StaffUpdate

Exclusively for staff at The University of Manchester

A VISION FOR MANCHESTER 2020

Staff are being encouraged to contribute their thoughts and ideas about the future of our University.

President and Vice-Chancellor Professor Dame Nancy Rothwell said: "Now is the right time for us to consider how best to take the Manchester 2015 agenda forward well into the next decade. That's why we are developing the University's vision for Manchester 2020, which will take into account the very different external environment that we now face.

"I'd like everyone in the University to feel that they can be a part of this, and would very much welcome your thoughts and views about how you see the University defining itself and developing in the future."

If you have any ideas or comments about the future of the University, please send them to Manchester2020@manchester.ac.uk by Friday 10 June. The kind of things you might like to consider include:

- What will be the defining features of the University in 2020?
- What will we be known for?
- What will be the shape of the University in the future?
- What should be the focus of our attention?
- What should we stop doing or do less of?

A draft document outlining the Manchester 2020 vision will be circulated for consultation in due course.

STAFF SURVEY ACTION PLAN - LATEST

An action plan based on the findings of the Staff Satisfaction Survey has been agreed.

23% of staff responded to the 2010 survey, which revealed that staff felt they were doing something worthwhile at work and felt proud to work at the University.

But there were low levels of satisfaction in other areas, including communication between teams and sections and from senior managers; the effectiveness of current Personal Development Reviews (PDRs) and the provision of showers and lockers.

THE ACTION PLAN WILL FOCUS ON THE FOLLOWING AREAS:

- Leadership and management issues
- Communications within and between teams
- Support for training and development
- Performance and development review
- Recognising and valuing staff
- Review of business processes
- Career opportunities

Director of Human Resources Karen Heaton said: "This action plan really does reflect the issues which you have raised. Staff here in Human Resources will be working closely with colleagues across the University to make sure that we are able to implement a range of initiatives so that improvements are made in key areas."

The full action plan can be seen on StaffNet at:
http://documents.manchester.ac.uk/display.aspx?DocID=9809

FURTHER YOUR CAREER WITH
TrainingUpdate

PRESIDENT'S UPDATE

Each month in Staff Update we publish a summary of the President's weekly messages, for staff who don't have access to email or the internet at work:

19 May

The President presented the University-wide Community Awards and heard the many inspirational stories from each category - students, staff and alumni.

This week was also the last formal meeting of this academic year with the executive members of the Students' Union. Discussions were wide-ranging, covering communications as well as pressures on undergraduate courses.

12 May

The President re-stated the University's commitment to delivering its strategic goals and announced the start of a consultation programme to develop the University's vision for 'Manchester 2020'.

She also talked about the new Collaborative Centre for Inflammation Research (MCCIR) and mentioned her visit to University Hospital South Manchester where she met with staff and students.

6 May

The President outlined details of the new Early Retirement and Voluntary Severance (ERVS) scheme.

28 April

The President visited China and Hong Kong over Easter where she met with senior staff, students and alumni. She signed a formal agreement between Manchester Business School and the business school at Shanghai Jiao Tong University for a joint Doctor of Business Administration.

MYVIEW ROLLS INTO ACTION

A new initiative has been launched to help you keep your personal details up to date in the University's Human Resources system.

The MyView Employee Self Service system means you can view, and in some cases, amend, your personal details.

So you'll be able to change your contact addresses, emergency contact details and equal opportunities information. You'll also be able to view your bank details and payslips online.

MyView is being rolled out across campus in stages and if you've not already, you'll receive a welcome email message giving you all the information you'll need to access the system and make any changes.

Katie Duxbury from the HR Directorate has been leading the project and said: "MyView is quick and easy to use and is a great way to help you keep your personal details up to date, for example, if you move house. We hope to be able to use the system to introduce a whole host of other services for staff in the future."

More information about the system can be found at:
www.staffnet.manchester.ac.uk/ employment/myview

If you need any assistance accessing MyView you can contact IT Services on:
www.itservices.manchester.ac.uk/contacts

SAVE £££s THIS SUMMER

June is promising to be a bumper month for staff discounts – with the launch of two great offers.

