



# Business Manager's Meeting

2/19/2013

## Information Technology Services

LOVE PURPLE  
LIVE GOLD



# LyndaCampus

**FREE Online Software and  
Business Skills Training  
videos for YOU!**

**<http://www.lsu.edu/lynda>**



# LyndaCampus supplement courses for CPE - Management track

## Project Management Fundamentals

Discover how to more efficiently manage your business projects.

## Time Management Fundamentals

Learn how to sensibly allocate time in order to achieve greater productivity.



# LyndaCampus supplement courses for CPE - Management track

## Effective Email Management

Demonstrates techniques to streamline the Outlook mailbox workflow.

## Conflict Resolution Fundamentals

The secrets of effective conflict resolution and reveals simple, repeatable techniques that apply in most business situations.



# LyndaCampus supplement courses for CPE - Accounting and Auditing Track

## Managing and Analyzing Data in Excel

Learn easy-to-use database commands and methods for maintaining an Excel database.

## Excel 2010 Essential Training

Introduces key Excel skills, shows how to utilize these skills with in-depth tutorials on Excel functions and spreadsheet formatting.



# LyndaCampus supplement courses for CPE Accounting and Auditing Track

## Excel 2010 Advanced Formulas and Functions

In Excel 2010: Advanced Formulas and Learn formulas and some of the most challenging of the nearly 400 functions in Excel and shows how to put them to their best use.

## Excel 2010 Charts in Depth

Learn to analyze and communicate the value of data with charts in Excel.



# LyndaCampus supplement courses for CPE - Personal Development Track

## Discovering Your Strengths

Join author and business coach Dave Crenshaw as he demonstrates ways to discover what you're truly best at doing and how to leverage those strengths and abilities in your professional life. This course reveals how to uncover your strengths and talents, match them to job responsibilities, and develop a path to apply those strengths at work. Set yourself up for continued success with self-assessments and the ability to invest in yourself and make continual improvements as your career grows.



# LyndaCampus supplement courses for CPE - Personal Development Track

## Enhancing Your Productivity

This course shows you how to determine where you make the most valuable contributions to your company while minimizing and offloading distractions.

## Becoming a Thought Leader

Join author and business coach Dave Crenshaw as he shows you the keys to becoming a respected thought leader and authority in your field. Whether you're already a visible professional or hoping to improve your presence, decision-making ability, and influence, this course can prepare you to take a meaningful step forward.





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# LyndaCampus supplement courses for CPE - Personal Development Track

## Thinking like a Leader

Join author and business coach Dave Crenshaw as he shows you  
This course shows you how to make crucial and insightful  
connections between your company's needs and future and those  
of the market you operate in and the  
customers you serve.

## Twitter for Business

Join author Anne-Marie Concepción as she shows you how to  
leverage the power of tweeting for business promotion and  
customer engagement.



# LyndaCampus Demo

Jen Jortner Cassidy

Lynda Client Services Manager



# Technology Training (START) Program: Greg Brignac

- Provides group and individual training opportunities on a multitude of topics and software applications
- Available to Students, Faculty and Staff
- FREE!



# Special Training Requests

- ITS will work with departments to assess needs/ design training specifically to meet needs
- Contingent upon expertise of ITS trainers at time of request
- Flexible regarding the time and location of the training to be delivered




# [Training.lsu.edu](https://training.lsu.edu)

- Links to a multitude of freely available training opportunities on campus
- Primarily technology-related but would like to include other types of training resources to better meet the needs of the campus community in general

