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Subject: Action Needed: Training Signups
Date: Sunday, August 24, 2014 11:01:35 AM
Attachments: [CBT Enrollment Template v2.xlsx](#)

Hello Finance TIPS and Trainers,

The September 1 deadline for getting everyone registered is just around the corner, and I have a few things I need to let you know:

Your Access After Go-Live

Some of you are teaching procedures that you don't normally do as part of your "real jobs." For example, maybe you are teaching the budgets class, but you never create budget journals in your day-to-day job. What that means is, we can't use attendance at the train-the-trainer classes to automatically give systems access. But, attending the train-the-trainer class *does* count as training for the purposes of security.

So, to give you the access you need without giving access to those who shouldn't have it, we've set up some mock classes in ABC Signup just to give you the correct security access. Please sign up for the classes that match the parts of the system you need access to at go live: [Sign Up Here](#)

Important:

- We will match the sign-ups to attendance at the train-the-trainer courses.
- No additional class attendance is necessary. We will mark attendance based on attendance at the train-the-trainer class.
- The list will be vetted by the MOU leads.

Note: TIPS, it would also work to sign your campus trainers up for any of the classes your team is teaching, and mark attendance there based on their attendance at the train-the-trainer course.

Registering Participants for CBTs

In working through the security process, the Security team has determined that not as much security access is tied to CBTs as we originally thought. For example, approvers' names are collected directly from the MOU leads. So the good news is, you only need to sign people up for one CBT: *Managing Assets*. I apologize for the short notice, but please send your completed spreadsheets to me by **August 31**, so I can load them by the September 1 deadline.

In the attached spreadsheet, please fill in each person's name and PID and mark a "1" (a one) in the CBT column. Also, near the top of the spreadsheet fill in your school or division.

A Note About Access to Salary Source Changes

Remember that access to the Lump Sum Payment Form and the Salary Source Changes form (now called the "Fund Swap Form") is granted by the HR Officer and has to come through HR channels.

Thank you for all your hard work!

Anita



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