The UKs leading short break operator Superbreaks is offering staff a 10% discount, and Manchester's fastest growing lifestyle discount card 'Touch Card' is available for just £5, in an exclusive deal for University staff.

SUPERBREAKS
FOR GREAT HOTEL DEALS

You can choose from one of over 5,000 hotels in 1,000 locations across the UK, Europe and beyond.

To claim your 10% discount call 0871 221 3700 and quote "Manchester University" when you make your booking. Alternatively go to the Superbreak offer at **www.staffnet.manchester.ac.uk/ employment/staff-benefits/discounts/travel** from where you can go direct to the University's Superbreak web link which has the relevant promotional code and discounts applied.

TOUCH VIP CARD
LIVE THE LIFESTYLE YOU LOVE FOR LESS

Until Sunday 12 June, University staff can buy a Touch VIP card for £5 instead of the usual £35 fee. With your Touch Card you'll be able to access over 100 unlimited offers at a range of bars, salons, spas, entertainment venues and days out across Manchester and the North West.

For more information visit **http://touchvipcard.com** To apply for your card use the discount code: UNIMCR

You can find details and terms and conditions visit:
www.staffnet.manchester.ac.uk/employment/staff-benefits

You'll need to log on with your University username and password as some offers have promotional codes exclusive to the University.

If you've got any ideas for staff discounts or offers then contact Vanessa Cowan in Human Resources at vanessa.cowan@manchester.ac.uk or telephone 306 61994. You can also let Vanessa have any feedback on any of the offers currently available.

FINANCE AT YOUR FINGERTIPS

The Directorate of Finance has just launched its new StaffNet site – with the aim of making information about financial matters much easier for staff to find and use.

The new site has a range of features including:

- Easy to find your way around
- Brings together all the forms relating to financial matters for you to download and use
- Easy access to Oracle Financials
- Financial policies, regulations and guidance – all in one place
- Contact names and details of people working in each area of the Directorate
- An area for technical advice, for finance staff and those involved in, for example, putting together a business case

Director of Finance Steve Mole said: "I hope that colleagues will find the new site much more accessible and easier to use. Work will continue to keep it up to date and relevant."

You can visit the website at:
www.staffnet.manchester.ac.uk/ services/finance

A GOOD DAY ALL ROUND

More than 35 members of staff attended the annual Managing in the Round conference last month aimed at helping managers to develop their skills.

Some of the workshops focused on change management, which those taking part found particularly useful in their current work. There were also plenty of chances to meet colleagues from across campus and share experiences.

Graphic artist Nick Payne observed the event and created visual images to accompany different sessions. He pulled them together to create a giant image montage reflecting the main themes of the conference.

Managing in the Round is the University's development programme for middle managers. It begins with a 360 degree assessment of your management skills which individuals, teams, managers and peers complete.

From this, a personal development plan is created and there are opportunities to attend management development workshops and one-to-one coaching.

Managing in the Round is recruiting for sessions beginning in September and November 2011, and March and May 2012. If you'd like to find out more about taking part in the programme visit:
www.staffnet.manchester.ac.uk/ employment/training/courses/bytopic/ display/index.htm?id=MS55&topic= Management

CELEBRATION OF CYCLING

University Place once again plays host to the traditional Oxford Road celebration of all things cycling.

During National Bike Week on Tuesday 21 June, there will be a range of cycle related promotions, giveaways and information including a Bike Auction. The event will take place from 8.30am until 4.30pm. To see more detail on the event, route details and to sign up see: **www.hepmcr.org.uk**

FANTASTIC FUNDRAISERS

Jonathan Crosier, Hugo Ricketts and Nick King in the Centre for Atmospheric Science have cycled from Lands End to John O'Groats in aid of the Francis House Childrens Hospice in Didsbury – taking some meteorological measurements along the way. You can still support them at: **www.justgiving.com/LEJOG-CAS**

Congratulations to Sam Ward and Kath Henderson from the Disability Support Office who both completed the Great Salford Swim last month.

Despite the cold water, and the fact that it was pouring down with rain, both completed the one mile course - Kath in 38 minutes and Sam in 40 minutes, raising over £1,200 for MoodSwings, a Manchester-based charity which helps people recover from mood problems and the emotional distress they cause.

