

# Training & Support Bulletin

## Training Class Registration:

The May Zangle and PeopleSoft training calendars are now available online.

This will be the last time PeopleSoft classes will be offered until late August.

You can see the calendars and register for classes online via the:

Zangle Training Website at  
[www.sandi.net/zangle](http://www.sandi.net/zangle)

Peoplesoft Training Website at  
[www.sandi.net/Peoplesoft](http://www.sandi.net/Peoplesoft)

## This week's Training Classes!

### Attendance:

Tuesday	4/28 (Part I)
Thursday	4/30 (Part II)

### Expenses:

Wednesday	4/29
-----------	------

### Time & Labor Tune-up:

Thursday	4/30
----------	------

## New PeopleSoft Online Tutorials!

- How to Order a Special Request Item
- How to Enter Budget Numbers Once for Multiple Items
- How to Create Your Own Template

To learn how to locate and use PeopleSoft online tutorials, please log on to:

[www.sandi.net/dwa/peoplesoft/readandlearn/elearning](http://www.sandi.net/dwa/peoplesoft/readandlearn/elearning) and click on "Using PeopleSoft Online Tutorials".

## Open Lab!

This Friday, 5/1/09 from 8am-3pm in  
Room B3!  
(Closed for lunch from 11:00-12:00)

Come and get personal assistance  
from our instructors and OSS reps.

## Questions or Comments?

For questions or comments, please contact your:

On-Site Support Representative  
<http://www.sandi.net/onsitesupport/lookup.html>

Training Team  
<http://www.sandi.net/Peoplesoft/aboutus/index.asp>

## School Activities this Week:

- Intersession ends this Thursday, 4/30/09.