

May 12, 2006

Dear Colleague,

On July 31, 2006, the University of Maine System (UMS) will implement the Campus Community and Recruiting and Admissions modules of the PeopleSoft® Campus Solutions system. Project Enterprise staff and a team of experts from each campus work toward readying both modules for implementation and go-live. Arrangements are also underway for the training of employees who will use these new modules.

A small portion of employees who assist incoming or current students in some capacity have been identified for this first round of training. If you have been identified for this first round of training, ***you would have been notified via email*** of the appropriate dates to attend. Currently, plans are underway for Campus Solutions and Campus Community training to occur at USM beginning June 6. All **others will be trained later in the summer, fall and into next year** as appropriate and will be notified of these additional opportunities. If you haven't received an email regarding registering for a training session from Pat Davis and you feel you should have access to Campus Solutions or Campus Community, you should contact Pat at patdavis@usm.maine.edu .

Employees will be encouraged to attend the following training sessions as appropriate to their use of the new modules being implemented:

- Campus Solutions: The Big Picture – **For employees requiring view and update capabilities in PeopleSoft.** This two hour training will provide an overview of the Campus Community and Admissions modules. How information will be viewed and entered into Campus Community will be demonstrated; how admissions-related data will be viewed will be demonstrated as well. While students will be strongly encouraged to use Self Service within the new system to update their appropriate information, they may have questions about the new system and its processes. It is important that any employee who assists students in some capacity attend this training.
- Campus Community: Updating Bio-Demo Data – **For employees who currently have the ability to update bio/demo data within ISIS.** Employees who update bio-demo data must take the Campus Solutions: The Big Picture session in addition to this hands-on Campus Community session. This hands-on session will provide you with the opportunity to practice the Campus Community processes you will use. All of the processes relate to updating biographical-demographical data (names, addresses, phone numbers, etc.) in PeopleSoft.

For information about the Campus Community and Admissions modules, please see the *Employee Update Newsletter* (starting with issue 14) available on the Project Enterprise website (<http://www.maine.edu/system/pe/news.php>).

If you have questions about this or are, in time, unsure which training category you fall into, please contact Pat Davis at patdavis@usm.maine.edu.

We look forward to seeing you at training!!

Sincerely,

Rosa S. Redonnett
Chair, USM Core Team, Project Enterprise