

StaffUpdate

Exclusively for staff at The University of Manchester

CO₂STS THE EARTH



Staff are invited to come and learn more about what we as individuals and as a University can do to reduce carbon emissions at an energy exhibition on 18 November.

Last year, the University released 76,311 tonnes of CO₂ in the atmosphere. Most of this was related to the energy used in buildings. The carbon footprint of "hidden" activities such as procurement and travel is thought to be just as big.

The University is committed to reducing its total carbon footprint by at least 40% by 2020 and the exhibition aims to focus our minds on this huge task, organised by the sustainability team.

It will include data on energy use, both at the University and nationally, highlighting how and where changes can be made to reduce our carbon footprint. It will also feature research around the University including work on renewable energy sources, electric vehicles, energy infrastructure and more.

The exhibition will run from 10am to 2pm and will be followed at 4.30pm by a showing of the film "Age of Stupid", featuring Pete Postlethwaite, in Theatre A in University Place.

STUDENT TRAVEL AWARDS 2010

Staff are being asked to draw students' attention to the Student Travel Awards through which the University distributes approximately £25,000 each year to help students undertake enterprising summer vacation projects throughout the world.

The funds are drawn from the Zochonis, H.E David and Koprowski endowments, all of which have sought to enable students to undertake projects in addition to their course requirements, but which may or may not be linked to their programme of study.

Proposed projects are considered in terms of the enterprise and originality of thought in their planning and execution. Many of the projects have brought benefits to communities in need; some have sought to provide answers to academic issues; all, though, are about broadening the student's personal outlook and experience. Many of the projects have been life enhancing experiences not possible without the support of the travel award. The awards rarely cover the full costs of a project, but can make a significant contribution; in 2009 over 40 awards were made.

Further details of the Awards criteria and application details can be found under Travel Awards at

www.manchester.ac.uk/ssc/funding

The closing date for the 2010 awards is 26 February 2010. All applications must be supported by a reference from an academic member of staff.

An A4 poster for notice boards can be obtained from: Melissa.Ormrod@manchester.ac.uk

GREEN OSCAR

Between 1 October 2008 and 21 May 2009, The John Rylands University Library and University Environmental Services carried out a monitoring programme for recycling with some astounding results. In the Main Library building alone, the quantity of paper and plastic bottles that has been recycled during this period is:

- 1607 blue bags, recycling 5625kg of waste paper, the equivalent weight of an African elephant.
- More than one million sheets of A4 paper have been recycled.....enough to lay a paper trail 200 miles, all the way from Manchester to Devon.

- Since October 2008, more than 100,000 plastic bottles have been recycled saving more than 7.5 tonnes of carbon dioxide– the amount produced by three average UK cars in an entire year.

The Library has since been nominated and short-listed in the Public Sector Recycling Achievement Category at the National Recycling Awards. The winners were due to be announced at the National Recycling Awards ceremony on 27 October. For more information go to;

www.nationalrecyclingawards.com



NEW ACADEMICS PROGRAMME - SUCCESSFUL ACCREDITATION

After a lengthy process the University has secured accreditation for the New Academics Programme (NAP) from the Higher Education Academy.

The accreditation period runs from 1 September 2008 to 31 August 2013 as the start date has been backdated. All participants starting the programme after 1 September 2008 who successfully complete all required elements will be accredited as fellows of the Higher Education Academy.

Further information will be available once the formal accreditation documents have been received from the Academy. Participants who started the programme before 1 September 2008 will be able to seek accreditation through the individual recognition route and should contact their Faculty NAP team for more information.

IT SERVICES PRIZEWINNERS!

'The Student Welcome Fair' organised by IT Services, took place during the University's Fresher's Week in September. The Fair was a new way for students to find out about the excellent computing resources, facilities and support available during their course.

Many of the stands provided free samples, gifts and prizes. Challenges included tests of fitness with exercise bikes, dice, lucky dips and competitions!

IT Services seized the opportunity to interact face-to-face with students and plan to work closely with this newly formed 'Student IT Services Feedback focus group' to ultimately improve services.

