

**KICKOFF**

November 11, 2022

BUSINESS TESTING

May 8, 2023

COUNTY OPT-IN DEADLINE

June 15, 2023

TRAINING

October 2, 2023

GO-LIVE

December 11, 2023



ADVANCED TRAINING LICENSING OFFICIAL PREPARATION

Advanced training begins October 17. As a reminder, this class is for 1-3 people from each office. Registration has been closed and confirmations have been sent. If you have registered and did not receive confirmation or you did not register and need to, please contact revenue--alvintrainingteam@revenue.alabama.gov.

This training will cover topics that are more complicated or edge-case than the Job-Specific training. This means that it is very important to complete your Basics and Job-Specific modules and understand them. To make sure you understand the most important principles, you must pass the assessment at the end of your Job-Specific training before attending Advanced Training.

Please be in your seats and ready to learn by 9 AM on your assigned day. Bring your ALVIN questions so that we can make the class as relevant as possible. The class ends at 4 PM each day. We look forward to working with you!

DEALER AND NON-COUNTY DESIGNATED AGENT TRAINING

There has been some confusion about what training and communications were for Licensing Officials, and which ones are for Dealers and non-county Designated Agents. To clarify, Registration sheets mentioned in Monthly Demos and Newsletters were only for Licensing Officials.

If you are a dealer or other non-county designated agent, please contact the applicable dealer association for information on training:

- AIADA: <https://members.alabamaiada.org/eventcalendar>
- ADAA: www.adaaweb.com

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CHANGE CORNER

This month's change deals with training. We have secured the resources needed to offer Learning Lab days!

- Any Licensing Official may attend, but it will be the most helpful for those who have completed all training modules
- Informal Q&A and demos
- Arrive between 8 AM and 10 AM. If nobody is there by 10, the training team may leave.
- No registration or sign-ups
- Seating is limited, but we'll try to help whoever comes.
- Schedule on page 2

MONTHLY FAQ

What is the plan for the weekend before ALVIN rolls out?

The ALVIN Team will start the process of cutting over from MVTRIP to ALVIN on Thursday, December 7 at 7:00 PM. This means that all transactions must be entered and complete before that time, and the state system will not be available to process transactions until the morning of December 11.

Also note that once cutover begins on December 7, MVTRIP and ALTS will no longer be available.

PROJECT SPOTLIGHT



Our September spotlight is on Kristie Pratt, ALVIN Financials SME. Kristie has been with the Property Tax Division for 19 years. She served as the Vin Valuation Section supervisor for 2 years before joining the ALVIN project in November of 2022. In her free time, Kristie enjoys reading, attending her children's sporting events, and spending time with family and friends.

GETTING THE MOST OUT OF LICENSING OFFICIAL TRAINING

Training for Licensing Officials begins October 2! Here is how to get the most out of it:

Complete your training modules. This may sound obvious, but actually viewing your training, answering the included questions, and practicing the associated exercises is the first step to having a successful training experience. Note that you will be getting access to Basics modules on October 2, and access to Job-Specific modules on October 10.

Practice in the Sandbox as much as possible. The Sandbox will also be available on October 10. This is an environment that will have real data that isn't live. This means that you can take your actual work that you are doing in MVTRIP, and practice doing it in ALVIN with the knowledge you are gaining from your training modules. If you cannot use your real work to practice with, ALVIN has practice exercises that will help give you what you need to practice. The Sandbox will be available until the end of day on December 8. This is a very important part of training that will help get you comfortable and ready for December 11.

Help Others. As you learn how to do different processes in the system, teach others how to do it. This helps your coworker to learn how to do their job in ALVIN and it also helps you remember it better!

Use the Help manager. The Help manager is a powerful tool that will allow you to view step-by-step explanations of processes in ALVIN. This will allow you to deepen and expand your knowledge of the system, and give you a quick reference if you forget how to do something. It is especially helpful for those processes that you don't do frequently enough to fully remember it each time.

Licensing Official Training Lab Schedule

Venue	Address	Training Lab Dates
Shelby County Services Building	19220 US-280, Birmingham	October 19
Bishop State Community College	351 N Broad St, Mobile	October 20
Shelton State Community College	9500 Old Greensboro Rd, Tuscaloosa	October 26
Montgomery Taxpayer Service Center	2545 Taylor Rd, Montgomery	November 9
Wallace Community College	1141 Wallace Dr, Dothan	November 9
Calhoun Community College	6250 Hwy 31, Tanner	November 16