



Office of Financial Management

Current Training Courses and Recommended Learning Paths

Current Training Schedule: <http://www.kennesaw.edu/financialmanagement/training.html>
 Office of Financial Management website: <https://www.kennesaw.edu/financialmanagement/>

Course Description (1)	Delivery Methods		Recommended Learning Paths					
	Classroom (2)	Online (3)	Employees All	Employees Select	Administrators and Staff	Business Managers/ Ops Profi	Division/ Department Heads	Supervisors
OwlPay (Payment Request) 101 (2 hours)	Currently Available	Currently Available			●	●	●	●
Travel 101 (Employee Travel) (1.5 hours)	Currently Available	N/A			●	●	●	●
Travel Management System (TMS/Concur) New User (3 hours)	Currently Available	Currently Available			●	●	●	●
Purchasing Card (P-Card) (3 hours)	Currently Available	N/A			●	●	●	●
Purchasing Card (P-Card) Annual Recertification–Supervisors (30 min)	N/A	Currently Available		● (4)	● (4)	● (4)	● (4)	● (4)
Purchasing Card (P-Card) Annual Recertification-Cardholders (30 min)	N/A	Currently Available		● (5)	● (5)			
eProcurement (ePro) (3 hours)	Currently Available	N/A			●	●	●	●
SAS Financial CFR Beginner Plus Position Management (2 hours) (6)	Currently Available	N/A				●	●	●
SAS Financial CFR Experienced (2 hours) (6)	Currently Available	N/A				●	●	●
Risk Management: Driver Qualification Level 1: Annual Motor Vehicle Operator and Motor Vehicle Record Check (MVR) (20 minutes)	N/A	Currently Available	● (7)					
Risk Management: Driver Qualification Level 2: National Safety Council Defensive Driving Course	Currently Available	N/A		● (8)				

Notes:

- (1) Current list of scheduled courses is located at: <http://www.kennesaw.edu/financialmanagement/training.html>.
- (2) Advance registration for classroom courses is required **KSU UITS OwlTrain** at: <https://ksu.skillport.com/>.
- (3) Online courses are available through **KSU Campus Training** at: <https://campustraining.kennesaw.edu>.
- (4) Employees who approve P-Card purchases and reconciliations are required to take this course annually.
- (5) Employees who are P-Card holders are required to take this course annually.
- (6) Offered by Enterprise Information Management and Institutional Research (EIM&IR).
- (7) All employees are required to complete this on an annual basis
- (8) All employees who operate a vehicle on a monthly basis on behalf of KSU **OR** operate a vehicle to transport other people (Students, other employees, guests, etc.) are required to complete this training.