ITR Training Services offers a variety of training opportunities for faculty and staff ranging from traditional face-to-face courses, live-streaming and online sessions, pre-recorded classes and web-based resources through lynda.com.

See rowan.edu/irt-training for training manuals, videos, training news and the current training schedule.

Go to http://rowan.gosignmeup.com to enroll in the classes.

Rowan Applications One-on-One Training
Rowan Applications include Banner, Cascade, Cayuse, Cognos, Confluence, and Qualtrics. Participants are welcome to bring their work to these weekly hands-on work sessions. Check http://rowan.gosignmeup.com for days and times.

Banner Finance for Beginners
    Banner Finance Self Service (9 am to 12 pm)
    Banner Finance Banner 9 (1 pm to 4 pm)
6/13/2017, 7/20/2017, 8/24/2017
Full day Banner Finance classes are offered once a month for those new to Banner. If you will be placing requisitions or looking at budgets – this is the class for you! Attendees must have access to Banner Finance (request Banner access at finsecurity@rowan.edu).

In the Banner Self Service sessions you will learn about budgets, encumbrances, requisitions and vendors. In the Banner 9 class, you learn how to setup shortcuts, view and drill down in budgets, research the history of a PO, create a requisition and do receiving.

EPAF – (Weekly) Electronic Personnel Action Forms
In this class you will learn to use the EPAF system to enter new and returning student worker information in Self Service Banner.

Google Drive and Docs - 7/11/2017
Learn about storage and collaboration capabilities of Google Drive and Google Apps. In-Person & Live Stream.

Training Open Hours – (Weekly) Let the Training Department provide you with a quiet place to participate in self-paced training including Lynda.com videos, IRT training resources, and Ellucian Digital Library without interruption.

RIMS Work Session—Rowan Identity Management
In this guided work session, Manager and Manager’s supervisor (or proxy) enter information into RIMS.

Rowan University
Information Resources & Technology

Training Services
Summer 2017 Training Schedule

Information Resources and Technology
Training Services
rowan.edu/irt-training
irt-training@rowan.edu

Bunce Hall Room 119 – Office
Bunce Hall Room 110 – Training Resource Room
Memorial Hall Room 165 – Training Room B

Marybeth Hegel
Manager, Training Services
hegel@rowan.edu

Jennifer Savage
Technical Trainer
savagej@rowan.edu

Erica King
Technical Training Assistant
kinge@rowan.edu