The Student Welcome Fair prizewinners and prizes were:

- Elvis Uranie (Viglen Laptop)
- Katie Myers (Dell Laptop)
- Hana Khan (iPod touch)
- Audrey Khan, Danielle Higham, Anna Buckley and Grace Kahwa Kabahuma (portable Hard Drives for Mac or PC)
- Jessica Rigby and Samantha Wong (printing credits)

Any students willing to participate in the Student IT Services Feedback focus group should contact: brenda.sandland@manchester.ac.uk



Mohammed Din - Head of Client Services, with Client Services staff and the lucky prize winners!

RUNNERS AND RIDERS

RUTH TREKS THE SAHARA FOR MACMILLAN

From 27 February next year Ruth Maddocks from the School of Computer Science will be joining around 60 other people for a gruelling nine-day trek across the Sahara Desert - to raise money for Macmillan Cancer Support.

The trek promises to be an extremely testing physical challenge covering a distance of 100km with temperatures ranging from over 30 degrees during the day to below freezing at night. The event will require months of preparation which will be tough enough on its own. Ruth has already helped reached over 60% of her target fundraising and there are two events this month which you can support:

Wednesday, 18 November - Workout for Macmillan! Charity Aerobics session at 4.30pm at the Sugden Sports Centre.

Friday, 20 November - The 7th Annual School of Computer Science Charity Book Sale and Charity Online Auction. You can donate any unwanted books, magazines, CDs, DVDs to the Academic Support Office, Room 2.127, Kilburn Building. The sale is from 10am - 4pm in the ground floor entrance foyer in the Kilburn Building.

You can also support online at: www.justgiving.com/RuthTrekstheSahara

ANDREW'S TREK

Dr. Andrew Timming, Lecturer in International and Comparative HRM at Manchester Business School, has successfully completed his coast-to-coast trans-Pennine charity ride. In September he cycled 215 miles from Southport to Hornsea in order to raise money for The Christie Hospital. So far, he has raised over £6,700.

If you would like to make a statement against cancer, please donate at: www.justgiving.com/Timming

or send a cheque made payable to "The Christie" via internal mail to Dr Andrew Timming, E40 MBS East.



GREAT NORTH RUN

In September, Stephen Parr, Finance Officer in the Faculty of Engineering and Physical Sciences ran the BUPA Great North run in Newcastle. He did the 21 km in two hours 26 minutes, raising £500 for the Meningitis UK Trust. Thanks go to all colleagues who sponsored him.



WOULD YOU LIKE TO BE A TRUSTEE?

There are two vacancies for member nominated trustees for the University of Manchester Superannuation Scheme (UMSS), for administrative and related staff, and manual and related staff.

If you wish to stand as trustee, you must:

- have been a member of UMSS for at least 1 year, and
- on an official Nomination Form obtain 20 signatures from UMSS members within your staff category.

If one valid nomination only is received for each category, the nominee will be automatically appointed as a trustee, otherwise an election will be held where all members in the above categories may vote.

If you are interested in becoming a trustee, please contact the Pensions Office to obtain a Nomination Form, on 0161 275 2043 (x 52043), or pensions@manchester.ac.uk by no later than 13 November 2009.





STEPS TO INFORMATION SECURITY

Barbara Frost has been appointed to the post of Information Security Manager which has been created to raise awareness of the need to consider information security across all aspects of the University's activities.

Barbara's appointment is one of the measures by the University taken following a breach of the Data Protection Act with regard to student records which occurred in the Faculty of Life Sciences earlier this year.

As a result the University, was required by the Information Commissioner's Office to sign a formal undertaking to:

- ensure that personal data is kept secure
- ensure that policies related to the sharing and publication of personal data are clear and understood by staff

The full text of this undertaking can be found at www.ico.gov.uk/what_we_cover/data_protection/enforcement.aspx

The University holds, processes and exchanges a huge amount of personal data in relation to current and former staff and students, research subjects, contractors, applicants and service users, both in electronic and paper form. All of this data must be treated in accordance with the principles of the Data Protection Act and all staff who handle personal data should be familiar with these principles. If you are unsure about what this means, you should speak to your line manager who can arrange further training if necessary.

The damage to the University's reputation arising from a further data breach would be considerable and it is essential, therefore, that no further data breaches occur.

In addition to Barbara's appointment, to address the issue, the University has made guidance available to staff in relation to data held electronically which can be found at www.manchester.ac.uk/secure-it. All staff who deal with personal data should familiarise themselves with this guidance and take advantage of the services offered where appropriate.

