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)