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.

IRT Training Information
- For Information about and training on Blackboard, Media and Faculty Technology go to: https://confluence.rowan.edu/x/d4D7Aw
- To register for classes go to http://rowan.gosignmeup.com
- 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
- Training Tips: IRT Training Tips
- For online training videos on Microsoft Office, Adobe products and much more, go to http://www.rowan.edu/lynda
- Need some help with Banner 9? We have videos and new Banner Finance manual on our Banner 9 Training page.

Class Registration System

To register for training classes, take a survey or print a certificate visit the class registration system - GoSignMeUp

Go Sign Me Up has a new look. It is now easier to see our classes, download certificates and complete evaluation surveys.
Here are directions on how to use the new interface.

New Banner Finance Classes. See the descriptions of our new 5 part series for Beginners and those who want to refresh their skills.

IRT Training News
- IRT Training Classes Jan and Feb 2018 — New Year…New You Technology Skills
  Empower yourself with new technology skills this winter. Check out our training classes and be sure to sign up early as seating is limited. These classes are provided at no cost for all Rowan employees and are offered in a variety of ways ranging from traditional face-to-face courses, live-streaming and online sessions, pre-recorded classes and web-based resources through lynda.com. For course descriptions, times, locations and registration see the IRT Training Services web page (http://www.rowan.edu/irt-training). Our web page also features training manuals, videos and training news.

Training Resources
- Rowan Daily Mail - Approving and Submitting
- Qualtrics
- RIMS - Rowan Information Management System
- Banner 9 Administrative Forms
- Banner Finance Resources - Banner Finance handouts and training videos.
- Quick Reference Guides
- PageUp
- EPAF
- Cascade
- ServiceNow
- **Training Resources** - See all our training handouts and videos. Looking for a user manual or video for Banner, Cascade, Qualtrics, Cognos
- **Recorded Training Classes** - Excel, Outlook, Google Drive & 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.
- **Training Tips** - Quick tips on Banner, Outlook, Word to help you be efficient at your job!