Barbara says: "I will be working closely with senior managers and the University's experts in IT security and data protection, to develop an information security strategy, policies and procedures which will promote a culture of good information security practice throughout the University. One of the first priorities is to ensure that every member of staff understands that they have a key role in protecting the University's data from unauthorised access."

barbara.frost@manchester.ac.uk tel 0161 275 2122

Further advice, including a guide to handling data under the Data Protection Act is available from the Records Management Office: www.campus.manchester.ac.uk/recordsmanagement

STUDENT SATISFACTION SURVEYS

Two recent surveys have given the University an insight into what students think of their experience at Manchester.

The annual National Student Survey (NSS) and the University's own biennial Student Satisfaction Survey reveal a mixed picture, with the University performing well in a number of areas and some real areas of concern, particularly in the NSS.

In the NSS some subject areas performed particularly well and deserve special mention, these are Physics (99%); Anatomy, Physiology and Pathology (99%); Biology (96%); American and Australasian Studies (92%); Classics (96%) and Music (92%).

The University's own survey shows that there have been some improvements in student satisfaction with the overall University environment. The NSS also shows a high level of student satisfaction with teaching on their course and with learning resources. However, this success notwithstanding, the University lags behind the Russell Group and the sector overall in terms of satisfaction with teaching and is only just ahead with respect to learning resources (Library, IT and specialist equipment)

The level of overall student satisfaction at the University remained relatively constant until 2009, but has dropped this year: 77% of students at the University agree with the statement 'Overall, I am satisfied with the quality of my course' compared with 81% in 2008

Satisfaction has decreased in a number of specific areas – assessment & feedback (50% overall), academic support (68%), and organisation & management (70%). In all of these areas we rank second from bottom in the Russell Group.

The University is taking these views seriously and is implementing a concerted programme of action to address them.

Each School, along with the Professional Support Services, has been asked to provide details outlining the measures they have taken to improve the quality of the student experience over the past year. They have also been asked to develop action plans setting what they plan to do to continue that improvement work in 2009/10. These reports will be considered by the current OPRs which will have a particular focus on teaching and learning. Professor Colin Stirling, the Vice-President for Teaching and Learning is also currently meeting with each Head of School to discuss their results and the actions Schools will be taking to enhance the student experience. Progress will be discussed during the year and ahead of the 2010 NSS.

Additionally, as work on the Review of Teaching, Learning and the Student Experience continues, the University's Teaching and Learning Group has already established an Assessment and Feedback Group whose priority is to review the University's Policy on Feedback to Students. It is anticipated that the revised Policy will clarify minimum requirements for feedback to students and ensure that these are being applied across the University.

www.manchester.ac.uk/studentsurveyresults



JUST THE JOB

JANE COCKREM

Student Welfare and Accommodation
Officer, University Language Centre

The University, like Manchester itself, is a multicultural environment and home to 7,400 international students from 180 countries.

Hundreds of students from overseas arrive in Manchester, most during the summer before the start of the academic year to undertake courses over a few weeks or months to improve their English Language skills at the University's Language Centre.

On arrival, one of the first ports of call for students on full-time courses is Jane Cockrem who, as Student Welfare and Accommodation Officer for the Centre is responsible for their non academic welfare; helping students to settle in and deal with some of the challenges they may face as a student in a foreign country.

Jane moved across the Pennines from her home city of York 14 years ago where she had worked in a private language school. Although it is essentially the same job she came here for, the role today has changed, not just in terms of student numbers, but the number of different countries students come from and the types of welfare issues she deals with. The changes in immigration regulations in recent years is something that Jane has to keep abreast of so she can advise students appropriately.

Jane who has studied counselling skills advises/supports students on a wide range of areas from student immigration, health, financial to personal issues or one relating to their family who often move with them to Manchester.

A major part of her work is helping students find accommodation either through Homestay accommodation where students reside with British families or accommodation in the private sector, private halls of residence, houses/apartments. During the summer months, Jane also arranges accommodation for students in University halls of residence.

"If you didn't have student welfare at heart then you couldn't do the job"

"The beauty of the job is that you don't know what challenge is going to come through the door," she says from her office on the ground floor of Oddfellows Hall on Grosvenor Street. "There is never a dull day!"

In dealing with students on a personal level, another important skill she has honed is respecting the cultural boundaries and acting appropriately.

