

The Depository Trust Company

IMPORTANT

B#: 5991

DATE: April 28, 2004

TO: All Participants

CATEGORY: Executive Notices

FROM: Kevin Carey, Managing Director, Managing Director

ATTENTION: Director of Operations, Cashier and Operations Manager

SUBJECT: DTCC Learning Announces New Training Opportunities

DTCC Learning (formerly known as DTCC University) is pleased to announce the launch of a comprehensive training curriculum designed to educate our customers in how to more effectively use our Asset Services. The Asset Services curriculum was developed in response to customer's requests for a wide range of training for their employees.

The Asset Services curriculum, the first DTCC Learning curriculum to be launched, leverages the flexibility and interactivity of e-learning to teach the concepts, applications and tasks associated with DTC's Deposits, Withdrawals, Custody, Dividend and Reorganization services. In addition to traditional text, each course includes audio and multimedia components that further reinforce critical topics. The structure of the courses provides a set of building blocks, which allow the learner to start with the basics and advance to more complex topics and problem resolution case studies. Participants learn at their own pace and demonstrate what they've learned through pre-and post-course assessment tests.

This multi-level curriculum benefits the employee with little or no knowledge of the topic as well as the more experienced employee. These courses can enhance the career development plans for your employees.

As per DTC's 2004 Schedule of Fees, the cost per student, per course, is \$75.

The Clearance and Settlement curriculums will be launched later this year.

Future plans include offering a DTCC Specialist certification for those who complete the curriculums and pass a certification examination. Details for the certification process will be announced in the second half of 2004. *Please share this information with the appropriate individuals in your organization and Human Resources.*

To take advantage of these training opportunities, you must register for the DTC Web site and for DTCC Learning. Registration instructions follow.

To register to use the DTC Web site:

1. Go to <http://www.dtc.org>
2. Click **Register** in the bottom left-hand box (Participant enrolling for Members Pages) of the page. The Customer Desktop Terms and Conditions page appears,
3. Read the terms and conditions and select “Yes, I agree with the terms and conditions.”
4. Click **Agree**. The Web Registration form appears.
5. Complete the form, making sure to fill in all required fields (indicated by a red asterisk).
6. Click **Submit**. A confirmation page appears.
7. You will receive an e-mail from DTCC’s Webmaster within 4 business days.

To register for DTCC Learning:

1. Go to <http://www.dtc.org>
2. Select **Home**, then **Members Home**. The log-in screen appears.
Note: If you are not registered, see “To register to use the DTC Web site.”
3. Type your user ID and password in the respective boxes.
4. Click **Login**. The members home page appears.
5. In the DTCC Learning area, click **Training and Documentation**. The Welcome to DTCC Learning page appears.
6. On the toolbar, click **Take a Course**. The DTCC Learning login page appears.
7. Click **New Users Register Here**. Vuepoint Learning System’s New User Registration page appears.
8. Select “My Firm is a DTCC Customer” from the menu box and click **Next**. The New User Registration form page appears.
9. Complete the form, making sure to fill in all required fields (indicated by a red arrow).
10. Click **Submit**. A confirmation page appears.

If you have any questions regarding this Important Notice, please contact DTCC Learning at (888) 258-6393.