You can still donate at: **www.justgiving.com/moodyswingers**

NEW ERVS SCHEME LAUNCHED

A new voluntary severance scheme, which includes early retirements, has been introduced and is open until midday on 30 September 2011.

This voluntary scheme is targeted in support of the University's fundamental strategic priorities. While the scheme does not impose any restrictions as to which employee may apply, decisions about which applications will be accepted will be determined in the strategic interests of the University. Staff whose applications under previous schemes have been rejected can reapply under this scheme.

All applications should be sent to the Director of Human Resources. You may wish to consult with your line manager, or Human Resources Manager and/or your trade union representative before proceeding with an application.

For further informationvisit: **www.staffnet.manchester.ac.uk/employment/ervs**

EGGCELLENT RESULT!

Kind hearted University staff this year donated over 500 Easter eggs to the Wood Street Mission and once again we were the organizations biggest donor!

1,363 local children received Easter treats, so thanks to everyone who helped.

SUPERANUATION CHANGES

Changes to the University's Superannuation Scheme have been made. A summary of the main changes, including the modifications arising out of the consultation, is set out at **www.staffnet.manchester.ac.uk/news/display/?id=7036**

RE-GRADING POLICY FOR SUPPORT STAFF

The new Re-grading Policy and Procedure for support staff has been launched.

Your local HR office will by now have provided details of any local arrangements for the submission of cases in your Faculty/Directorate/service area.
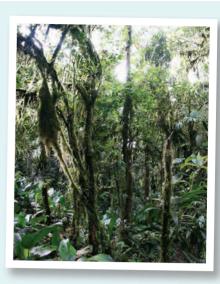
Cases should only be submitted if they relate to changes that have taken place after the time at which roles were mapped as part of the Final Pay and Grading Agreement.

More information about the process can be obtained from your local HR office, or line manager, with whom you should discuss any proposal in the first instance.

The closing date for submission of cases is Friday 17 June and final decisions will be communicated by the end of July.

To view the policy visit: **http://documents.manchester.ac.uk/display.aspx?DocID=8494**

FANCY AN ECUADORIAN EXPERIENCE?

An opportunity to join an amazing adventure is open to staff and students from the University, who have an interest in biodiversity and/or conservation.

On the 17 day trip to Ecuador you will work alongside researchers from the University's Faculty of Life Sciences collecting valuable data that will be used by indigenous communities and Ecuadorian national parks.

The trip costs £2,500. To book a place, email the expedition leader:

richard.preziosi@manchester.ac.uk

NEW FACE FOR TEACHING, LEARNING AND STUDENTS

Professor Clive Agnew, from the School of Environment and Development, has been appointed as the new Vice-President for Teaching, Learning and Students. He took up his role at the beginning of the month.
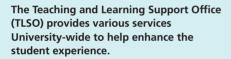
JUST THE JOB

BECCA RAWCLIFFE
Sabbatical Intern (Humanities)

MELISSA SLATER
Sabbatical Intern (Faculty of Engineering and Physical Sciences)

Teaching and Learning Support Office,

Directorate for the Student Experience

Left to right: Becca Rawcliffe, Ellie Darley, Melissa Slater, Lindsay Scott and James Young

The Teaching and Learning Support Office (TLSO) provides various services University-wide to help enhance the student experience.

Since 2004, the TLSO has employed 25 sabbatical interns, all of them graduates of the University, to help deliver the Students as Partners Programme. This initiative includes working with Schools and Faculties to co-ordinate and develop Peer Mentoring, Peer Assisted Study Sessions (also known as PASS) and Student Consultations.

There are currently over 60 schemes running across all disciplines, and Becca Rawcliffe and Melissa Slater are part of the current team supporting them. They both graduated last year and started their roles in September.

"To be considered for this role, you have to be a current student or a recent graduate and have had some involvement in peer mentoring or been a PASS leader whilst you were a student," explains Becca. "That kind of experience has been really important in building relationships with current students," she adds.

Each sabbatical intern is appointed to a Faculty and given a portfolio of work consisting of various projects relating to student engagement. "It can be very busy at times but we have the support of our colleagues, staff and students and our job is made more successful with their co-operation and commitment," says Melissa.