Jane however doesn't speak any other languages, which she feels is important in helping students develop their English language skills - and of course it would be impossible to cater for everyone!

She also works closely with the International Advice Team in Student Services, the International Society, University Occupational Health and the Counselling Service.

Jane's job is not a nine to five one and is clearly very demanding: "If you didn't have student welfare at heart then you couldn't do the job," she says. But for Jane, despite the broad and demanding scope of her work, she says: "It is more rewarding than challenging. Students often come back to see me during their academic course as well as on their graduation day and introduce me to their families which is always very touching."



CONTACT US

If you have any news or story ideas, you can contact us via:
uninews@manchester.ac.uk or 275 2112

OPT OUT OPTION

If you wish to opt out of receiving a printed copy of Unilife/Staff Update each month you can do this by completing the online form at:
www.staffnet.manchester.ac.uk/optout

If you wish to keep up with the news, you can still view the magazines online at:
www.staffnet.manchester.ac.uk/news/unilife
www.staffnet.manchester.ac.uk/news/staffupdate

TrainingUpdate

Exclusively for staff at The University of Manchester

STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

The following courses are available at STDU. Places can be booked online at www.manchester.ac.uk/training or by email to courses-stdu@manchester.ac.uk. All enquiries should include your staff number/date of birth to help us process your enquiry promptly

NOVEMBER 2009

BF57: Finance Your Future

2 November 2009
10am-12pm

HS85: GM Training for Principal Investigators

2 November 2009
10am-1pm

BF11: Minutes, Meetings & Agendas

3 November 2009
10am-4pm

BF61: Having Difficult Conversations

4 November 2009
9.30am-12.30pm

HS50: COSHH Assessment for Lab Based Staff

5 November 2009
9.30am-12.30pm

HS14: Portable Appliance Testing (PATT)

6 November 2009
9am-4.30pm

P32: Presentation Practice

6 November 2009
12.30pm-4pm

HS5: Abrasive Wheels

9 November 2009
9.30am-16.30pm

P2W: Assertiveness for Women

9 November 2009
10am-4pm
Follow up session
24 November 2009
9.30am-12.30pm

HS98: Laser Awareness

9 November 2009
11am-12pm

HS42: Laser Safety Training

9 November 2009
1.30pm-4.30pm

OE2: Positive Retirement Course

9 November 2009
9.15am-5pm

HS35: Accident Investigation

10 November 2009
9.30am-12.30pm

MS42: Performance Coaching for Line Management

10 November and 17 November 2009 (must be available both days)
9.30am-5pm

HS26: Safe Use of GMOs

10 November 2009
10am-1pm

HS5: Abrasive Wheels

9 November 2009
9.30am-16.30pm

AP8: PDR Reviewer (Academic Related+Support)

11 November 2009
9.30am-1pm

MS43: Maximising your Influence

12 November 2009
9.30am-4.30pm

P46: Writing for the Web

12 November 2009
12pm-1pm

MS5: Effective Recruitment & Selection

12 November 2009
9.30am-4.30pm

BF57: Finance Your Future

13 November 2009
10am-12pm

P29: Building Confidence (3 dates in total)

16 November 2009
10am-4pm, then
30 November & 14 December 2009
1.30pm-4.30pm (must be available for ALL 3 sessions)

HS35: Accident Investigation

16 November 2009
9.30am-12.30pm

HS3: Office Safety

16 November 2009
1pm-4pm

HS11: COSHH to Work With Biological Material

17 November 2009
10am-1pm

BF45: Achieving Flow in Writing

19 November 2009
2pm-3.30pm

P12B: Essential Guide to Application Forms

19 November 2009
12.45-2pm

AP5: PDR Reviewer Briefing (Academic)

19 November 2009
9.30am-1pm

MS9: Training in Equality & Diversity Issues (TEDI)

19 November 2009
9.30am-1pm

HS38: Asbestos Awareness

23 November 2009
1pm-4pm

TL32: Organising Introductions to Academic Articles

24 November 2009
2pm-3.30pm

P11: Essential Guide to Successful Interviews

24 November 2009
12.15pm – 1.30pm

MS54: Professional Development Network

24 November 2009
10am-2pm

BF50: Higher Education Institution Seminar – How the University builds PR and relationships with the media