Moodle 2 Gradebook	02/20/2013 @ 09:30 AM	ITS	The LSU Moodle gradebook is customized for LSU users. There are many features that allow instructors to track students' performance efficiently. In this workshop, participants will learn how to setup a new gradebook.
GTA Webinar: Reading and Writing Rubrics	02/21/2013 @ 11:30 AM	ITS	This online webinar, entitled Reading and Writing Rubrics, is part of FOOD FOR THOUGHT: A Seminar Series for GTAs on campus. Registrations for the webinar will be accepted until 4:30 pm on 02/20/2013. If you have questions prior to the event, please contact the Faculty Technology Center by phone (225-578-3375, Option 1) or by email (ftc@lsu.edu).
Student Recruiting	02/21/2013 @ 10:00 AM	CCT	Recruiting
uSucceed: Ace My Tests	02/21/2013 @ 05:00 PM	CAS	Learn study strategies, test preparation, and test taking skills.
Moodle 2 Basics and Beyond	02/25/2013 @ 12:30 PM	ITS	This course will cover the basics of Moodle and more.
Adobe Connect: Hosting a Meeting/Class	02/28/2013 @ 01:00 PM	ITS	Adobe Connect is a web conferencing software that allows users to host meetings, teach classes, and provide online training for users anywhere, anytime! Attend this workshop to learn more about hosting meetings through Adobe Connect. Workshop participants do not need prior experience with web conferencing.
uSucceed: Reduce My Stress	02/28/2013 @ 05:00 PM	CAS	Learn healthy strategies to reduce stress for better grades.
Excel 2010- The Basics	03/01/2013 @ 09:00 AM	ITS	Excel is a computer software program similar to a paper ledger sheet. The math of a paper ledger can sometimes be overwhelming; however, Excel offers an environment in which number manipulation is easy and actually somewhat painless. Participants leave this hands-on workshop able to enter and modify ...



[Home](#)  
[Current Classes](#)**Class Information****Name:** Excel 2010- The Basics**Instructor:** Barbara McManus**Audience:** Faculty, Staff, Student**Meeting:**

Date	Time	Building	Room	
03/01/2013	09:00 AM-12:00 PM	Himes Hall	133	

**Course Description**

Excel is a computer software program similar to a paper ledger sheet. The math of a paper ledger can sometimes be overwhelming; however, Excel offers an environment in which number manipulation is easy and actually somewhat painless. Participants leave this hands-on workshop able to enter and modify data, use basic formulas and functions, and create simple charts from data.

[Register](#)

Information Technology Services

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# Training Workshop Registration

- Links to training registration site/ available for use by any department
- Primarily utilized by Information Technology Services, Center for Academic Success, and Center for Computational Technology
- Expanding use by Human Resource Mgt., Residential Life, and others



# Creating MyLSU (PAWS) Accounts: Stephanie Suarez

- Access University and employment information for LSU Students, Faculty, and Staff based on their relationship to the University.
- Gateway to the University's online billing, registration, payroll, and e-mail services.
- Students issued a PAWS account upon receipt of an online application to the University.
- Faculty and staff check with HR prior to arrival at the University.

<http://grok.lsu.edu/categories.aspx?parentcategoryid=15>



# Creating Mainframe ID's

Login to [myLSU](#)

"Computing Services" > "IMS/TSO Account Request."

Approximately 24 hours after you submit your request

Can set your own password via your myLSU Portal  
"Personal Preferences" > "Password Management"

Mainframe access → please contact the [Data Steward](#).



# Account Retention and Deletion

E-mail accounts valid for the duration of an individual's active relationship with LSU.

Students: account purged after non-enrollment for three consecutive major (spring/fall) semesters.

Faculty/Staff resignation: access to the e-mail portion of an account disabled 30 days following separation from the university.



# Account Retention and Deletion

Retirees: primary e-mail account is retained and renewable for 10 year increments.

NOTE: To be able to access financial and tax documents, PAWS access for former university employees will persist for the calendar year following the last year of employment.

<http://grok.lsu.edu/Article.aspx?articleid=149>



# Common HelpDesk Questions

- 1. I forgot my PAWS password. How can I reset the password?**

Click on the “Forgot Password link” on [MyLSU](#) login page. Answer all verification questions correctly → your password will be reset.

NOTE: If you are unable to answer the verification information correctly, you will need to come into the Help Desk with a photo ID..

<http://grok.lsu.edu/Article.aspx?articleid=9980>



# Common HelpDesk Questions

## 2. How do I reset/change my PAWS/Mainframe or email password?

In [myLSU](#) → Personal Preferences > Password Management.

Select the username of the account you need to reset. **Click reset password.**

<http://grok.lsu.edu/Article.aspx?articleid=15674>



# Common HelpDesk Questions

**3. I have a guest visiting from another University and need a guest account. How do I request a guest account?**

<http://grok.lsu.edu/Article.aspx?articleid=10556>

Extended Guest Account:

<http://grok.lsu.edu/Article.aspx?articleid=7057>





## Other Questions?

Karen Sirman [karen@lsu.edu](mailto:karen@lsu.edu)

Stephanie Suarez [ssuare1@lsu.edu](mailto:ssuare1@lsu.edu)

Greg Brignac [gbrigna@lsu.edu](mailto:gbrigna@lsu.edu)

