

## NEW SHAREPOINT BEGINNER-LEVEL CLASS

The TECOM G-6 would like to announce that we have multiple seats open for our Beginner-Level SharePoint training class on Thursday, April 26, 2018. The main topics that will be covered are: Navigation, Site Naming, Creating a List, and Document Libraries.

The class will be held on Quantico Marine Corp Base in Building 2006 on the Third Deck in the LRC Room 332. Class will begin at 0900 and conclude around 1200. The class limit is 15 students.

**\*\*\*You must have a TECOM VCE User Account to register for the class\*\*\***

If you have a TECOM VCE User Account. Click on the link below to register for the class.

[https://vce.tecom.usmc.mil/SharepointTraining/Lists/Training%20Registration/Item/newifs.aspx?List=9cc4be0d%2D0f27%2D43a7%2D83d6%](https://vce.tecom.usmc.mil/SharepointTraining/Lists/Training%20Registration/Item/newifs.aspx?List=9cc4be0d%2D0f27%2D43a7%2D83d6%2D)

If you do not have a TECOM VCE User Account and need to request one, please follow the steps below to obtain a user account. Once you have received confirmation of your TECOM VCE User Account. Please register for the class.

1. E-Mail: Send a digitally signed email from a valid ".mil" account to [TECOM.Web.Support@usmc.mil](mailto:TECOM.Web.Support@usmc.mil)

AND

2. Complete the TECOM VCE User Account Request Form. The link to do so is below:

[https://vcepub.tecom.usmc.mil/\\_layouts/FormServer.aspx?XsnLocation=%2fFormServerTemplates%2fVCE+Account+Request.xsn&Source=/&DefaultItemOpen=1](https://vcepub.tecom.usmc.mil/_layouts/FormServer.aspx?XsnLocation=%2fFormServerTemplates%2fVCE+Account+Request.xsn&Source=/&DefaultItemOpen=1)

**\*\*\*Ensure to include the Website URL (address) below for the site you need to access\*\*\***

<https://vce.tecom.usmc.mil/SharepointTraining/default.aspx>

If you have any questions, please call (703) 432-0099