



**TOWSON
UNIVERSITY**

STRATUS

**Change Agent Network
Executive and Administrative Assistants
“Planning for Adoption”**

April 25 & 26, 2022

Agenda

- STRATUS “Planning for Adoption”
- Roadshow Series #2
 - Employee Reimbursements - Lauren Rowe
 - Procard – Nina Baxter
 - Journals – Gina Peach and Al Lagos
- Our Ask

STRATUS “Planning for Adoption”

User Acceptance Testing (UAT)

- Expanded audience – CAN members invited to participate
- Users complete at their pace; as much or as little as they desire
- Participation is strictly voluntary
- Interested individuals must register to participate
- Opportunity to:
 - get hands-on experience before go-live
 - validate training materials before go-live
- Interested individuals must commit to pre-work activities including:
 - STRATUS video training
 - Reviewing job aids
 - Performing self-guided learning activities

STRATUS “Planning for Adoption”

• Training Process

- STRATUS Videos
- Job Aids
- Self-guided Activities
- Office Hours
 - 30 min in-person sessions 3 days/week
 - Registration required
 - Participants asked to identify training questions during registration

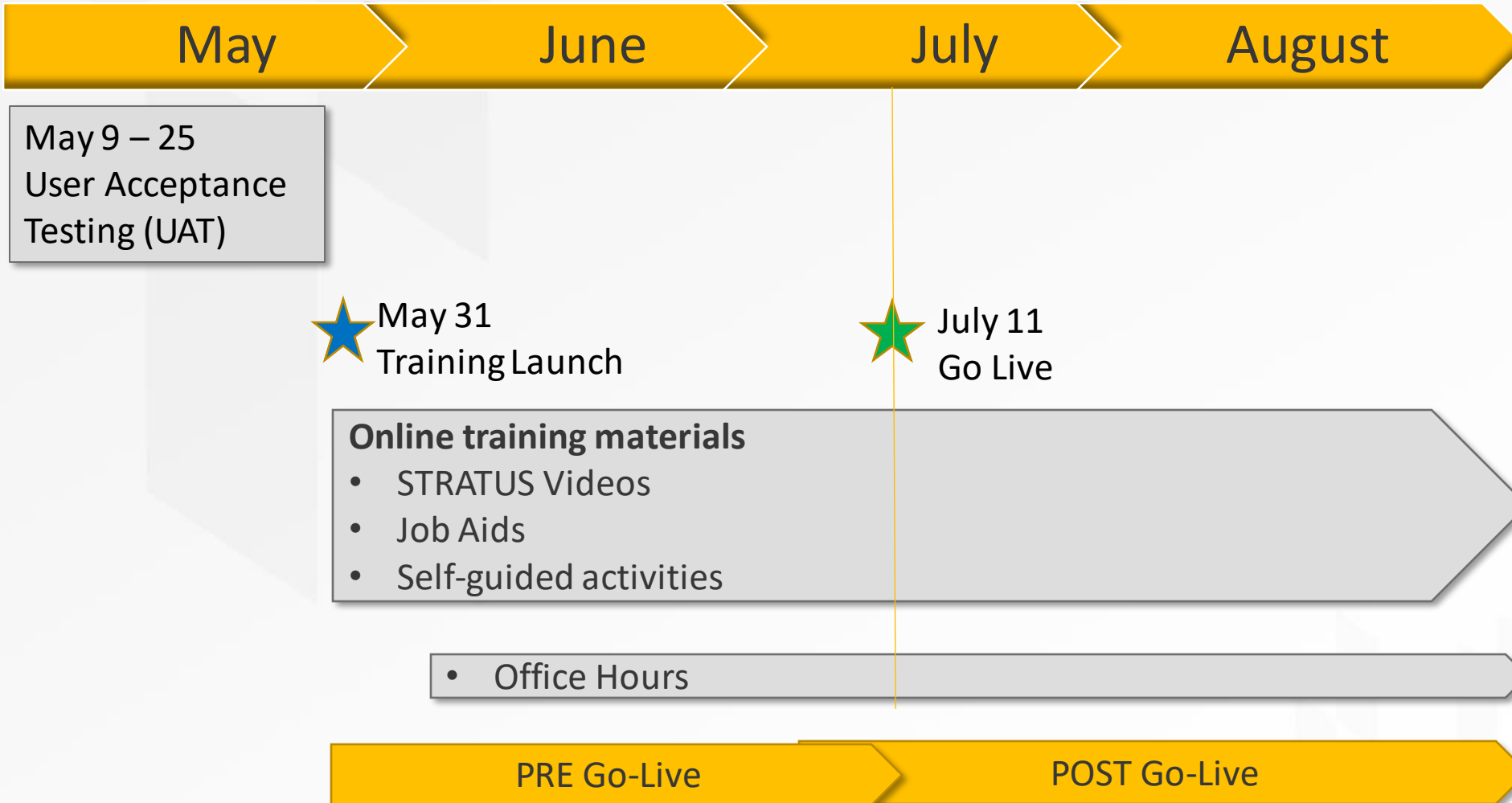
• Training Approach

- Materials available on the STRATUS training webpage
- All materials are self-paced; no training registration required
