Training Tuesdays
March 2013

March 5
WEB ACCOUNTING AND REPORTS
10:00-11:00 a.m.
CH 351

Sponsored by Business Services and Information Technology Services

The Web Accounting module has been updated and it is now easier to use! This workshop will explore the Accounting module, how to use departmental queries, and run reports. You will also learn how to view cost center balances and transactions online. Anyone listed as responsible person on a cost center will automatically be given viewing rights. The responsible person listed on a cost center can notify SCSU Business Services to authorize viewing rights to their cost center for any number of SCSU employees. This module can be found at: https://admin.mnscu.edu/acct/.

PRESENTERS: **Kristen Carlson** is the Technology Training Coordinator. She holds a master's degree in instructional design and training. **Mark Wegge** is the Accounting Director. He is a CPA and holds a bachelor's degree in accounting and business administration.

March 19
ADOBE CONTRIBUTE: WRITING FOR THE WEB
2:00 – 3:00 p.m.
CH 351

Sponsored by Information Technology Services

This workshop will focus on tips and tricks for St. Cloud State Web authors. We will discuss Web content usability, editing strategies, the use of headings, and headlines.

PRESENTER: **Kristen Carlson,** is the Technology Training Coordinator. She holds a master's degree in instructional design and training.

March 26
SAFE SPACE TRAINING
1:00-3:00 p.m.
Mississippi Room, Atwood

Sponsored by the Lesbian, Gay, Bisexual, Transgender Resource Center

The Safe Space Program is a training presentation designed to educate persons who serve the general student population and build a network of allies across campus who are knowledgeable and supportive of the LGBT community. The initial training is divided into three sections: understanding ourselves, understanding others and exploring what it means to be an ally.

After completing the training, participants will receive a "Safe Space" sign to display in their offices. These easily recognizable signs provide a brief explanation of their purpose.

PRESENTER: **Brandon L. Johnson** is the Director of the LGBT Resource Center and holds a master's degree in college counseling and student development. His experiences in higher education draw upon a variety of positions in Residential Life, International Studies, Admissions, the Office of the Vice President of Student Life and Development, and the LGBT Resource Center.

NEW

TECH TRAINING TIME   Tuesdays   11:00 a.m. - noon   CH 351

Do you ever wonder where to go for technology training? Each Tuesday, from 11:00 a.m. to noon, you can stop by to ask questions, learn about upcoming workshops, campus software, Information Technology Services, and other items related to technology at SCSU. Perhaps you wanted to ask a few questions about ISRS, PCS training, Outlook, Windows 8, or your different MnSCU related IDs... any of these topics (and many more) would be great to bring to Tech Training Time! Workshops will still occur for formal training on a software but if you have specific questions or would like a little extra one-on-one time, join us!

TRAINER: **Kristen Carlson**, Technology Training Coordinator.

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