Each of them has undertaken solo projects to help gain a student perspective on specific issues. In Humanities, Becca recently looked at geography field trips to see if students' expectations were met and whether the trips had had a positive effect on their experience here at Manchester.

Melissa, on the other hand, investigated the experience of those taking joint honours programmes. Leading a small focus group, she looked at issues that had been raised in previous research done by sabbatical interns, Student Representatives and feedback from the National Student Survey (NSS).

Becca and Melissa have also helped organise the Student Conference, an event that presented a series of workshops, and a fair which promoted services to students. They have also been helping to recruit next year's Peer Mentors and PASS Leaders.

"Working with students to get their feedback, and then seeing the impact this has on the recommendations for changes has been very satisfying," says Melissa.

Becca says: "The sabbatical role has been a fantastic way of developing my skills. The variety of projects we have been involved in has been incredible and I now have a much better idea about what my strengths and weaknesses are. When we finish we will feel a lot more confident stepping into a new job."

Becca Rawcliffe and Melissa Slater

There are currently six sabbatical interns supporting Schools and Faculties. More information about the Students as Partners Programme can be found at:

www.manchester.ac.uk/studentsaspartners

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

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME
JUNE 2011 – OCTOBER 2011

The following Staff training courses are now available at University of Manchester. Courses are delivered by Staff Training and Development (**STDU**), IT Services Training (**ITS**) and Research Computing Services (**RCS**) and places can be booked online via the appropriate links below.

ITS - please see: **www.its.manchester.ac.uk/trainingcourses/coursesforstaff** or email **its.training@manchester.ac.uk**

RCS - please see: **www.manchester.ac.uk/researchcomputing** or email **rcs-training@manchester.ac.uk**

STDU - places can be booked online at **www.manchester.ac.uk/training** or email **courses-STDU@manchester.ac.uk**

For more information on the courses, and to request a place online, go to **www.manchester.ac.uk/training**

JUNE 2011

MS74: Personal and Interpersonal Effectiveness
1 June 2011
10am-4pm
Provided by **STDU**

CCRINC: Remedy – Remedy
1 June 2011
10am - 12 noon
Provided by **ITS**

CDDE7FND1: Office 2007 - Excel Foundation Day 1
2 June 2011
1pm - 4pm
Provided by **ITS**

AP8: PDR Reviewer Training (Academic-related and Support)
2 June 2011
9.30am-1pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing – PSS Experienced
3 June 2011
9.30am-1pm
Provided by **STDU**

CDDE7FND2: Office 2007 - Excel Foundation Day 2
03 June 2011
1pm - 4pm
Provided by **ITS**

CDDP7FND1: Office 2007 - PowerPoint Foundation Day 1
06 June 2011
9.30am - 12 noon
Provided by **ITS**

MS5C: Shortlisting and Interviewing – PSS Experienced
6 June 2011
9.30am-1pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing – PSS Experienced
7 June 2011
9.30am-1pm
Provided by **STDU**

CDDP7FND2: Office 2007 - PowerPoint Foundation Day 2
07 June 2011
9.30am - 12 noon
Provided by **ITS**

FO-AR001: Oracle Finance - Sales Invoices
08 June 2011
9.30am - 12.30pm
Provided by **ITS**

MS61: Dignity at Work and Study Policy Briefing
8 June 2011
1.30pm-2.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic related and Support)
9 June 2011
9.30am-1pm
Provided by **STDU**

HS26: Safe Use of GMOs
9 June 2011
10am-1pm
Provided by **STDU**

P4: Time Management
9 June 2011
9.30am-1pm
Provided by **STDU**

MS9: Equality and Diversity Training
9 June 2011
9.30am-1pm
Provided by **STDU**

CCCUGAD: Campus Solutions - UG Admissions
09 June 2011
1pm - 4pm
Provided by **ITS**

P30: Presentations for Beginners
10 June 2011
9.30am-4.30pm
Provided by **STDU**

FO-PA006: Oracle Finance - Projects for Administrators
10 June 2011
10am - 12 noon
Provided by **ITS**