25 November 2009
12.30pm-1.45pm

HS26: Safe Use of GMOs

25 November 2009
10am-1pm

BF6: Customer Service for Front Line Staff

26 November 2009
10am-4pm

HS15: Principles of Risk Assessment

27 November 2009
9.30am-12.30pm

IC1: University Induction Course

27 November 2009
9.15am-2pm

TL22: Introduction to Teaching, Learning & Assessment

30 November 2009
9.30am-4.30pm

HS15: Principles of Risk Assessment

30 November 2009
9.30am-12.30pm

HS68: Risk Assessment Workshop – Non Lab Based

30 November 2009
1pm-4pm

DECEMBER 2009

P19: Career Review (Careers Healthcheck)

1 December 2009
9.30am-12.30pm

HS19: H & S Management Systems

1 December 2009
9.30am-4pm

BF47: Productive Partnerships – Managers and PAs

1 December 2009
9.30am-4pm

HS49: COSHH Assessment for Non Lab Based Staff

2 December 2009
9.30am-12.30pm

BF25: Project Management

3 & 4 December 2009
9.30am-4.30pm

IC1: University Induction Course

7 December 2009
9.15am-2pm

HS75: Safe UV Practice (a users guide)

7 December 2009
10am-11am

HS11: COSHH to Work With Biological Material

8 December 2009
10am-1pm

P13: How to Win At The CV & Application Game

8 December 2009
9.30am-12.30pm

AP6: PDR - A Briefing for Reviewees (all)

8 December 2009
10am-12pm

BF46: Writing in a Clearer Style

8 December 2009
2pm-3.30pm

HS78: Working Safely

8 December 2009
9am-5pm

HS41: Fire Awareness Training

10 December 2009
10am-12.30pm

HS47: Evacuation Marshal Training

10 December 2009
1pm-4pm

MS52: Team Briefing Training

10 December 2009
12.30pm-1.30pm

AP8: PDR Reviewer Training (Academic-related and Support)

10 December 2009
9.30am-1pm

MS43: Maximising your Influence

15 December 2009
9.30am-4.30pm

MS9: Training in Equality & Diversity Issues (TEDI)

15 December 2009
9.30am-1pm

TL43: Writing Discussion Sections

15 December 2009
2pm-3.30pm

HS98: Laser Awareness

17 December 2009
11am-12pm

HS42: Laser Safety Training

17 December 2009
1.30pm-4.30pm

JANUARY 2010

BF41: Speedwriting

5 January 2010
9.30am-4pm

AP5: PDR Reviewer Training (Academic)

6 January 2010
9.30am-1pm

AP8: PDR Reviewer (Academic Related+Support)

14 January 2010
9.30am-1pm

MS9: Training in Equality & Diversity Issues (TEDI)

14 January 2010
9.30am-1pm

IC1: University Induction Course

18 January 2010
9.15am-2pm

MS5: Effective Recruitment & Selection

19 January 2010
9.30am-4.30pm

BF56: Proofreading

19 January 2010
9.30am-4pm

TL11: Academic Writing (for staff where English is not the first language)

20 January 2010
10am-1pm

P32: Presentation Practice

21 January 2010
12.30pm-4pm

HS98: Laser Awareness

25 January 2010
11am-12pm

HS42: Laser Safety Training

25 January 2010
1.30pm-4.30pm

P2W: Assertiveness for Women

26 January 2010
10am-4pm

BF50: Higher Education Institution Seminar – The Implementation of the Undergraduate Education Review

26 January 2010
12.30pm-1.45pm

MS9: Training in Equality & Diversity Issues (TEDI)

26 January 2010
9.30am-1pm

TL44: Speaking and Presenting for Non-Native English Speakers

27 January 2010
10am-1pm

BF25: Project Management

28 & 29 January 2010
9.30am-4.30pm

P4: Time Management

29 January 2010
10am-4pm

IT SERVICES TRAINING CORPORATE AND DESKTOP APPLICATIONS

NOVEMBER – DECEMBER 2009

BLACKBOARD (eLEARNING)

Variety of sessions running throughout to include:

- Introduction to Blackboard
- Various Faculty-specific follow-on sessions

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/bb

CAMPUS SOLUTIONS (STUDENT ADMINISTRATION)

Variety of sessions running throughout September & December only (see below) to include:

- Introduction to Campus Solutions
- Assessment & Progression related courses
- Student Records related courses
- Both UG and PG Admissions courses

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus

DESKTOP (OFFICE APPLICATIONS)

Variety of sessions running throughout to include:

- Getting Started with Computers
- Courses in the various Microsoft Office Applications (Word, Excel, PowerPoint and Access)
- New sessions for Office 2007 (as well as the existing sessions for Office 2003)

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff

DISCOVERER (REPORTING)

- Discoverer is being upgraded from version 9 to 10g during October & November – please refer to the Latest Course News item below for further information.

