Each Non-PennDOT attendee that self-registers for a class, receives a unique confirmation number.

This number allows the attendee to view, print, update, or cancel the registration and to pay the tuition due for the class or webinar.

Confirmation Number format: YYYYMMDD-HHMMSSNN

The number digits refer to the date and time the attendee registered

YYYY – year

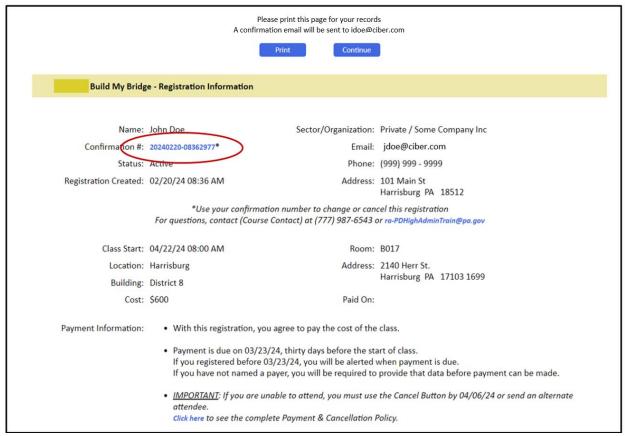
MM - month

DD - day

HHMMSS - hour, minute, second

NN – random value assigned to prevent duplicate confirmation numbers

Registration Confirmation Training Calendar Screen:



Registration Confirmation Training Calendar Email:

Build My Bridge - Registration Information

Name: John <u>Doe</u>

Confirmation **#**: 20240220-08362977*

Status: Active

Registration Created: 02/20/24 08:36 AM

Sector/Organization: Private / Some Company Inc

Email: jdoe@ciber.com Phone: (999) 999 - 9999 Address: 101 Main St

Harrisburg PA 18512

*Use your confirmation number to change or cancel this registration
For questions, contact (Course Contact) at (777) 987-6543 or <u>ra-PDHighAdminTrain@pa.gov</u>

Class Start: 04/22/24 08:00 AM Room: B017

Location: Harrisburg Address: 2140 Herr St.

Building: District 8 Harrisburg PA 17103 1699

Cost: \$600 Paid On:

Payment Information: • With this registration, you agree to pay the cost of the class.

Payment is due on 03/23/24, thirty days before the start of class.
 If you registered before 03/23/24, you will be alerted when payment is due.
 If you have not named a payer, you will be required to provide that data before payment can be made.

IMPORTANT: If you are unable to attend, you must use the Cancel Button by 04/06/24 or send an alternate attendee.
 Click here to see the complete Payment & Cancellation Policy.

Click here to see more information about this class including times, directions, etc.