CCCPGAD: Campus Solutions - PG Admissions
10 June 2011
1pm - 4pm
Provided by **ITS**

MS5: Recruitment and Selection
13 June 2011
9.30am-4.30pm
Provided by **STDU**

CDDW7FND1: Office 2007 - Word Foundation Day 1
13 June 2011
1pm - 4pm
Provided by **ITS**

CDDA7FND1: Office 2007 - Access Foundation Day 1
14 June 2011
10am - 4pm
Provided by **ITS**

MS5E: Shortlisting and Interviewing – Academic Experienced
14 June 2011
9.30am-1pm
Provided by **STDU**

CCCSRM1: Campus Solutions - Student Records Maintenance1
15 June 2011
9.30am-12 noon
Provided by **ITS**

FO-PA007: Oracle Finance - Projects for Managers
15 June 2011
1pm - 4pm
Provided by **ITS**

CDDA7FND2: Office 2007 - Access Foundation 2
16 June 2011
10am - 4pm
Provided by **ITS**

FO-PA005: Oracle Finance - Project Journals
16 June 2011
1.30pm - 4pm
Provided by **ITS**

CCCSRM2: Campus Solutions - Student Records Maintenance2
17 June 2011
9.30am - 12 noon
Provided by **ITS**

CDDW7FND2: Office 2007 - Word Foundation Day 2
17 June 2011
1pm - 4pm
Provided by **ITS**

CCDADM: Discoverer - Admissions Reporting
20 June 2011
9.30am - 12.30pm
Provided by **ITS**

CCCAP1: Campus Solutions - Assessment and Progression 1
20 June 2011
10am - 12 noon
Provided by **ITS**

IC1: Induction Course for New Starters
20 June 2011
9.30am-1.15pm
Provided by **STDU**

An introduction to UNIX
20 June 2011
10am-4pm
Provided by **RCS**

Introduction to Research Computing
21 June 2011
10am-1pm
Provided by **RCS**

P54: Introduction to Neuro-Linguistic Programming
21 June 2011
12pm-4pm
Provided by **STDU**

FO-PA003: Oracle Finance - Project Invoicing
21 June 2011
2pm - 4pm
Provided by **ITS**

Programming Techniques for Research Computing
22 June
10am-1pm
Provided by **RCS**

CCLBAS: Livelink - Livelink Basics
22 June 2011
10am - 12 noon
Provided by **ITS**

BF55: Managing Small Projects
22 June 2011
9.30am-4.30pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
23 June 2011
10am-12pm
Provided by **STDU**

BF61: Having Difficult Conversations
23 June 2011
9.30am-1pm
Provided by **STDU**

BF50: HEI Seminar
23 June 2011
12.30pm-1.45pm
Provided by **STDU**

MS5: Recruitment and Selection
24 June 2011
9.30am-4.30pm
Provided by **STDU**

P30: Presentations for Beginners
24 June 2011
9.30am-4.30pm
Provided by **STDU**

CCCAP2: Campus Solutions - Assessment and Progression 2
24 June 2011
9.30am - 12.30pm
Provided by **ITS**

CCDSR: Discoverer - Student Records Reporting
24 June 2011
9.30am - 12.30pm
Provided by **ITS**

CDDW7INTER: Office 2007 - Word Intermediate
27 June 2011
1pm - 4pm
Provided by **ITS**

HS98: Laser Awareness
27 June 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
27 June 2011
1.30pm-4.30pm
Provided by **STDU**

P60: Peer Support Group for Women Returning From Maternity Leave
27 June 2011
12.30pm-2pm
Provided by **STDU**

Continued overleaf

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME JUNE 2011 – OCTOBER 2011

MS52: Team Briefing Training
27 June 2011
12.30pm-2pm
Provided by **STDU**

CCCCC: Campus Solutions - Course Catalogue & Class Scheduling
28 June 2011
1pm - 4pm
Provided by **ITS**

MS9: Equality and Diversity Training
28 June 2011
9.30am-1pm
Provided by **STDU**