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer

LIVELINK (DOCUMENT MANAGEMENT)

Single session running throughout:

- Livelink Basics

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink

ORACLE (FINANCIALS)

Variety of sessions running throughout to include:

- Raising Requisitions (via Procure to Pay online training module)
- Approving Requisitions (via Procure to Pay online training module)
- Projects
- Sales Invoices & Credit Memos

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance

REMEDY (SUPPORT DESK / INCIDENT LOGGING)

Single session running throughout:

- Submitting Incidents

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/remedy

RESOURCELINK (HR / TRAINING ADMINISTRATION)

These session schedules vary, depending on demand:

- New Starter (5 days)
- HR Refresher
- Training Administration

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resource link



LATEST COURSE NEWS

Campus Solutions Training – Planned Downtime in November

In order to keep our training database up to date with the live system as much as possible (in both data and functionality) the Campus Solutions training database will be offline during the month of November, to enable it to be 'refreshed' from the live system and to allow the training team to re-configure the data sets used within their sessions. Therefore, there will be no Campus Solutions training available during the month of November. (Training sessions will however operate normally from December).

Discoverer Upgrade to version 10g – Training Suspended

Due to the imminent upgrade of the Discoverer application from version 9 to 10g it has been necessary for the IT Services Training Team to suspend all Discoverer training during November, in order to allow the smooth implementation of the upgrade and the necessary re-writing of the supporting documentation.

If you already have access to Discoverer version 9 or you have just been granted access you will still be able to use it up until you are notified of the upgrade day. If you have an urgent need to report on specific information and a colleague in your office is unable to help you in the interim, please contact the IT Services Training Team (its.training@manchester.ac.uk) stating which business area your reporting requirements regard and they will pass on your query to the Discoverer team.

UCAS Admissions Module – New Functionality

Additionally, there have already been some significant changes made to the UCAS Admissions module within Campus Solutions and as this new functionality will not be available in the training database until after it has been updated during November, there will be no training available on the UCAS Admissions & Offer Making topic until December. Should you require urgent training on this topic during this time, please contact Lorna Marsland (lorna.marsland@manchester.ac.uk) in the central Admissions office directly. (Training on PG Admissions and other Admissions-related topics remain unaffected).

Office 2007 – New courses and training materials

We are pleased to announce that new Microsoft Office 2007 training courses are available for staff. As with previous Office courses we have mapped the syllabus to a nationally agreed level of proficiency to ensure a high standard of content is delivered. We will still be running Office 2003 courses and alternating them with their 2007 counterparts to ensure users of all systems are catered for; the full training schedule, along with details of how to book or be added to the waiting list can be viewed on our website (here you will also find links to bridging guides for current 2003 users moving to 2007 and other useful resources):
www.its.manchester.ac.uk/trainingcourses/msoff

In addition all staff are granted access to 'Checkpoint' online training modules, here you can select individual topics or entire lessons on the various Microsoft 2007 and 2003 applications. Simply log in using your University username and password. Checkpoint can be accessed from our training website:

www.its.manchester.ac.uk/trainingcourses/cpol

Additional information relating to Microsoft Office 2007 and its deployment at the University of Manchester can be found here:
www.its.manchester.ac.uk/office2007

CONTACTS / USEFUL LINKS

BAS ACCESS REQUEST

This is an online facility whereby you are able to request access to any of the Corporate Applications. When you submit an Access Request a BAS Access Request ID will be generated for you – this is usually a string of zeros with 4 digits at the end. You will need to have been granted access to systems such as Discoverer, LiveLink and Oracle Financials prior to taking training.

<http://helpdesk.man.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi>

Course Enquiries / Bookings

Email its.training@manchester.ac.uk

Web www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff

Follow us for latest info at: http://twitter.com/ITS_Train_UoM