

# The Depository Trust Company

# **IMPORTANT**

**B#:** 8665

**DATE:** October 17, 2005

**TO:** All Participants

**CATEGORY:** Executive Notices

**FROM:** Rosemary Kurtti, Vice President, Customer Training/Information Products

**ATTENTION:** Managing Partner/Officer, Cashier and Operations Manager

**SUBJECT:** FOCUS on the Web - New Course Offering!

DTCC Learning is pleased to announce its newest course offering for the 2005 FOCUS on the Web.

**Introduction to DTC Asset Servicing: Reorganization** is a two-and-a-half-hour Webinar session, led by a DTCC Learning training expert, designed to provide learners with an understanding of the concepts, terminology and fundamentals associated with processing mandatory and voluntary reorganizations at DTC. Discussion topics include:

- Overview of corporate actions and corporate action events
- Mandatory corporate action events
- Redemption events
- Voluntary corporate action events

A certificate of completion will be awarded to session attendees. Attendees with Certified Securities Operations Professional (C.S.O.P.) certification from the Institute of Certified Bankers will earn continuing education units (CEUs).

**Introduction to DTC Asset Servicing: Reorganization** will be offered on the following dates:

<b>Date</b>	<b>Time</b>
November 1, 2005	10:00 a.m. – 1:00 p.m. Eastern Time
November 8, 2005	10:00 a.m. – 1:00 p.m. Eastern Time
November 10, 2005	10:00 a.m. – 1:00 p.m. Eastern Time
November 13, 2005	10:00 a.m. – 1:00 p.m. Eastern Time
November 20, 2005	10:00 a.m. – 1:00 p.m. Eastern Time

There will be a 30-minute break from 11:30 a.m. – noon eastern time.

Any additional dates will be announced on DTCC Learning's Website <http://learning.dtcc.com>.

As with previous “FOCUS on the Web” courses, DTCC Learning is offering the **Introduction to DTC Asset Servicing: Reorganization** program for only **\$125/person – a 50% discount** from our standard Webinar fee. Your Participant Account will be charged upon registration for the program.

To register for an **Introduction to DTC Asset Servicing: Reorganization** session, follow these directions:

***To register for DTCC Learning (first time users):***

1. Go to <http://learning.dtcc.com>.  
The DTCC Learning Home Page appears.
2. Below the toolbar, click **Take a Course Now**.  
The DTCC Learning login page appears.
3. Click **New Users Register Here**.  
(The New User Registration page appears.)
4. Complete the form, making sure to fill in all required fields (indicated by a red arrow).
5. Click **Submit**.  
A confirmation page appears.
6. A login name and password will be sent to your email address.
7. Click on the URL Address in the email that was sent to you.
8. Update your password accordingly.

***To register for a course:***

1. Go to <http://learning.dtcc.com>  
The DTCC Learning Home Page appears.
2. On the toolbar, click **Take a Course Now**.
3. Type in the login and password you selected.
4. Click **Available Courses**.
5. Scroll down to **Introduction to DTC Asset Servicing: Reorganization**.
6. Click on the **register** link for the corresponding event you wish to attend.
7. Once the registration page appears, click **Submit for Registration**.

If you have any questions regarding this process, please contact DTCC Learning at (888) 258-6393 or e-mail us at [training\\_administrator@dtcc.com](mailto:training_administrator@dtcc.com).