Technology Skills Training Quick Reference Guide
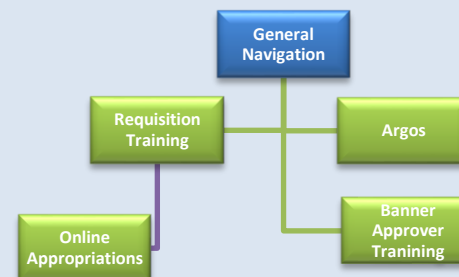
These are common technology tools used at Mt. SAC. Training is offered monthly. Please go to the POD Calendar to register.

(Introductory courses noted in blue must be completed before more advanced courses can be taken.)

General Technology Tools

BANNER

Banner is primarily used by administrative offices in the student, financial, and human resource areas to view and maintain data and process transactions. It is also used by support staff to view student and financial information.

- Requisition Training – Purchasing processes
- Argos –Banner data reports
- Online Appropriation Transfers – Budget transfers
- Banner Approver Training – Manager approval process

Users: Classified, Faculty, Managers

General Navigation · Requisition Training · Argos · Online Appropriations · Banner Approver Tranining

OUTLOOK

Microsoft Office 365 is a powerful service that helps you unleash your best ideas, get things done, and stay connected on the go. (Note: web users do not need this training)
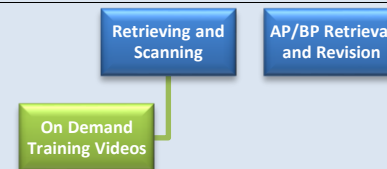
Users: Classified, Faculty, Managers

Microsoft Outlook

ONBASE

OnBase is an imaging system used to store, scan and retrieve documents.

- Retrieving and Scanning – Document management
- AP/BP Retrieval and Revision

Users: Employees in departments that have access to OnBase, Academic Senate, Classified Senate

Retrieving and Scanning · AP/BP Retrieval and Revision · On Demand Training Videos

Specialized Technology Tools

These technology tools are used at Mt. SAC to support specialized functions. Employees must be approved for use of these applications prior to registering for training. Training is offered monthly. Please go to the POD Calendar to register.

- ✓ **OmniUpdate** - Webpage management. Create and maintain Mt. SAC webpages without having to know HTML.
- ✓ **Smartsheet**- Project management tool
- ✓ **Qualtrics** – Survey tool (Training offered upon request)

Office Hours

Open access training for any employee who has questions on the applications noted below. Register on the POD Calendar.

- ✓ **Kronos**- Time and attendance scheduling system
- ✓ **Mt. SAC Portal** – Mt. SAC web-based employee access point to information and resources
- ✓ **School Dude** – Maintenance request system *(Employees must be approved for use of this application)*
- ✓ **LiveWhale Calendar** – webpage calendar and event tool *(Employees must be approved for use of this application)*