

[NOTE: URLs from the original message which proved to be problematic for some users have been replaced in this version. All changes from the original email have been marked in blue text.]

From: Kubat, Robert A

Sent: Wednesday, June 25, 2008 3:34 PM

Cc: Bilyeu, Constance A.; Ahlersmeyer, Suzanne M.; Galloway, Josie A.; Horan, Carol J.; Sheets, Debra K.

Subject: Training Information

Please read the following information. This communication provides details about training.
Bob

To: Schedule Deputies and Assistants

From: The Registrar's Office and OnePurdue Training

The purpose of this message is to provide information on the second part of your OnePurdue Banner training, the hands-on, instructor-led courses. This message describes:

- status of enrolling Schedule Deputies in online courses
- your hands-on training course, *SSCHED210 Schedule Deputy Core Training*
- what you need to do **before** attending hands-on training
- how to register for hands-on training

Status of enrolling in online courses:

Most of you have been enrolled in the two online, introductory courses on Banner navigation (BANNAV 100) and overview of student systems and processes (SOV 100,) and are working through them. We have enrolled several large groups as we're notified that your Banner schedule deputy roles have been fully approved.

If you have not received an email acknowledgement that you were enrolled, some have found that their email system interpreted it as "spam" and moved it into the Junk Mail folder—you might check your junk mail.

Others are indeed enrolled, but for whatever reason, are missing an acknowledging email. When they log into the OnePurdue Blackboard Institution (using the instructions in the last training email Bob Kubat sent to you), their courses show up and they are able to begin work.

If neither of these seems to be the case, please contact us at oneptrain@purdue.edu and we'll check your enrollment status.

Your hands-on course:

Schedule Deputies and assistants should take the following hands-on course:

SSCHED210 Schedule Deputy Core Training (instructor-led, hands-on; 4 hours)

This course covers:

- View Section Enrollment Report (SER) to analyze limits and demands.
- Assign instructor of record for a class (SIAASGN)
- Complete data worksheet for class/instructor scheduling.
- Work with Special Topic approval forms.
- Look up degree audits in SSB.
- Request a course roster to ePrint or Excel.

Dates/times: Please select one section to attend. There are two sections per day, morning and afternoon, July 14, 15, and 22.

Prior to attending hands-on training . . .

1. Your system role(s) must be fully approved.

Approval is a two-step process, a departmental approval + approval by the functional owner.

Only those whose roles have been fully approved will be contacted to enroll in training.

Please encourage your department heads to respond quickly to OnePurdue role approval requests.

2. Annual FERPA/GLBA Certification Must Be Complete

If not already current, FERPA/GLBA certification should be completed as soon as possible, preferably well before the date you will attend training. (3 days to 1 week prior to attending hands-on class is a minimum).

This is **required** to attend hands-on training because the training environment contains live data. Without completed certifications your account in the training environment won't be activated, and you won't be able to log in during class. (Everyone's certification status IS being checked before the training environment accounts are turned on.)

These are the links to the online [FERPA and GLBA](#) certification training:

<https://www2.itap.purdue.edu/registrar/training>

(If problems are encountered using the above links, try typing the URL manually into your browser's search window.)

3. May need to change career account password.

Some "special" characters which staff and faculty may use in their career account passwords are not compatible with Banner. That's a problem in training and later when you're working in the live system because log-in to both environments is via career account.

Password guidance is available on the OnePurdue Enrollment and Student Affairs Training web pages:

<http://www.purdue.edu/onepurdue/training/esatraining.shtml>

Click on the first "quick link" - on the left side of the page -it's titled "Career Account Password Tips"

4. Please review Banner navigation

The SSCHED200 course assumes that you have completed the Banner navigation course, and starts in immediately on scheduling-specific topics. Particularly if it's been a while since you completed the online course, please review the online course or the printable quick reference materials included with the course before coming to class.

To register for the July hands-on course:

Since these are scheduled events, Schedule Deputies and assistants will want to select the date/time that best fits their schedules. Please visit the ITaP Training web pages:

www.itap.purdue.edu/training/

Click on the heading **OnePurdue**. A list of available courses and course section dates/times will be displayed. Click on the "Register Now" link to register for a specific section. The prospective learner will be prompted to enter Purdue career account login ID and password, then be taken to a screen confirming his/her registration. The classroom location is included in an email registration confirmation.

Questions?

Contact us at oneptrain@purdue.edu - we hope you'll enjoy your OnePurdue training!

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