


Marketplace: Register for IRT Training

IRT Training and Instructional Support (TIS) uses Rowan University's Online Marketplace as an easy, convenient way to sign up for training sessions that are offered by IRT. Employees can log into the Rowan Online Marketplace to view and register for the available training sessions. If you experience any issues signing up for training sessions using the Rowan Online Marketplace, please contact irt-training@rowan.edu.

Access the IRT Training Site on Rowan Online Marketplace

- Go to <https://marketplace.rowanonline.com/irt>. **Note:** Google Chrome is the recommended browser.
- Click the **Login**  button at the top.
- Enter your Rowan University email into the "E-Mail Address" field and then click **Continue**.
- You will be redirected to the Rowan University CAS login page. Enter your Rowan Network username and password and click **login**.
- After successfully logging in, you will be redirected to the IRT page on Rowan Online Marketplace.

Browse IRT Training Sessions

On the IRT Training and Instructional Support site in Rowan Online Marketplace, you will see all of the available IRT training sessions. To browse for a specific training session, click on the drop-down menu under **Category** and select the desired training session category. Click the **Search** button to see only training sessions for that category.



Home > Departments > Information Resources & Technology/Training

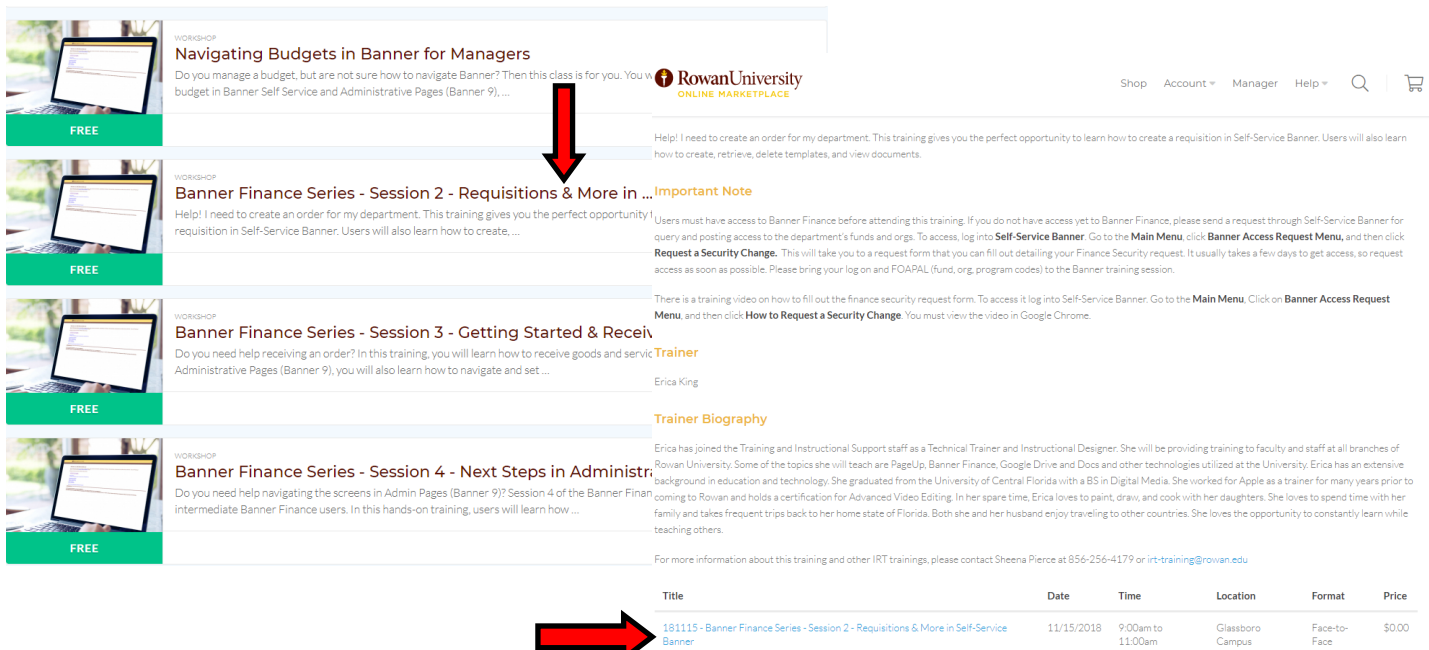
Search in Information Resources & Technology Training Category

- Any -

SEARCH

Registering for Training Sessions

- Once you have identified a training session that you want to attend, click on the training session title on the next two screens to continue to register.



WORKSHOP
Navigating Budgets in Banner for Managers
Do you manage a budget, but are not sure how to navigate Banner? Then this class is for you. You will learn how to create, retrieve, delete templates, and view documents.

FREE

WORKSHOP
Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner
Help! I need to create an order for my department. This training gives you the perfect opportunity to learn how to create a requisition in Self-Service Banner. Users will also learn how to create, retrieve, delete templates, and view documents.

FREE

WORKSHOP
Banner Finance Series - Session 3 - Getting Started & Receiving an Order
Do you need help receiving an order? In this training, you will learn how to receive goods and services in Banner. Administrative Pages (Banner 9), you will also learn how to navigate and set up Banner.

FREE

WORKSHOP
Banner Finance Series - Session 4 - Next Steps in Administrative Pages
Do you need help navigating the screens in Admin Pages (Banner 9)? Session 4 of the Banner Finance Series is designed for intermediate Banner Finance users. In this hands-on training, users will learn how to create, retrieve, delete templates, and view documents.

