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<b>Department Name:</b>	Leadership Development
<b>Date Email Sent:</b>	05/01/2018
<b>Email Subject Line:</b>	2017-18 Training Year Ending Soon!
<b>Recipient Groups:</b>	School Board U registrants with incomplete courses

### Email body:

This is just a quick reminder that the training year ends Saturday, June 30, 2018. You are currently registered for a course in School Board U that must be finished by June 30, giving you two months left to complete the work.

To access your course, please follow these simple steps:

1. Head to <http://aasb.torchlms.com>
2. Log in using the email address you used to register for the course and the password **listed in your confirmation email.**
3. **If necessary, disable pop-up blockers in your web browser so that you can launch the course.**

We have tutorials demonstrating how to access the course in School Board U and links to pop-up blocker help on the School Board U landing page at <https://lms.embr.mobi/homepage.aspx?S=71000>

Remember that in order to be awarded credit, you must complete the course AND submit the evaluation form included at the end of the course. When you have finished the course, please make sure you see a pop-up window that says "Course Complete" after you close the course window.

If you have any questions, please contact our office at 1-800-562-0601 or [sbu@alabamaschoolboards.org](mailto:sbu@alabamaschoolboards.org).

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*AASB's mission is to develop excellent school board leaders through quality training, advocacy and services.*