



## **Training Logistics**

### **KEY POINTS FOR ALL LOCATIONS:**

- Remember to bring your ID badge
- Make sure you have completed your required e-Learnings.
- Be early/on time. If you are late, you may be required to reschedule for a different class time.
- Silence or turn off cell phones and pagers.
- Be aware some locations may not allow food or drink, including water bottles.

### **TRAINING LOCATIONS:**

#### **Main Campus:**

- Learning Center, classrooms 2, 4, 5, 6 and 7
  - Located in basement of Storz Pavilion.
- Sorrell Building, Computer Labs 1010 and 1012
  - Located at 42<sup>nd</sup> and Emily.

#### **East Campus Corporate Pavilion (ECCP):** Second floor, classrooms 2090 A-D

- Located in Mutual of Omaha Bank building at 3333 Farnam Street.
- Park on campus and use the shuttle, or drive to ECCP and park:
  - The shuttle stop at the hospital is outside of Kiewit Tower. It will drop you off in front of the Mutual Bank Building. Shuttle schedules are posted in Kiewit Tower by the exit on ground floor, by the elevator on the second floor and on the hospital intranet under the Employee Resources tab.
  - Driving directions from the hospital: East on Harney, left on 36<sup>th</sup> and then right on Farnam. You will pass Kiewit Building and then WOWT on your right. Please **do not** park in the lot just to the east of the building with “First Presbyterian Church Parking” signage.

- Enter through the main entrance (faces north toward Farnam). Walk straight back and slightly to the left to the bank of elevators. Go to the second floor. The conference rooms are to the northeast of the elevators through the door marked “The Nebraska Medical Center” and down the hallway past the commons area.

**Bellevue Medical Center:** Located at S. 25<sup>th</sup> St. and Hwy 370 in Bellevue.

. Parking is free and readily available. Please help us reserve the front of the parking lots for our patients and visitors.

- Ground/garden level, Information Technology Training Room
  - Enter through the main entrance and walk past the gift shop. Go down the stairs to the ground (garden) level and the training room is directly to the right. If you use the elevator, the training room will be to your left. The training room is directly across from the small reception desk.