

FRIDAYS@first

June 5, 2009 – Edition #130

CUNYfirst is Coming Soon!

- **Count Down to Go Live**

As the CUNYfirst core team works on critical cutover tasks in order to launch the new Human Resources, budget and course catalog functionality, system users are progressing through training. Human Resources professionals continue to receive training at the five borough centers, and training for budget and course catalog are now set, and those users will be trained over the next two weeks.

Meanwhile, here are a few common items that have come up:

Access to ELM

ELM is the learning management software employees use to access the class schedule and to register for courses, as well as where they obtain key documents associated with their training, like job aids and course guides.

If you are having trouble accessing or using ELM, please contact your **campus help desk**.

Should I be trained?

If you've not been contacted about getting trained, and you think you might or should be trained, please work with your campus Human Resources office. Your campus HR professionals have carefully mapped employees to relevant CUNYfirst roles. If changes need to be made, you should work with them to make those arrangements.

Reactions

Employees going through training continue to react positively to User Productivity Kits (UPKs) that simulate the experience of using the system in specific process areas. UPKs are based around the concept of "See it – Try it – Know it." One employee in a recent class completed the UPK associated with her class, achieving 100 percent on the first try. When the instructor asked her how she did that, the employee said, "I saw it, I tried it and I *knew* it."

Speaking of UPKs...please note:

While passing the "Know it" mode is not required, students must complete all UPKs that are assigned by the instructor in order to pass a course.

John Ray
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To see the full project calendar, go to:
<http://firstcalendar.cuny.edu/>

- **The Week Ahead – June 8 - 12**

The follow meetings are scheduled:

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HCM Training Borough Training Centers	Mon, Jun 08 to Thu, Jun 11	
Procurement Reports Committee 230 W 41St - 10th Floor	Mon, Jun 08	9:30 AM – 12:00 PM
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Planning and Budget Core Team 230 W. 41 - 5th Floor	Tue, Jun 09	9:30 AM – 11:30 AM
Supplier Contract Management--Fit/Gap follow up. 230 West 41st Street, 10th Floor		9:30 AM – 2:00 PM
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Procurement Vendor Committee Via Webex	Wed, Jun 10	2:00 PM – 3:30 PM
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Communication Liaisons Via WebEx	Thu, Jun 11	11:00 AM – 11:30 AM
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CUNYfirst HR Demonstration City College - Aronow Theater - North Academic Center	Fri, Jun 12	9:30 AM – 12:30 PM
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Training Liaisons Conference Call		10:00 AM – 11:00 AM