- Users need only complete courses relevant to learning needs
- Supervisors, Cost Center Managers and Financial Stewards are urged to complete all training materials

STRATUS Financials Courses

- General Navigation
- Chart of Accounts
- Employee Reimbursements
- Travel
- Procard
- Purchasing
- Payables
- Journals
- Budget Transfers and Review
- Reporting

Timeline



Roadshow Series #2

Ask the Experts...

- [Employee Reimbursements](#) - Lauren Rowe
- [Procard](#) – Nina Baxter
- [Journals](#) and [Chart of Account](#) – Gina Peach and Al Lagos

Questions?

Our Ask

- ▶ Promote the upcoming STRATUS training activities
- ▶ Share the business process updates with colleagues
- ▶ Resources to support you (posted to website by 4/29)
 - April “Sky Script”
 - Today’s presentation

Questions regarding the
Change Agent Network?

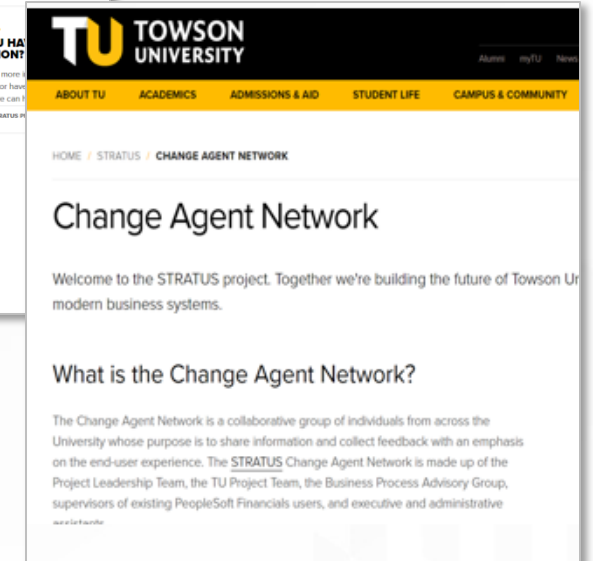
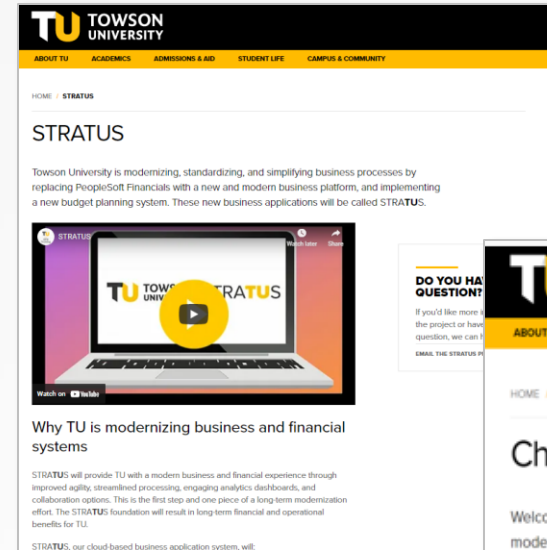
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Next Session Preview
“Building STRATUS Know-How”

May - UAT Participation

Resources

- STRATUS Website
<https://www.towson.edu/stratus/>
- Change Agent Network Website
<https://www.towson.edu/stratus/change-agent-network.html>
- Newsletters
- Frequently Asked Questions (FAQs)
- Talking Points



Questions regarding the
Change Agent Network?

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