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**Subject:** Update for Finance TIPS and Trainers  
**Date:** Monday, September 08, 2014 10:38:07 AM

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Hello TIPS and campus trainers,

I hope your training or training prep (depending on which stage you're in) is going well. Here are some updates for you:

### **Problems with Book Binding & Deliveries**

Our print shop is doing well for us, but unfortunately, the binding company has slipped several deadlines. In the short term, we may need to send you 3-hole punched guides, rather than spiral bound. Stephanie, our training logistics person, is going to start looking for other binding companies immediately, so we hope to be back to delivering bound books in a week or so.

### **Daily Calls for TIPS Coming Soon**

TIPs, be on the lookout for an Outlook invitation inviting you to a daily, 4:00 phone call during go-live. We ask that one representative from each school and division attend each day—only one to keep it manageable, but at least one so you can stay abreast of key information.

### **Large Venue Demos: Please Check Times and Venues**

Please encourage anyone in your school or division who is planning to attend a large venue demo to double-check the time and venue on the ccinfo website before they attend. As a reminder, you don't need to register for a large-venue demo—just show up.

### **Connecting to Webinars**

The links for connecting to the upcoming webinars are on this page:

<http://ccinfo.unc.edu/training/webinars/>

We will record each webinar, and make the recordings available on this page as well.

### **The New Campus Voucher Is In**

The training environment received the new, updated voucher and after a day's worth of testing, it seems to be working well. Be sure to give it a try with your training IDs before your first class.

### **CBTs Added—Please Communicate**

The CBT registration tool does not provide a way to notify people that they have been registered for a CBT, so please communicate to anyone who needs them that they are available. The link to access the CBTs is on the Training tab of the ccinfo.unc.edu website. As a reminder—the CBTs are available to anyone who has an interest.

### **The Security Pull Is Complete**

A big thank you to all of you for getting your training participants registered. We completed the download for the first part of the security access load. If you need to add any new people, go ahead and train them (and register them so we'll have a record they've been trained), but you will need to

use the new online security request form to request system access for them. This form will be available at go-live, and you will access it through Infoporte.

**Reminder: Student IDs Are Lowercase**

For those of you just getting started with training, remember that your student IDs should be typed in all lowercase letters. Please be sure to test a couple before your class, in case there are glitches with the IDs.

Thank you all for your continued hard work, dedication, and excellent questions!  
Anita



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