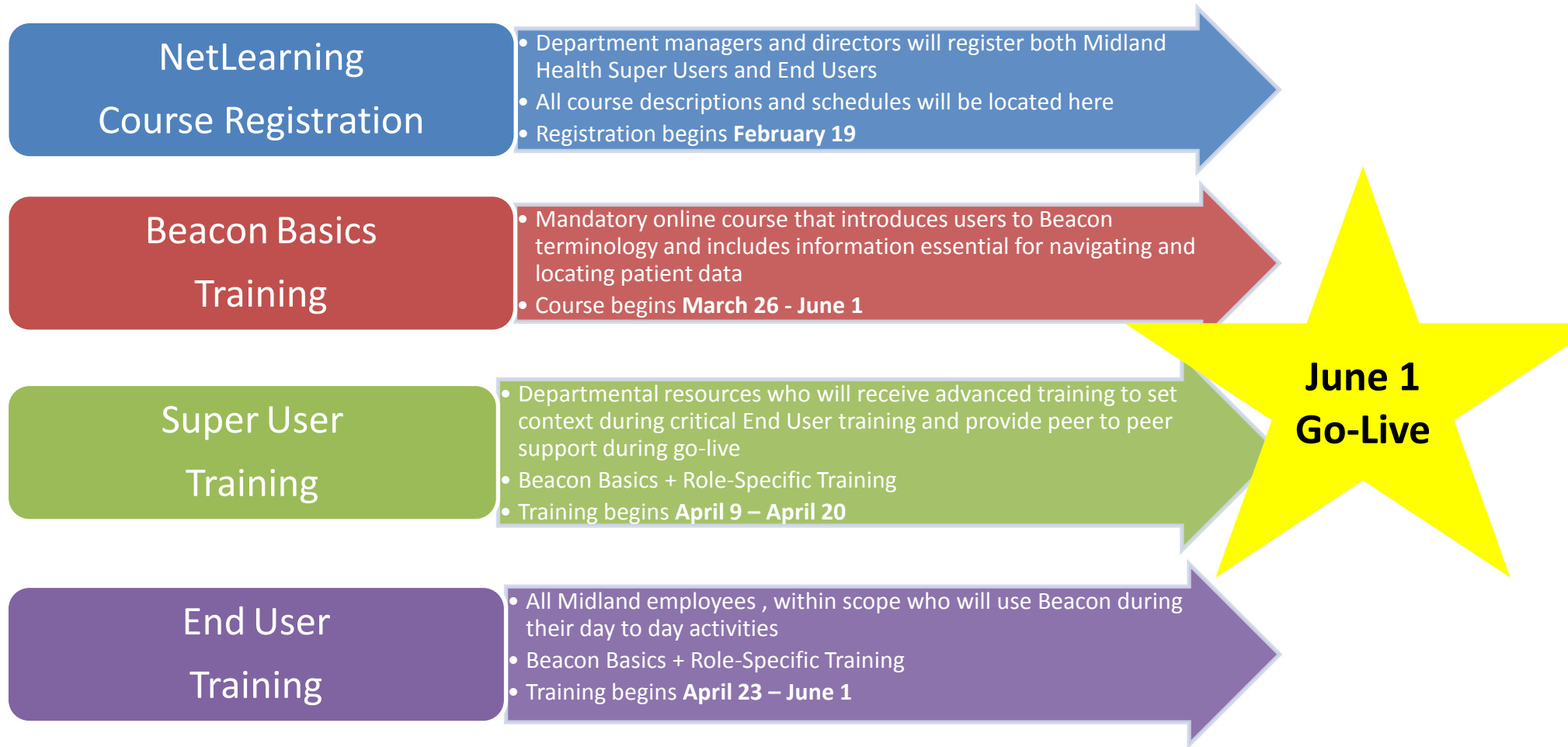




# Key Training Activities



**\*All training is mandatory and no Beacon access will be granted without first taking and passing all training requirements for your given area/solution. Super User training blackout dates, block of dates during which employees cannot schedule time off, are April 9- April 20, 2018. End User training blackout dates are any dates and times you are enrolled in training. All users (Super User and End User) go-live blackout dates are June 1- June 15, 2018. Any time-off requests June 16- June 30, 2018 are subject to your manager's approval.**