

Office of Information Resource Management

Trainings in January 2014

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Banner Basic Navigation Training

What	Users will learn the basic Banner navigation, best practices, and guidelines.
Who should attend	New users/Existing users that require a refresher and have Banner Navigation access.
When	Tuesday – January 14, 2014 10am-12pm
Where	Gilchrist Building, Room 209
Maximum Participants	Authorized Banner Users (Invite Only)
Related Link	Registration Link
Contact Information	Sarah Wiemken 936-261-9354

PantherTracks for Faculty & Advisor Training

What	Users will learn the basic PantherTracks navigation, best practices, and guidelines.
Who should attend	New users/Existing users that require a refresher. Users must have an existing account or must have submitted a request for account.
When	Monday – January 13, 2014 10am-12pm
Where	Gilchrist Building, Room 209
Maximum Participants	10
Related Link	Registration Link
Contact Information	Sarah Wiemken 936-261-9354

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Information Security Training

What	Improper computer use can slow your PC in addition to welcoming identity theft, viruses and phishing. This training is intended to enable computer users to recognize and minimize these threats by exercising good practices when using the computer, e-mail and the Internet.
Who should attend	Faculty and Staff
When	Thursday – January 16, 2014 10-11am
Where	Gilchrist Building, Room 209
Maximum Participants	10
Related Link	Registration Link Information Security Training PowerPoint
Contact Information	Louis Morgan 936-261-2126

LaserFiche Training

What	Laserfiche is the universities document management system. This training session will cover an introduction to the system and how to navigate through the different features that the system has to offer, such as scanning, storing and searching for documents.
Who should attend	Laserfiche Users
When	Thursday – January 9, 2014 1pm – 3pm
Where	Gilchrist Building, Room 209
Maximum Participants	8
Related Link	Registration Link
Contact Information	Dwayne Marshall OR Michael Martinez 936-261-9351

Cognos Training

What	Cognos is the reporting tool for information within the Banner system. Users will learn how to navigate with Cognos and learn how to develop or run reports.
Who should attend	Authorized Cognos Users (Invite Only)
When	Tuesday – January 14, 2014 1pm – 3pm
Where	Gilchrist Building, Room 209
Maximum Participants	8
Related Link	Registration Link
Contact Information	Dwayne Marshall OR Michael Martinez 936-261-9351

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WordPress Training

What	The training is for WordPress which is used to maintain PVAMU's website. It covers instructions on creating web pages and how to do basic edits/maintenance on the web pages.
Who should attend	Authorized WordPress Users
When	Wednesday – January 8, 2014 9am-11am
Where	Harrington Science, Room 101
Maximum Participants	15
Related Link	Registration Link
Contact Information	Hassan Abbasi 936-261-9360 or Webservices@pvamu.edu

Banner Security/Access Request Training

What	Users will learn about Banner/PantherTracks security, the access request process, forms and guidelines.
Who should attend	Anyone that may be initiating a request or signing the request
When	Monday – January 6, 2014 10am-12pm
Where	Gilchrist Building, Room 209
Maximum Participants	8
Related Link	Registration Link
Contact Information	Dwayne Marshall OR Michael Martinez 936-261-9351