**Suggested Online Lessons for Local Security Administrators**

The lessons below are suggested for Local Security Administrators supporting the implementation of ePro and the Georgia*FIRST* Marketplace. Depending on the user roles your institution is implementing, you may not need to view each lesson. Beginning on page 2 of this document are the objectives in each of these lessons.

Reminder: Each lesson includes audio. You will need speakers or headphones to listen to the audio portion of the lessons.

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|  | Online Lessons for Local Security Admin |
|  | EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
|  | EPMP04\_eProcurement and Georgia*FIRST* Marketplace Approvals |
|  | EPMP27\_Basic Security Maintenance |
|  | EPMP28\_Creating Shoppers |
|  | EPMP29\_Creating Requesters |
|  | EPMP30\_Creating Buyers |
|  | EPMP31\_Setting Up Approvers in the System |
|  | EPMP32\_Setting Up Multi-Campus Approvers |
|  | EPMP33\_Setting Up the ePro Admin |
|  | EPMP34\_Updating Department and Project Managers |

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| EPMP01\_Introduction to ePro and the Georgia*FIRST* Marketplace |
| Approximate Time: | 17 minutes |
| Objectives: | * Define ePro
* Define Georgia*FIRST* Marketplace
* List the benefits of using ePro and the Georgia*FIRST* Marketplace
* List the ePro/Marketplace roles and their responsibilities
* Identify the process flow of using ePro and the Georgia*FIRST* Marketplace for procuring goods
* Identify how information is passed between PeopleSoft Financials and the Georgia*FIRST* Marketplace
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| EPMP04\_ePro and Georgia*FIRST* Marketplace Approvals  |
| Approximate Time: | 18 minutes |
| Objectives: | * Describe how ePro approvals work
* Describe the basic process flow of approvals
* Define Worklist
* Identify the notifications involved with approvals
* Identify the different approval stages and paths
* Define approver deadlines
* Identify what happens when approver deadlines are missed in the system
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| EPMP27\_Basic Security Maintenance |
| Approximate Time: | 14 minutes |
| Objectives: | * Identify basic security maintenance tasks
* Detail how to add a new user to the PSFIN system
* Identify how to force users to set a new password upon initial login
* Identify the minimum required user role
* Define the differences between the primary business unit and the “B” business unit
* Identify where to set a user’s preferences
* Detail how to unlock a user’s account
* Detail how to reset a user’s password
* Detail how to update a user’s email address
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| EPMP28\_Creating Shoppers |
| Approximate Time: | 10 minutes |
| Objectives: | * Identify what a shopper needs to access
* Identify the minimum security roles a Shopper needs
* Identify why a shopper must be set up as a Requester in the system
* Detail how to set the shopper up in the system
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| EPMP29\_Creating Requesters |
| Approximate Time: | 16 minutes |
| Objectives: | * Identify the security roles a Requester must have
* Identify what the Requester Setup accomplishes
* Define who needs to be set up as a Requester in the system
* Identify what user preferences need to be established for a Requester
* Identify the purpose of Requisition Authorizations
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| EPMP30\_Creating Buyers |
| Approximate Time: | 19 minutes |
| Objectives: | * Identify the steps required in setting up Buyers
* Identify Buyer security roles
* Identify how to use the Buyer Setup Page
* Detail user preferences required for Buyers
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| EPMP31\_Setting Up Approvers in the System |
| Approximate Time: | 11 minutes |
| Objectives: | * Differentiate basic approvers from special item approvers
* Identify basic security roles for approvers
* Identify special item security roles for approvers
* Define security role action roles for approvers
* Identify requirements of setting up user preferences for an approver
* Define the purpose of setting Requisition Authorizations for an approver
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| EPMP32\_Setting Up Multi-Campus Approvers |
| Approximate Time: | 5 minutes |
| Objectives: | * Define multi-campus approver
* Identify where an additional approver profile is created in the system
* Identify which modules are affected by multi-campus approvers
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| EPMP33\_Setting Up the ePro Admin |
| Approximate Time: | 5 minutes |
| Objectives: | * Identify security roles needed for the ePro Admin
* Identify user preferences needed for the ePro Admin
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| EPMP34\_Updating Department and Project Managers |
| Approximate Time: | 9 minutes |
| Objectives: | * Identify how to set up a Department Manager
* Identify how to set up additional Department Managers
* Identify how to set up Project Managers
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