Fortran 95
27/28 June 2011
10am - 4pm Tues 28 June
Provided by: **RCS**

Introduction to MATLAB
29 June 2011
10am-4pm
Provided by: **RCS**

MS5B: Shortlisting and Interviewing – PSS Experienced
30 June 2011
9.30am-1.30pm
Provided by **STDU**

CCCPPC: Campus Solutions - Publishing Plans
30 June 2011
9.30am - 12 noon
Provided by **ITS**

JULY 2011

P58: Effective Interpersonal Communication
1 July 2011
9.30am-4pm
Provided by **STDU**

P4: Time Management
1 July 2011
9.30am-1.30pm
Provided by **STDU**

MS72: Managing and Developing Individual Performance
4 July 2011
9.30am-4.30pm
Provided by **STDU**

Intro to Parallel Programming Using OpenMP and MPI
1 July 2011
9:30am-4:30pm
Provided by: **RCS**

P50: Career Development Workshop
5 July 2011
10.15am-4.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic related and Support)
6 July 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
7 July 2011
9.30am-1pm
Provided by **STDU**

P46: Writing for the Web
7 July 2011
12.30pm-2pm
Provided by **STDU**

HS7: Compressed Gases Workshop
12 July 2011
9am-12pm
Provided by **STDU**

HS7A: Cryogenic Gases Workshop
12 July 2011
1pm-3pm
Provided by **STDU**

HS7B: Practical Sessions Workshop
12 July 2011
3.15pm-4.30pm
Provided by **STDU**

MS5C: Shortlisting and Interviewing - PSS Experienced
12 July 2011
9.30am-1pm
Provided by **STDU**

MS5E: Shortlisting and Interviewing - Academic Experienced
12 July 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
18 July 2011
9.30am-1pm
Provided by **STDU**

IC1: University Induction Course
18 July 2011
9.30am-1.15pm
Provided by **STDU**

Introduction to Scientific Visualization
18 July 2011
10am-12pm
Provided by **RCS**

Shared Memory and Multicore Programming with OpenMP
19 July 2011
9:30am-4:30pm
Provided by **RCS**

MS61: Dignity at Work and Study Policy
19 July 2011
10am-11am
Provided by **STDU**

P57: Introduction to Team Management Profile
19 July 2011
12pm-2pm
Provided by **STDU**

High Throughput Computing using Condor
20 July 2011
10am-4pm
Provided by **RCS**

Programming in MATLAB
21 July 2011
10am-4pm
Provided by **RCS**

MS60: Child Protection Policy and Guidance
21 July 2011
10am-12pm
Provided by **STDU**

Introduction to MATLAB
22 July 2011
10am-4pm
Provided by **RCS**

AP5: PDR Reviewer Training (Academic)
22 July 2011
9.30am-1pm
Provided by **STDU**

Introduction to Avizo/Amira
25 July 2011
10am-4pm
Provided by **RCS**

Parallel Computing using the Message Passing Interface, MPI
26 July 2011
9:30am-4:30pm
Provided by **RCS**

Introduction to Avizo/Amira
27 July 2011
10am-4pm
Provided by **RCS**

SEPTEMBER 2011

TL45: PASS Demystified
12 September 2011
11am-2pm
Provided by **STDU**

OCTOBER 2011

P50: Career Development Workshop
4 October 2011
10.15am-4.30pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
11 October 2011
10am-12pm
Provided by **STDU**

TL45: PASS Demystified
26 October 2011
12.30pm-3.30pm
Provided by **STDU**

LATEST TRAINING NEWS

CAMPUS SOLUTIONS – TRAINING NEWS!

We are pleased to announce that Campus Solutions Training is back! The courses have been rewrittend and revamped to take into account the Campus Solutions upgrade and to ensure that the processes within the courses are correct.

Dates and times of Campus Solutions training courses are available at:

www.its.manchester.ac.uk/trainingcourses/ coursesforstaff/campus

RESEARCH COMPUTING COURSES - NEW SCHEDULE

Research Computing have released a new June/July schedule for their highly subscribed courses. Book early as these sessions fill up very quickly!

Training dates and times can be found in the training schedules and further information is available at:

www.rcs.manchester.ac.uk/education/skills

Any queries should be directed to:

rcs-training@manchester.ac.uk

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