Rowan Announcer Submission Manager

1. Log into **rowan.edu/selfservice**.

2. On the Main Menu, select **"Rowan Announcer Management Tools."**

3. Select **"Rowan Announcer Submission Manager."**

4. You will see a list of submitted and already approved Rowan Announcer messages.

5. Separate Editions are located at the bottom of the page. These are the "Extra Editions" that will go out the same day, each in a separate message.
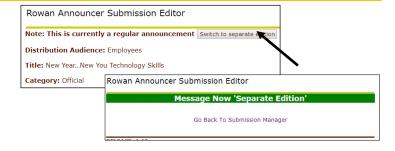
Select Message to Approve

6. Select the title of a message that you need to approve in the **Messages Not Ready for Distribution** table or **Separate Editions Not Ready for Distribution** table.

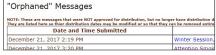

Create an "Extra Edition" Message

7. Once the message is opened, there is a button to the right of the note section to **"Switch to separate edition."** This option is to switch a regular announcement to an **"Extra Edition",** *if needed.*

8. If you change a regular message to a separate edition, you must go back to the **Submission Manager** and start back at step 6 above.

Approve the Rowan Announcer Message

9. Towards the end of the message you can find distribution dates and submitter information.

10. At the very end of the submission is the **Ready for Distribution?** checkbox. To approve the message for distribution, click on the checkbox, then click the **"Update"** button. To remove the message, do not click the checkbox and then click the **"Remove"** button instead.

11. Messages that are not approved or removed are moved to **"Orphaned Messages"** once the distribution dates have passed. This section is located on the bottom of the **Rowan Announcer Submission Manager** page. Approvers can see this category however, those who are submitting cannot.
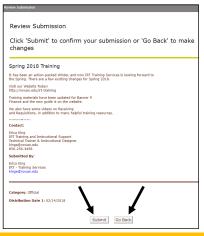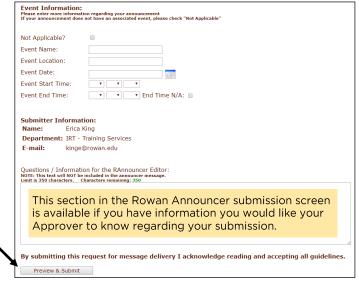
Rowan Announcer Submissions

With the new Rowan Announcer system, **only staff and faculty can submit a Rowan Announcer.** Students will need to use the ProfLink system for message distribution.

Submit a Rowan Announcer Request

1. Log into **rowan.edu/selfservice**.

2. On the main menu, click on the **"Employee"** tab to submit a Rowan announcer to distribute.

3. Click on **"Rowan Announcer Submission."**

4. Fill out the form making sure to include your distribution audience, title, category, the body of your message, contact information, dates to be distributed, event information if applicable, and any information that needs to be included. Entering **"Event Information"** information adds an **"Add To My Calendar"** option to the announcement.

5. Click **"Preview & Submit".**

Event Information:
Please enter more information regarding your announcement
If your announcement does not have an associated event, please check "Not Applicable"

Not Applicable?
Event Name:
Event Location:
Event Date:
Event Start Time:
Event End Time: End Time N/A:

Submitter Information:
 Name: Erica King
 Department: IRT - Training Services
 E-mail: kinge@rowan.edu

Questions / Information for the RAnnouncer Editor:
NOTE: This text will NOT be included in the announcer message.
Limit is 350 characters.   Characters remaining: 350

This section in the Rowan Announcer submission screen is available if you have information you would like your Approver to know regarding your submission.

By submitting this request for message delivery I acknowledge reading and accepting all guidelines.
Preview & Submit

Review Submission

Review Submission

Click 'Submit' to confirm your submission or 'Go Back' to make changes

Spring 2018 Training

It has been an action-packed Winter, and now IRT Training Services is looking forward to the Spring. There are a few exciting changes for Spring 2018.

Visit our Website Today!
http://rowan.edu/irt-training

Training materials have been updated for Banner 9 Finance and the new guide is on the website.

We also have some videos on Receiving and Requisitions, in addition to many helpful training resources.

Contact:
Erica King
IRT Training and Instructional Support
Technical Trainer & Instructional Designer
kinge@rowan.edu
856-256-4458

Submitted By:
Erica King
IRT - Training Services
kinge@rowan.edu

Category: Official
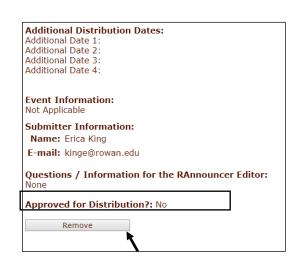**Distribution Date 1:** 02/14/2018

Submit   Go Back

6. After reviewing your submission, Click **"Submit"** if your message is ready or **"Go Back"** if you need to make changes. You will not be able to change the message once it is submitted.

7. You will receive an email when your message is submitted and then another one when it is approved.

Remove Rowan Announcer Submissions

1. In the Banner Self Service **"Employee"** menu choose **"Rowan Announcer - Your Submissions."**

2. You will see a menu of your current submissions. To see a specific submission click on the title.

Rowan Announcer Submission Manager

Your Current Submissions

NOTE: These are your currently submitted messages for distribution.
Messages that do not have any distribution dates after today will not show up.
If you are visiting this page after 5:00 p.m., then all submissions that do not have any distribution dates after tomo up.

Date and Time Submitted	Title
December 28, 2017 3:42 PM	Test - Training Classes

Additional Distribution Dates:
Additional Date 1:
Additional Date 2:
Additional Date 3:
Additional Date 4:

Event Information:
Not Applicable

Submitter Information:
 Name: Erica King
 E-mail: kinge@rowan.edu

Questions / Information for the RAnnouncer Editor:
None

Approved for Distribution?: No

Remove

3. At the bottom of this screen you will be able to tell if your submission has been approved for distribution.

4. You can remove your message by clicking on the **"Remove"** button.