

Upcoming Training Opportunities

► Visit webapp.uta.edu/oci-training to access links to asynchronous, online Canvas courses and register for online training conducted via Teams with a live instructor. Please carefully review the instructions when registering for a class.

In-Person Training

► These courses are conducted in person on campus. Please see individual course listings for the specific room number. Please bring your own UTA computer if available. If you prefer a training laptop be provided for you, please email knowledgeservices@uta.edu at least 1 hour prior to your registered class.

Course	Date and Time	Description
Managing Department Funds	12/12/23 9:30am– 12:00pm * Science Hall Rm 321	The Managing Department Funds class is designed for employees responsible for managing and viewing accounting details. In this class, participants will be provided with an understanding of the chart of accounts, how to view available balances, and how to view account activity in commitment control. Also, UTShare terminology and campus impacts will be covered during this course.
Payment Vouchers	12/05/23 2:00pm – 4:00pm * CEWF Rm E200C	The Payment Voucher class is for employees who are required to process vouchers. In this class, participants will learn how to search for a vendor, create a non-purchase order voucher and create purchase order voucher. UTShare terminology and campus impacts will be covered during this session.
Position & Workforce Management	12/13/23 1:00pm – 4:00pm * Science Hall Rm 321	The Position and Workforce Management class is designed for individuals responsible for processing organizational and personnel transactions. In this class, participants will learn how to view position data, view an incumbent’s assignment/appointment data, and view funding information for a position. In addition, users will learn how to make changes and/or updates to position information using the eForms module in UT Share. Note: Training is required for Requestors before access is granted to the eForms module in UT Share.
ProCard	12/06/23 9:30am – 11:00am * Science Hall Rm 321	The ProCard class is for employees who are required to process ProCard payments. In this class, participants will learn how to update and reconcile ProCard charges; as well as, how to maintain the ProCard Transaction Log. UTShare terminology and campus impacts will be covered during this course.
Requisitions – MAV shop	12/04/23 1:30pm – 4:00pm * CEWF Rm E200C	This class is designed for employees who are responsible for creating a requisition and selecting goods from an online catalog in MAV eSHOP. In this class, participants will learn how to create a requisition, navigate in MAV eSHOP, search for items, and add items to a shopping cart. In addition, you will learn how to move the shopping cart from MAV eSHOP back into UT Share to complete the purchasing process. Note: Training is required for Requestors before access is granted to MAV eSHOP.
Requisitions – Special Item Requests	12/07/23 9:30am – 12:00pm * Science Hall Rm 321	The Requisitions class is designed for employees who are required to process requests for purchases of goods or services. In this class participants will learn how to search for a vendor, how to receive items, and how to create and manage a requisition. UTShare terminology and campus impacts will be covered during this session.

Course	Date and Time	Description
TCP for Managers and Timekeepers	Part 1: 12/13/23 9:00am – 12:00pm Part 2: 12/14/23 1:00pm – 3:00pm * Science Hall Rm 321	The TCP for Managers and Timekeepers class is designed for employees who have the Manager or Timekeeper role in TCP. TCP for Managers and Timekeepers is a two-part course and must be attended in order. Part 1 will cover TCP concepts including editing or adding time, managing leave requests, payroll deadlines, manager approvals and more. Part 2 will be a hands-on, interactive session. Attendees will be provided with exercises and scenarios to work through using a TCP test environment. TCP terminology will be covered during this course.
Travel and Expenses	12/05/23 9:30am – 12:30am * CEWF Rm E200C	The Travel and Expenses class is designed for employees responsible for managing travel requests and reimbursements. In this class, participants will learn how to process travel authorizations, cash advances, and expense reports. UTShare terminology and campus impacts will be covered during this course.

Teams-Based Training

► *These courses are conducted online via Microsoft Teams with a live instructor.*

Course	Date and Time	Description
Canvas for Non-Academic Use	12/18/23 1:00pm – 4:00pm	Canvas for Non-Academic Use is designed for employees wanting to utilize Canvas for any non-academic purpose. This could include creating general new hire training courses or a course specific to a process or application. The goal of the session is to introduce participants to the system and course material so that they are comfortable in continuing to learn about the system after the workshop. The session will review and highlight commonly used areas of Canvas and best practices for online training courses.
EPM	12/08/23 9:00am – 12:00pm	The Oracle Enterprise Performance Management class is designed for individuals responsible for budget preparation. In the EPM class, users will learn how to use simple spreadsheets and web forms to capture budget data. Note: Training is mandatory for new users. If you have already attended training and have been granted EPM access, training is not mandatory. Completion of the access request is not required for returning users.
Managing Department Funds	12/01/23 9:30am – 12:00pm	The Managing Department Funds class is designed for employees responsible for managing and viewing accounting details. In this class, participants will be provided with an understanding of the chart of accounts, how to view available balances, and how to view account activity in commitment control. Also, UTShare terminology and campus impacts will be covered during this course.
Microsoft Bookings	12/06/23 9:30am – 11:00am	Microsoft Bookings is an online and mobile app originally designed for small businesses who provide services to customers on an appointment basis. In a university environment it can be used to schedule appointments for advising, counseling, tutoring, or any service where an appointment is needed. We will cover the set-up and creation of a Microsoft Bookings site.
Microsoft Teams	12/14/23 9:30am – 11:00am	Microsoft Teams is a platform that combines chat, meetings, notes, and attachments. Teams can be accessed from any Microsoft Cloud product page or from an installed app on computers and mobile devices.
Payment Vouchers	12/21/23 9:30am – 11:30am	The Payment Voucher class is for employees who are required to process vouchers. In this class, participants will learn how to search for a vendor, create a non-purchase order voucher and create purchase order voucher. UTShare terminology and campus impacts will be covered during this session.

