TRAINING PLAN FOR NEW CONTRACT CLASSIFIED PROFESSIONALS

1. Key and Alarm Requests – training for new CPs on key and alarm request process
2. Technology – training for new CPs on technology
	1. Microsoft365
	2. OneDrive
	3. G:Drive
	4. SharePoint
	5. Teams & Teams Phone
	6. Classroom and meeting room AV
3. PeopleSoft – training for new CPs on PeopleSoft
	1. Submitting time
	2. Submitting requisitions and payment requests
		1. Link to training manuals
	3. Budget reports (if applicable)
	4. Campus Solutions (if applicable)