Training Services

Welcome
IRT Training Services provides technology training in university applications such as Banner, Cognos, Qualtrics, EPAF, RIMS and more to all Rowan faculty, staff, and administration. Check out our training resources which include hands-on in-person classes, online training, videos and training guides.

- To discuss how IRT Training Services can meet your technology development needs, contact irt-training@rowan.edu.
- To register for classes go to http://rowan.gosignmeup.com
- Check out our Training Tips: IRT Training Tips
- For online training videos on Microsoft Office, Adobe products and much more, go to http://www.rowan.edu/lynda

For Information about and training on Blackboard, Media and Faculty Technology contact IRT Academic Technology: https://confluence.rowan.edu/x/d4D7Aw

Banner 9 Training Information
Need some help with Banner 9? Check out our videos and new Banner Finance manual on our Banner 9 Training page.

Training Resources, User Manuals
Looking for a user manual or video for Banner, Cascade, Qualtrics, Cognos etc? Check our our Training Resources page where you will find links to these and more. Training Resources Page

Qualtrics
Qualtrics is the official Rowan University survey tool. You will be able to use Qualtrics to create, edit and distribute surveys, as well as analyze the collected data. Qualtrics is supported by modern web browsers. It’s recommended that you use the latest versions.

To request a Qualtrics account:
- Send an email to support@rowan.edu and request a Qualtrics account.
- Do not sign up for a free account at Qualtrics.com
- You will receive an email once your Qualtrics account has been set up.

Qualtrics User Manual
Qualtrics Quick Reference Guide

IRT Training News

- Training News —

August 2017 - Dive into Banner Finance this August – Beginner & Intermediate Classes

Dive into Banner Finance this August – Beginner & Intermediate Classes
IRT Training Services is offering Beginner classes on Banner Self Service Finance and Banner 9 Finance and Banner 9 classes for previous INB users.

New Quick Reference Guides
Are you just too busy? Not enough time to look though our detailed user manuals or videos? Just want the facts?

We have created two page Quick Reference Guides that you can print (two sided), laminate, or hang on your wall. So far we have created them for Banner Requisitions, RIMS and EPAF and will be adding more over the summer months for Banner Receiving, Banner Budgets, Cognos, Confluence, Web Time Entry and more.

Banner Budgets
Banner Requisitions
Banner Receiving
Cascade
EPAF
Qualtrics
RIMS

How can we help you?

Banner Finance Resources - Banner Finance handouts and training videos.

Training Resources - See all our training handouts and videos.

Recorded Training Classes - Excel, Outlook, Mail Merges, Google Docs and Web Time Entry.

Lynda.com - Thousands of videos on multiple applications and other subjects.

About IRT Training Services - Meet our staff, see our mission and find out what we do.

GoSignMeUp - Find the calendar of workshops and register for classes.
**PageUp**

Page Up, the new university applicant tracking and hiring system is live and ready for use NOW.
This system will be used in place of the request to hire and appointment recommendation form, as well as for applicant tracking and search committee processes.

*Please note: Hourly employees will still be processed using the Hourly Request Form*

For information on system access and use as well as training materials, please visit the [Human Resources website](http://www.rowan.edu/hr/recruitstaff/epaf.html) - for links to the manual, video and FAQ.

You can also register for an EPAF class at [http://rowan.gosignmeup.com](http://rowan.gosignmeup.com)

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**RIMS**

The Rowan Identity Management System (RIMS) is a web-based application designed to collect hierarchical data from the top down and facilitates management by clarifying relationships, defining roles, levels of authority, and supervisory or reporting lines. Supervisors will be responsible to collect, update, and maintain their employee data in RIMS for efficient and accurate organization and reporting.

Since April 10th, departments have been going live with RIMS on a rolling basis. Your department leader will be notified when your department will go live in the system. The RIMS training video and the manual can found on [http://www.rowan.edu/hr/rims](http://www.rowan.edu/hr/rims) to help you learn the RIMS process.

If you wish to set up in-person guided RIMS work sessions in Glassboro or via a webinar, please contact IRT Training Services at irt-training@rowan.edu

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**Cascade - Website Management**

Cascade CMS (Content Management System) is a robust tool you will use to manage your website content. You can use it to add new pages, edit the content of pages and make changes to your site navigation and structure. For more information see: [http://rowan.edu/home/web/training](http://rowan.edu/home/web/training)

For ServiceNow resources for technicians see: [www.rowan.edu/servicenow-resources](http://www.rowan.edu/servicenow-resources)

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**Current Training Schedule - Fall 2017**

IRT 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. These classes are provided at no cost for all Rowan employees.

Go to [http://rowan.gosignmeup.com](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](http://rowan.gosignmeup.com) for days and times.

**Banner Finance for Beginners**

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).

**Banner Finance Self Service** (9 am to 12 pm) and **Banner Finance Internet Native** (1 pm to 4 pm) Check [http://rowan.gosignmeup.com](http://rowan.gosignmeup.com) for days and times.

In the Banner Self Service sessions you will learn about budgets, encumbrances, requisitions and vendors. In the Internet Native Banner 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 - register for an EPAF class at http://rowan.gosignmeup.com

Class Registration System

To register for the **new training classes** or our **recurring offerings** or to **access your account**, visit the class registration system below.

Go Sign Me Up has a new look!

Check it out - It is now easier to see our classes, download certificates and complete evaluation surveys.

Here are directions on how to use the new interface.

**lynda.com**

http://www.rowan.edu/lynda is an online training library provided at no cost to Rowan employees and students. This includes 24/7 online access to the entire library of over 2,000 training videos for software like Microsoft Word, Excel, Adobe Photoshop and even Pinterest and Twitter. They can be viewed anywhere you have internet access and there are videos for all skill levels. Most provide exercise files for you to follow along with the lively and interesting instructors.