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
- Click here to register for classes
- 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.

Read More

Registration for Training Classes

Important Announcement: New Temporary Registration Process for IRT Training Classes

As of April 30th, GoSignMeUp will be ending. Users will need to register for training classes through our IRT Training Google calendar. Users can view our training classes by clicking on the link below. Please review the steps below before clicking on the link.

1. Log onto Google with your ROWAN CREDENTIALS (Rowan Username and Rowan Password).
2. Pick a day and time that you would like to register for a training class.
3. Once you click on a session on the calendar you will find a link to register. Select the registration link to open the Google registration form.
4. You must fill out everything on the Google Form to register for the class. Click submit when finished.

Seating is limited in our Google classes so be sure to register soon!

Questions about registration? Please contact Sheena Pierce, Training Assistant, via email or telephone at irt-training@rowan.edu or 856-256-4179.

Please go to this link to view our calendar and click on a class to register:
https://calendar.google.com/calendar/embed?src=students.rowan.edu_q7oolkb3qm01gipki6hupf8638%40group.calendar.google.com&ctz=America%2FNew_York

We will have this temporary system up until July 1 when we will unveil a new and exciting platform.

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

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!