

Announcement

TO: Institutional Coordinators

POSTED: Tuesday, February 10, 2015

SUBJECT: Super User Training for PeopleSoft Financials 9.2 Upgrade

Announcement: Super User Training for the Expenses & ePro/GeorgiaFirst Marketplace (GFM) modules will occur Monday, March 9, 2015 through Thursday, March 12, 2015. These sessions will take place in the classrooms at ITS in Athens.

For Expenses training, institutions may send up to 2 participants to each training class. For ePro/GFM training, institutions currently using GFM may send up to 2 participants. All other institutions may send 1 participant to training. Institutions have the option of sending different participants to each day of Expense and ePro/GFM training.

“PSFIN Expense End-User Train-the-Trainer Class” – Monday, March 9th:

This class will be targeted at those individuals who train end-users at their institution.

“PSFIN Expense Administrator Training” – Tuesday, March 10th:

This class will be targeted to those who use the Expense module as part of their daily job function and work approved transactions. These individuals are often considered ‘super users’ at their institution.

“PSFIN ePro/GFM End-User Train-the-Trainer Class” – Wednesday, March 11th:

This class will be targeted at those individuals who train end-users at their institution.

“PSFIN Buyer Training” – Thursday, March 12th:

This class will be targeted to those individuals who use the ePro module as part of their daily job function and work approved requisitions so they can be sourced into purchase orders.

Please complete and return the attached form to Heather Duren heather.duren@usg.edu no later than **Friday, February 20, 2015.**

