



# Confirmation Emails

After registering for a class, you will receive a series of emails with instructions and the link to join the Live training.

# 1

**Subject: Course Enrollment Confirmation**

This email confirms that you are registered for the class, and provides the due date and description of the Training.

**From:** systemmessage@paycomonline.com <systemmessage@paycomonline.com>  
**Sent:** Friday, December 17, 2021 9:50 AM  
**To:** Vanessa Lewis <vlewis@jaynolan.org>  
**Subject:** Course Enrollment Confirmation - JNCS Foundtions 1&2

Employee Name: LEWIS, VANESSA LEIGH

You have been enrolled in JNCS Foundtions 1&2

Due Date: 12/31/2021

Please log into Employee Self-Service to view your training information.

Description

# 2

**Subject: [Course Name]**

This email includes:

- A. Link to the Live Training ("Location")
- B. An **.ics file** (attached) for you to download to add the class to your calendar

# A

**From:** systemmessage@paycomonline.com  
**Sent:** Friday, December 17, 2021 10:13 AM  
**To:** Vanessa Lewis <vlewis@jaynolan.org>  
**Subject:** JNCS Foundtions 1&2

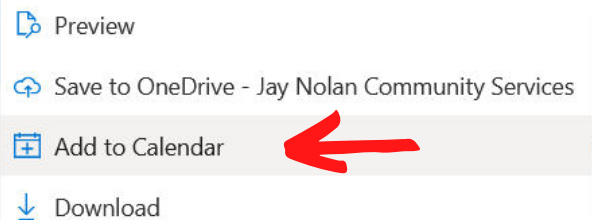
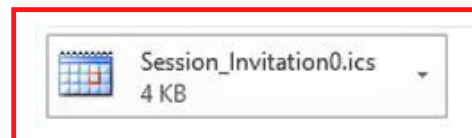
Details of Sessions

Start Time: 12/17/21 10:15 am PST

End Time: 12/17/21 02:00 pm PST

Location: <https://meeting.windstream.com/j/1116011516>

# B



**Make sure to log in to your Live training class 10 minutes before the scheduled class time.**