Expenses and ePro/GFM
Super User Training Participants

Super User Training for the Expenses & ePro/Georgia*First* Marketplace (GFM) modules will occur <u>Monday, March 9, 2015 through Thursday, March 12, 2015</u>. These sessions will take place in the classrooms at ITS in Athens.

The descriptions below provide details of who should attend. For Expenses training, institutions may send up to 2 participants to each training class. For ePro/GFM training, institutions currently using GFM may send up to 2 participants. All other institutions may send 1 participant to training. Institutions have the option of sending different participants to each day of Expense and ePro/GFM training.

Onsite Training	Date	Time	Details
Expense End-User Train-the-Trainer	Monday, March 9, 2015	9:00am-5:00pm	This class will be targeted at those individuals who train end-users at their institution.
Expense Administrator Training	Tuesday, March 10, 2015	9:00am-5:00pm	This class will be targeted to those who use the Expense module as part of their daily job function and work approved transactions. These individuals are often considered 'super users' at their institution.
ePro End-User Train-the-Trainer	Wednesday, March 11, 2015	9:00am-5:00pm	This class will be targeted at those individuals who train end-users at their institution.
ePro Buyer Training	Thursday, March 12, 2015	9:00am-5:00pm	This class will be targeted to those individuals who use the ePro module as part of their daily job function and work approved requisitions so they can be sourced into purchase orders.

Trainings for all other modules will be conducted via WebEx. These sessions will occur between Monday, March 16, 2015 and Friday, March 27, 2015.

Please complete the following form and return to Heather Duren
heather.duren@usg.edu no later than **Friday, February 20, 2015**.

University System of Georgia
Information Technology Services

Expenses and ePro/GFM
Super User Training Participants

Identify who from your institution will participate in Super User Trainings.

Institution: _____

Business Unit Number: _____

Onsite Training	Name	Email
Expense End-User Train-the-Trainer		
Additional Participant (optional)		
Expense Administrator Training		
Additional Participant (optional)		
ePro End-User Train-the-Trainer		
Additional Participant *Institutions currently using GFM ONLY		
ePro Buyer Training		
Additional Participant *Institutions currently using GFM ONLY		

Please return the completed form to Heather Duren heather.duren@usg.edu no later than **Friday, February 20, 2015**.

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