

System	Description	Required / Optional	Training Time (minutes)	Training Location	Instructions	College Access Coordinator	University Representative for questions	Student Indicator
AIM	AIM System access	Required	30 minutes	aimaccess.byu.edu	Supervisor submits AIM access request online at AIMAccess.byu.edu . This request will include making sure the applicant completes the FERPA training. Once the online training is completed, then it is forwarded to Farris Child the college first level approver who then then reviews the application and forwards it to the Registrar's office for final approval.	F.Child 422-4608	Jearlene Leishman (FERPA Compliance Coordinator 422-1155)	Y
HR	Y-Time Manager Training-Online	Required	26 minutes	training.byu.edu	Once training is completed, submit email to R.Nielson to grant access. Please provide net id and date of training.	R.Nielson 422-6788	Shane Harrison-HR Systems Analyst 422-3231	Y
HR	Student Employment Job Portal Training	Required	30 minutes	training.byu.edu	Once training is completed, submit email to R.Nielson to grant access. Please provide net id and date of training.	R.Nielson 422-6788	Shane Harrison-HR Systems Analyst 422-3231	Y
HR	ePAF Training	Required	35 minutes	training.byu.edu	Once training is completed, submit email to R.Nielson to grant access. Please provide net id and date of training.	R.Nielson 422-6788	Shane Harrison-HR Systems Analyst 422-3231	Y
HR	PeopleSoft HR - New Navigation (eForm)	Optional	7 minutes	training.byu.edu	How to navigate HR home page: Includes Homepages, Tile Navigation, Navigation Icon, NavBar Personalize, Breadcrumbs, Adding Homepages	n/a	Shane Harrison-HR Systems Analyst 422-3231	Y
Y-Marketplace	Y-Marketplace Training	Required	9 minutes	training.byu.edu	Once training is completed, submit email to R.Nielson to grant access. Please provide net id and date of training. Student needs to add a work address and work phone in the Personal Information on myBYU before the system will allow access	R.Nielson 422-6788	Ed McCracken (Administrative Solutions 422-6628), Kelly Taylor (Supply & Logistics 422-7015), Paul Anderson (Supply & Logistics 422-5060).	Y
Fast Track	Fast Track Training	Required	9 minutes	training.byu.edu	Complete online training which when finished will include an application and training certificate. Scan and submit the application and certificate to Supply and Logistics to grant access.	n/a	Ed McCracken (Administrative Solutions 422-6628), Kelly Taylor (Supply & Logistics 422-7015), Paul Anderson (Supply & Logistics 422-5060).	Y
PeopleSoft	Basic Cardholder Training	Required	10 minutes	training.byu.edu	MyBYU > Work > Training LMS	n/a	Card Management in Supply and Logistics: Help Desk 422-5644, James Frehner 422-2909, Jeff Moss 422-7009, Eric Smith 422-2925.	Y
Chrome River	Getting started with Chrome River	Required	45 minutes	chromeriver.byu.edu	User name > Help > (Multiple options)	n/a	Card Management in Supply and Logistics: James Frehner 422-2909 or Jeff Moss 422-7009.	Y
Chrome River	How To: Create Report	Required	25 minutes	chromeriver.byu.edu	User name > Help > Expense > Create Report	n/a	Card Management in Supply and Logistics: James Frehner 422-2909 or Jeff Moss 422-7009.	Y
Chrome River	How To: process special expenses	Required	30 minutes	chromeriver.byu.edu	User name > Help > Expense > Special Expenses	n/a	Card Management in Supply and Logistics: James Frehner 422-2909 or Jeff Moss 422-7009.	Y
Chrome River	How To: Add Images	Required	15 minutes	chromeriver.byu.edu	User name > Help > Expense > Add Images	n/a	Card Management in Supply and Logistics: James Frehner 422-2909 or Jeff Moss 422-7009.	Y
Chrome River	Add as a super delegate to be a delegate for all department employees	n/a	n/a	n/a	Once the above 5 trainings ((1) Basic Cardholder training, (4) Chrome River modules) are completed, then business manager is to submit email to R.Nielson indicating the student net id and the date of training, so access can be requested.	R.Nielson 422-6788	Card Management in Supply and Logistics: James Frehner 422-2909 or Jeff Moss 422-7009.	Y
Other Possible Trainings								
Travel	Simply Travel	Optional	16 minutes	training.byu.edu				Y
HR	Hiring Process for Hiring Managers	Optional	5 minutes	training.byu.edu				Y
HR	Payroll Supervisor Time Approval Training	Optional	10 minutes	training.byu.edu				Y
Financial	Basic Financial Training	Optional	26 minutes	training.byu.edu				Y
Financial	BOB Basic Training	Optional	18 minutes	training.byu.edu				Y
Financial	Chartfield Training	Optional	15 minutes	training.byu.edu				Y
Financial	Compliance Hotline Training	Optional	9 minutes	training.byu.edu				Y
Financial	Department Cash Handling Training & Assessment	Optional	15 minutes	training.byu.edu				Y
Financial	University Financial Reports Training	Optional	25 minutes	training.byu.edu				Y