Course	Date and Time	Description
Position & Workforce Management	12/07/23 1:00pm – 4:00pm	The Position and Workforce Management class is designed for individuals responsible for processing organizational and personnel transactions. In this class, participants will learn how to view position data, view an incumbent's assignment/appointment data, and view funding information for a position. In addition, users will learn how to make changes and/or updates to position information using the eForms module in UT Share. Note: Training is required for Requestors before access is granted to the eForms module in UT Share.
ProCard	12/15/23 9:30am – 11:00am	The ProCard class is for employees who are required to process ProCard payments. In this class, participants will learn how to update and reconcile ProCard charges; as well as, how to maintain the ProCard Transaction Log. UTShare terminology and campus impacts will be covered during this course.
Requisitions – MAV eSHOP	12/19/23 9:30am – 12:00pm	This class is designed for employees who are responsible for creating a requisition and selecting goods from an online catalog in MAV eSHOP. In this class, participants will learn how to create a requisition, navigate in MAV eSHOP, search for items, and add items to a shopping cart. In addition, you will learn how to move the shopping cart from MAV eSHOP back into UT Share to complete the purchasing process. Note: Training is required for Requestors before access is granted to MAV eSHOP.
Requisitions – Special Item Requests	12/22/23 9:30am – 12:00pm	The Requisitions class is designed for employees who are required to process requests for purchases of goods or services. In this class participants will learn how to search for a vendor, how to receive items, and how to create and manage a requisition. UTShare terminology and campus impacts will be covered during this session.
SAHARA - Financial Reconciliation	12/11/23 1:00pm – 3:00pm 12/20/23 1:30pm – 4:00pm	This class is designed for employees responsible for reconciling the monthly Financial Statements. It will provide an understanding of the new SAHARA financial module and the responsibilities of the department. In this class, participants will learn how to access the SAHARA module, how to navigate through the module, and understand the information provided in the different sections of the module. In addition, we will discuss the required support documentation and the necessary approvals for the statements Note: Training is required for Reconcilers before access is granted to SAHARA.
Travel and Expenses	12/20/23 9:00am – 12:00pm	The Travel and Expenses class is designed for employees responsible for managing travel requests and reimbursements. In this class, participants will learn how to process travel authorizations, cash advances, and expense reports. UTShare terminology and campus impacts will be covered during this course.

Canvas-Based Training

► These courses are conducted asynchronously online via Canvas and are not taught live. Links to self-enroll can be found at the bottom of webapp.uta.edu/oci-training

Course	Description
Adobe Sign	Adobe Sign is an online platform used to route documents for signature. This training covers the basics of using Adobe Sign: importing documents, adding form fields, sending out documents, saving documents as templates, and creating workflows.
Budget Transfer Workflow	This class is designed to teach department personnel how to enter budget transfers. The rule s governing budget transfers will be included in the training.
The Business of Buying	This is a class for new staff to purchasing at the university -- whether you are responsible for making purchases for your department in MAV eSHOP or need to know more about higher dollar contracts, this class will provide an overview of all the purchasing options at UT Arlington.

Course	Description
How to Travel for the University	This class is designed to inform University employees about the policies and procedures that govern business travel on behalf of the University. Class participants will explore the "why" behind business travel and learn best practices for maintaining professional standards.
MARS	This class will go over the MARS database. Users will learn about report basics, different reporting tools, how to read the reports, and how to set user preferences.
PaymentWorks	This is a class for front office staff to learn how to invite suppliers to provide goods or services to the university. You will learn how to send and resend invitations to suppliers, track these requests, and filter results to look up specific vendors or onboarding statuses. Before inviting a new Supplier, a thorough search should be performed to avoid duplications.
UTShare Fundamentals	This is a class for new staff to learn about UTShare -- what it is, what it does, and some tips and tricks for making use of it. This is an ideal course for new employees who are unfamiliar with UTShare, our integrated finance and HR system.
UTA Travel Card Program	This class is to inform employees how to request a UTA Travel Card and for Expense Report Reconcilers how to process MyWallet Charges and reconcile them to employee expense reports.