

## An Update on The University of Mississippi's Campus Management Project

### Everything You Ever Wanted to Know About Using CM...

It is not exactly what attendees will learn in the mandatory training sessions scheduled for those on campus who will be working with the new system. But, says Onice Carter, SAP Training Coordinator, she and her team will try to cover as much ground as possible and will also provide various avenues of support once the training sessions are done.

"People who attend the sessions will get lots of documentation they can use once they get back to their desks," she explains, "and there is a help line specifically for SAP users. We'll have a listserv with everyone who's been through training, so we can send them updates, and if we need to, we'll bring folks back in for additional training, even if it's just to do a demo in the auditorium. A change like this can be overwhelming, but we're going to help in every way we can to see people through it."



Training sessions will be held in late February and throughout March (including over spring break) for those on campus who will access CM with SAPGUI, commonly referred to as "the GUI" (and pronounced "gooey"). The GUI, or Graphic User Interface, is the software installed on individual PCs which allows users to access CM through the campus network.

The software is useless, though, without authorization to use the system and a user name and password. To get those, users must attend the training sessions deemed necessary for their particular work.

"For individuals who have never used SAP before, we'll have a hands-on

Beginner's/Student Master Data Class," Carter says, "and for current SAP users who are comfortable with the system, we'll have



Onice Carter leads a training session.

an auditorium-style class just on Student Master Data."

Other classes are being developed to cover Admissions, Student File, Booking, Orientation, and Event Planning.

Carter says that everyone who has been using the current Student Information System (SIS) will need to attend CM training. Individuals identified as CM users should already have received an e-mail notice about the classes. If not, they should contact Onice Carter at 915-7447 or onice@olemiss.edu.

Registration is required for all classes, and Carter stresses that, because of limited seating, people really need to attend the sessions for which they register. She estimates her office will train 350 to 375 CM users over the next few weeks.

Not everyone using CM will access it through the GUI. Some processes will have Web access, including any student interface with the system. This will also be the way advisors display their student data and instructors submit grades. Carter says Web access is much less complicated than the GUI, so there will just be online training for it. (See upcoming issues of CM News for more information on Web access of the system.)

Carter notes that CM users will have a

### Been There, Done That

Over the past two plus years, more than 760 people have attended training sessions on how to use the SAPGUI for various processes related to such things as payroll, plant maintenance, and human resources. Talk to just about any of them, and you'll quickly learn that while the transition hasn't always been easy, the training has helped.

"I like Onice [Carter] when she's doing the classes. She is concise, clear, and easy to listen to," says Wilma Lang, Senior Secretary for the Political Science Department. "And Pam [Barefield] at the help desk is a joy to work with. She seems to understand all the silly questions I have and doesn't make me feel dumb at all."

Marjorie Potts, Senior Secretary in the Theatre Arts Department, has had her share of frustrations in learning the system but says it's important not to give up.

"I've been to one class four times, and I'm about to go again," she says. "Each time I go, it gets clearer and clearer."

Potts will be among those current SAP users who will attend training on the new Campus Management system as well.

"I love changes," she says, "and I'm looking forward to using the new student system. If it's better for the campus, then once everybody gets used to it, I think it will all be okay."

### Got Enough Guts for the GUI?

To find out the PC system requirements for installing SAPGUI on your computer, visit [www.olemiss.edu/projects/sap](http://www.olemiss.edu/projects/sap) and click on "PC Requirements."



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## Behind the Screens with Linda Bailey

Having worked in the University of Mississippi Admissions Office for ten years, Linda Bailey knew just what was involved in processing information on new and prospective students. Now, after four years of working in the Office of Information Technology and the past several months putting together some of the screens CM users will see in the Student File, she knows just

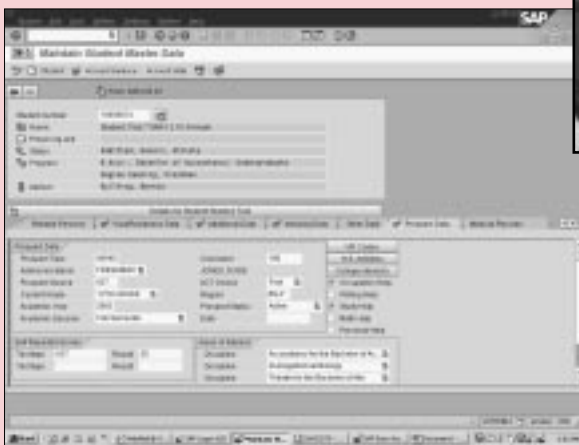
into a lot of problems. People don't realize what it takes even just to display information on the screen. But I've enjoyed being behind the scenes and have learned a great deal in the process, believe me."

Bailey worked on developing the display of information found under the file tab for prospect tracking in



### A Sneak Peek at CM

Most users accessing CM through the SAPGUI will be utilizing the Student File, the main console for viewing and acting upon student information. It contains personal and process data which can be opened by clicking on a series of tabs which separate the information into logical groups. Drop down menus, check boxes, radio buttons, and push buttons allow for further navigation. The information is compactly displayed, so there is no need for scrolling. The screen shown here features the tab for prospect tracking.



what goes into creating a completely new campus-wide student information system.

"There is a lot of hard work," she says, "and it's very tedious. There are lots of things you have to figure out, and we ran

CM. The legacy system had this information, but SAP only provided the framework for it in CM since recruiting students is limited primarily to the United States, and SAP's product is being developed for marketing

worldwide. Therefore, Bailey and others had to build upon the SAP framework in order to incorporate information that is both US specific and unique to the University of Mississippi's recruiting process.

Bailey says her experience in the Admissions Office was invaluable in her current work.

"In creating screens, it really helps to understand the end use," she notes, "but I had no idea 14 years ago I would be doing anything like this."

"It's a big step forward for Ole Miss," she continues, "and it should make things easier for the students, which is the main thing. I'm all for learning new technology, even if you've got to work the kinks out sometimes."

## Everything You Ever Wanted to Know continued

lot to adapt to in using the new system.

"The screens, methods of access, and even the terminology will be different," she comments. "Registering for a class is called 'booking,' and the 'registration' tab will be used for admitting someone to a program. When people first see it, they

may feel overwhelmed, but it's a really powerful program, and I think they'll like it once they learn it."

Carter says having patience and a good attitude will help everyone on campus get through this change.

"CM is totally new to all of us," she

says, "including the people at SAP, the UM staff members developing and implementing it, and even those of us doing the training! All of us are learning here, so no one should feel bad if they have questions or problems with the system. We're going to work together to make this happen."

*The University of Mississippi*



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