



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 14, 2005

MEMORANDUM

IMPORTANT INFORMATION

**Deadlines: January 18, 2005
January 28, 2005**

TO: Selected Chief Business Officers
Selected Controllars/Bookkeepers
Selected System Administrators

FROM: Kim Van Metre, Systems Accountant

SUBJECT: Windstar Software Training and Implementation Update

As previously communicated in Numbered Memo CC04-250 dated December 17, 2004, training on the installation and use of the Windstar software has been scheduled for February 15-16, 2005 at GTCC in the Applied Technology Center, Rooms 146/147. The training will be provided by representatives from Windstar and will cover all the products that OSC has purchased, including the International Tax Navigator[®], the VisaManager[®], and the web-based Foreign National Information System (FNIS).

We are offering two one-day sessions for users to be held from 8:00am to 5:00pm each day. Each college can choose the most convenient date and should register for one day only. Due to classroom capacity, we must limit each college to two attendees per college. **Please register by January 28 at <http://www.ncccs.cc.nc.us/Training/WindstarSoftwareTraining.htm>.** We will try to accommodate requests for more attendees per college as registrations occur and we have an estimate of total attendees. Contact Kim Van Metre to request more attendees. We have decided that a separate session for system administrators is unnecessary, since the documentation addresses the installation steps in detail and the installation itself is very straightforward.

We recommend that one of the users attending be a business office person responsible for processing and submitting tax forms to the IRS. Each college must then determine which other user to send based on the presence of foreign nationals in the campus population. For example, if the majority of foreign nationals on campus are students, a representative from student services who works with those students might be appropriate. Conversely, if the majority of foreign nationals are employees, a representative from human resources might be appropriate. Additional training sessions will be scheduled if the need exists.

The software and a user manual will be distributed to each college at the training session. The IRS assigned Employer Identification Number (EIN) for the college will be part of the logical key for installation and access to the software. Windstar needs that information in order to provide the software at the time of training. Toward that end, please **submit your IRS assigned EIN to Kim Van Metre on the form found on the next page of this memorandum by Tuesday, January 18.** The forms can be returned via fax (919)807-7167, or email attachment to vanmetrek@ncccs.cc.nc.us. Questions and comments can be directed to Kim Van Metre at (919)807-7107, or via email.

pc: Mr. Kennon Briggs
Dr. Saundra Williams
Dr. Delores Parker
Presidents

**S05-001
E-Mail**

PLEASE RETURN TO KIM VAN METRE BY TUESDAY, JANUARY 18, 2005

COLLEGE NAME:

EMPLOYER ID#: