HR – Understanding of ellucian.com
College Staff Training

Target Audience: The target audience for this class includes college staff who utilize Colleague as part of their regular job duties.

Date: August 30, 2016

Register by Date: August 26, 2016

Delivery Method: Webinar

Time: 10:00 a.m. – 11:00 a.m.
Log in 30 minutes before class start time.

Facilitator(s): Pam Stutts, SME, Human Resources/Payroll
Midge Miller, SME, Human Resources/Payroll

Prerequisites: Participants should have a basic understanding of internet navigation.

Course Description: This course will provide an overview of what Ellucian Services are available and provide insight and tips on using eCommunities.

Advanced Preparation: Prior to class:
- Have access to: https://ellucian.okta.com/login/login.htm
- Have access to: https://ellucian.com/Insights/Community/
- Webinars are conducted using either Blackboard or Skype for Business. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.

Course Objectives: After completing this session, participants will be able to:
- Understand what Ellucian Services are available
- Obtain login to Ellucian Services
- Set up their User Profiles
• Use e-Search to locate information on topics relative to their job duties

Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.