FREE

Important Note
Users must have access to Banner Finance before attending this training. If you do not have access yet to Banner Finance, please send a request through Self-Service Banner for query and posting access to the department's funds and orgs. To access, log into **Self-Service Banner**. Go to the **Main Menu**, click **Banner Access Request Menu**, and then click **Request a Security Change**. This will take you to a request form that you can fill out detailing your Finance Security request. It usually takes a few days to get access, so request access as soon as possible. Please bring your log on and FOAPAL (fund, org, program codes) to the Banner training session.

There is a training video on how to fill out the finance security request form. To access it log into Self-Service Banner. Go to the **Main Menu**. Click on **Banner Access Request Menu**, and then click **How to Request a Security Change**. You must view the video in Google Chrome.

Trainer
Erica King

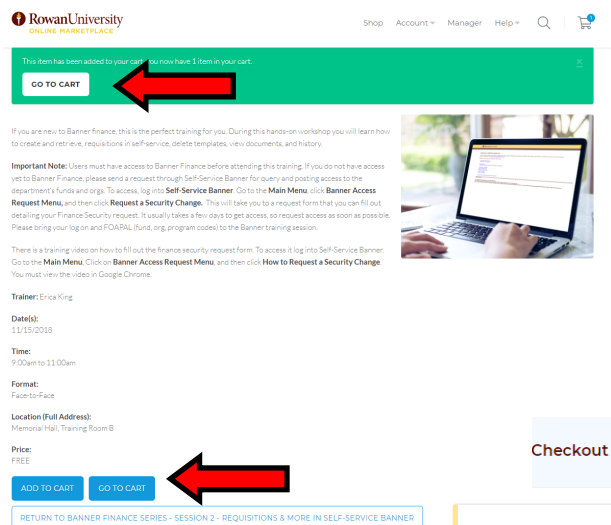
Trainer Biography
Erica has joined the Training and Instructional Support staff as a Technical Trainer and Instructional Designer. She will be providing training to faculty and staff at all branches of Rowan University. Some of the topics she will teach are PageUp, Banner Finance, Google Drive and Docs and other technologies utilized at the University. Erica has an extensive background in education and technology. She graduated from the University of Central Florida with a BS in Digital Media. She worked for Apple as a trainer for many years prior to coming to Rowan and holds a certification for Advanced Video Editing. In her spare time, Erica loves to paint, draw, and cook with her daughters. She loves to spend time with her family and takes frequent trips back to her home state of Florida. Both she and her husband enjoy traveling to other countries. She loves the opportunity to constantly learn while teaching others.

For more information about this training and other IRT trainings, please contact Sheena Pierce at 856-256-4179 or irt-training@rowan.edu

Title	Date	Time	Location	Format	Price
181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner	11/15/2018	9:00am to 11:00am	Glassboro Campus	Face-to-Face	\$0.00

Registering for Training Sessions (cont'd)

- After reviewing the training session description, you may continue to register for the session by clicking **Add to Cart**.
- Once the training session is added to the cart, click on **Go To cart** in the green alert box at the top, or click on the **Go To Cart** at the bottom.



- In the shopping cart screen, review your cart contents. If you wish to remove a training session, click **the edit item and trash item**. If the shopping cart reflects the desired training session(s), click **proceed to checkout**.



PROCEED TO CHECKOUT

- In the review shopping cart and customer profile screen, ensure that the shopping cart reflects your desired course. Then either enter or review your customer profile information. Click **continue to next step** on the next two screens

- If you have successfully registered for the training session, you will be redirected to the checkout complete screen. Click the blue button to download the materials that are needed for the training session. You also receive an email that confirms your registration.

Checkout complete

181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner

Thank you for registering for the **Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner**. Your registration has been received.

If you have any questions leading up to the training, feel free to email us at irt-training@rowan.edu

We look forward to seeing you on **Thursday, November 15th!**

Materials for **Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner**



Cancel Your Registration

- If you are unable to attend a training session, cancel your registration by going to: <http://marketplace.rowanonline.com/irt>.
- Click **Login** from the top navigation bar. Then, enter your email address and click **Continue**. Log into the Rowan University CAS login page with your Rowan University network username and password.
- Hover your mouse over **Account** at the top navigation bar and click **Profile**.
- In the My Account screen, click on the **My Registrations** tab.
- Locate the title of the training session you want to cancel and click **Cancel Registration**.
- Click the checkbox to agree to the cancellation and click **Unregister**.
- If your cancellation is successful, you will receive a green alert stating, "Your registration has been canceled successfully." Additionally, you will receive a cancellation confirmation email.

My Registrations			
View Account	Edit Account	My Registrations	Order History
Title	Registration Date	Status	Options
181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner	Mon, 11/12/2018	Complete	CANCEL REGISTRATION
181115 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner	Mon, 11/12/2018	Canceled	None
181002a - One-to-One Rowan Applications Training with Sharon Whitfield	Mon, 10/1/2018	Canceled	None
181004 - Rowan Bank of America P-Card Training for Account Holders & Providers	Fri, 9/28/2018	Canceled	None
181003a - Google Drive & Docs Training for FPD Department	Wed, 7/25/2018	Canceled	None
180821 - Set Up Your Blackboard Course for the New Year & Learn New Tools	Wed, 7/25/2018	Canceled	None
180802 - Banner Finance Series - Session 1 - Getting Started with Self-Service Banner - Budgets	Wed, 7/25/2018	Canceled	None
180814 - Banner Finance Series - Session 2 - Requisitions & More in Self-Service Banner	Wed, 7/25/2018	Canceled	None
180802 - Banner Finance Series - Session 1 - Getting Started with Self-Service Banner - Budgets	Fri, 7/20/2018	Canceled	None

