CNS /Update Newsletter Feature

Learning the New Processes

CNS Document ID: u040209a
Last Updated: 1/30/2004

UF Information Technology

UFIT
2046 NE Waldo Rd, Suite 2100
Gainesville Florida 32609-8942
(352) 392.2061
editor@cns.ufl.edu
Table of Contents

Learning the New Processes ................................................................. 3
Learning the New Processes

By Dr. Michael Conlon, UF Director of Data Infrastructure and PeopleSoft Implementation Officer

As new systems are put in place for Finance, Human Resources and eventually Student Administration, most folks at the university will need to learn new ways to do various work-related tasks. Most of the core business processes are being changed. For people who have been at the university for many years, the prospect of so much change all at once can be quite daunting.

UF Bridges has been holding orientation classes throughout the fall to introduce new systems and new business processes to the staff. In February, UF Bridges will begin certification training on the new systems and will launch a pilot environment for practicing with the systems.

Certification training will teach staff members how to execute core business processes using the new systems. In order to insure that the right people have received training, certification training will be open only to those persons who have been designated by their supervisors as performing particular business functions. People receiving certification training will also need to provide information about the workstation and browser they will be using in their office for system work. This will help Bridges identify potential problems and alert departments regarding possible required upgrades. Certification training is intended to provide attendees with the skills they need to perform their jobs. The sessions will be recorded and playback will be available via the web. In addition, short segments showing particular tasks will be recorded for web playback. On-line context-sensitive help material will be available to assist people at the point of need. The combination of live classroom training, recorded classroom playback, on-line help material and short recordings on particular tasks will provide learners with the materials they need to master the new systems and processes. All training materials will be available at the Bridges web site at www.bridges.ufl.edu/training [http://www.bridges.ufl.edu/training]. Registration for training is available at www.bridges.ufl.edu/registration [http://www.bridges.ufl.edu/registration].

Upon completion of certification training, staff members will be authorized to perform the tasks they have learned in the Bridges pilot environment. Available at pilot.erp.ufl.edu [http://pilot.erp.ufl.edu/] [http://pilot.erp.ufl.edu], the pilot provides a place to practice what has been learned in class. The pilot will be available from 9 a.m. to 4 p.m. Monday through Friday beginning in February and throughout the spring. Pilot users can contact the UF Help Desk ([352] 392-HELP; helpdesk@ufl.edu [mailto:helpdesk@ufl.edu]) for assistance in using the pilot. The pilot is for practice - the Bridges team will be updating the environment throughout the spring as new releases of the UF systems are ready for use. The pilot environment will be reset every few weeks and users can re-enter data to gain additional experience with the system.

Through the use of certification training, on-line materials and access to the pilot environment, staff authorized to perform tasks in the new system should have the opportunities they need to learn and practice and prepare for the changes ahead.

Your Comments are Welcome
We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

UF Information Technology

UFIT
2046 NE Waldo Rd, Suite 2100
Gainesville Florida 32609-8942
(352) 392.2061
<editor@cns.ufl.edu>