



**TOWSON  
UNIVERSITY**

**STRATUS**

**Supervisors Change Agent Network**  
“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

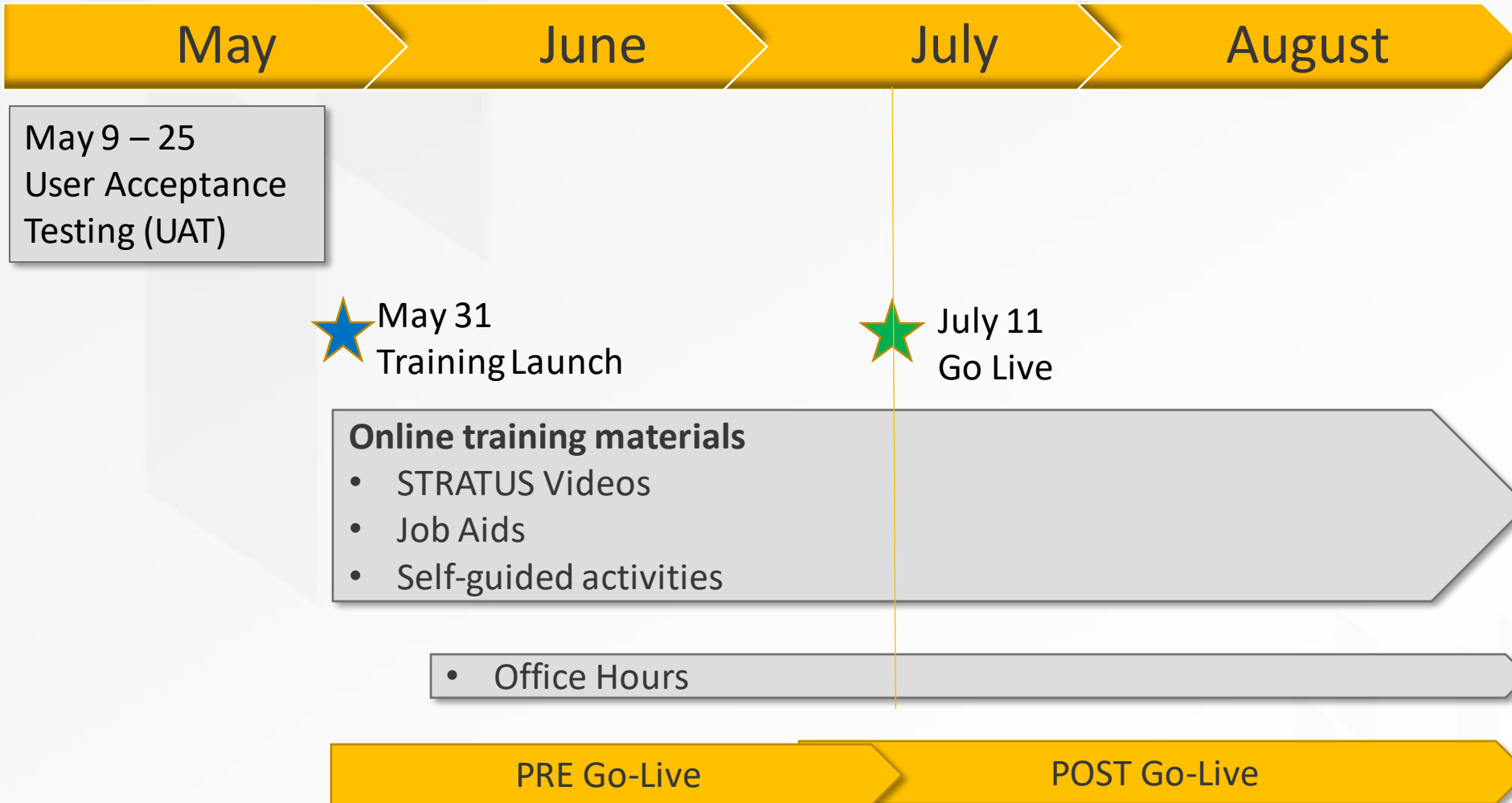
## • Training Approach

- 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

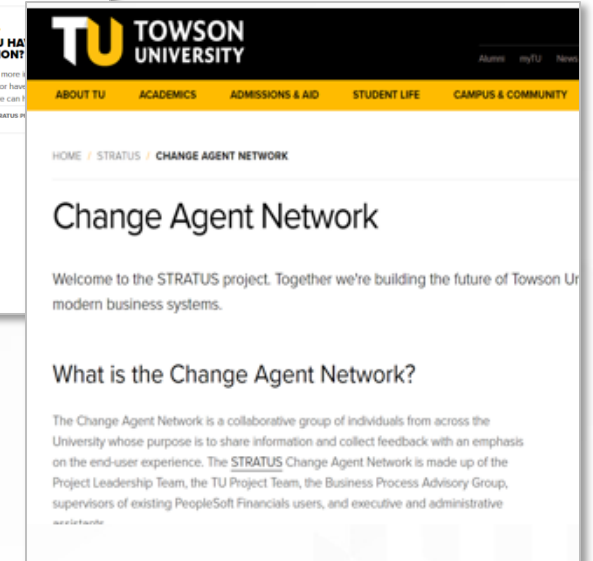
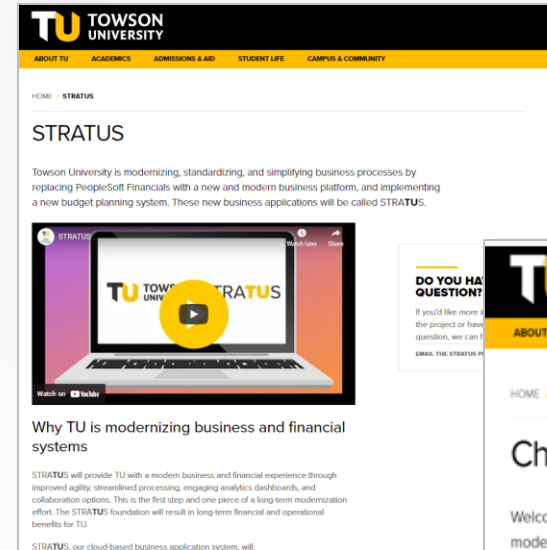
## Ask the Experts...

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

# Questions?

# 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?

Susan Miltenberger  
[smiltenberger@towson.edu](mailto:smiltenberger@towson.edu)



# 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?

Susan Miltenberger  
[smiltenberger@towson.edu](mailto:smiltenberger@towson.edu)

**Next Session Preview**  
“Building STRATUS Know-How”

May - UAT Participation