## HOW TO REGISTER FOR COLLABORATIVE SCHEDULING SECTION TRAINING (BANNER)

- 1. Visit the SumTotal website http://webapps.tosm.ttu.edu/itts/sumtotalsystems
- 2. Log in with your TTU eraider
- 3. Under Catalog locate ASFR
- 4. Register for Banner User Role & Banner Supplemental Forms by clicking on each link
  - a. Both need to be successfully completed in order to obtain access

TEXAS TECH UNIVERSITY	Learner Manager	Reporting Administrator	Janessa Walls - log of Powered by SumTota
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Advanced Search Type Quick Links Getting started Getting started Getting started Getting started Edit Preferences Learn more Manage Training Training Schedule	Ad Adra Banner Student Budget Cognos Reporting FERPA Online Training Finance HR & Payroll Property Inventory Xtender ASFR Banner Supplemental Forms	Training of the Employee GED Hospitality Services Employee Orientation ServSafe Human Resources Fiscal Year Workshop 1-9, Immigration and Payment Processing Leadership	RNU OT Institutional Review Board (IRB) Requirements RNU 08 Federal Equipment RRU 09 Service Center Roles and Responsibilities: Achieving Complance at Every Level RRU 10 Level Closeout Process, Roles and Responsibilities RRU 11 Level Talk Cost Sharing State Employee Charitable Campaign SECC Coordinator Training
Training Analysis     Favorites     Certifications History     CetoC	Banner User Role Compliance Training Campus Security Authority Training Secual Abuse/Child Molestation Prevention Training EEO Non-discrimination	New Applicant Tracking System Faculty - Applicant Tracking System Training Refresher - Applicant Tracking System Training Staff - Applicant Tracking System	Student Business Services Training SBS Training: Conflicts of Interest (OP 72.03) SBS Training: Red Flag Rules (TTU OP 62.14) SBS Training: Staff Guidelines SBS Training: Vanathorized TTU Computer State
2033 E 2033 E 2003 E 2003 E 2033 E	Training EEO Classroom Training EEO Online Training electronic Performance Management (ePM) electronic Performance	Training New Employee Training (Benefits Eligible Staff) New Employee Orientation (NEO101) Office of Descaret Semicor	Computer Usage Technology Online Security Training TotalLMS for Managers and ESCs
(More	Management (ePM) Environmental Health & Safety Chemical Hygiene Plan Hazard Communication Laboratory Safety Laser Safety Safety Awareness	Budget Basics Cayues SP & 424 NSF FastLane Research Orientation for New Paculty	

- 5. Choose the format (QuickTime or Windows Media Player) and click register. QuickTime is typically for Mac or Firefox users and Windows Media Play for PC or Internet Explorer.
- 6. Complete the videos and quiz (with a grade of 70 or higher). Once complete access will be granted.