

Kennesaw State University/College of Computing and Software Engineering (CCSE)

New Staff Onboarding

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1. Introduction

Welcome to the College of Computing and Software Engineering at Kennesaw State University! We are thrilled to have you join our vibrant and dynamic community. This onboarding guide is designed to help you get started smoothly with setup instructions and useful links to essential resources. As new members of our team, you will play a crucial role in shaping the future of computing and software engineering education. We encourage you to immerse yourself in the exciting opportunities ahead and contribute to our shared mission of excellence. Go Owls! Hooty Hoo! Let's make the next chapter with Scrappy the Owl one of the best yet.

2. First steps

This guide assumes that by this time you are already in possession of your own NetID, password, Talon card and computer, along with DUO connect. If you are not, please contact your supervisor to have this addressed before coming back to this guide.

- Log into your computer to set up your Microsoft 365 applications:
 - Email (Outlook)
 - MS Teams
 - MS Forms
 - MS SharePoint

In case you experience any issues, contact [Computer Lab and Academic Support team](#).

- Use this link to change your password, if required: [Setup NETID](#)
- Test [Wi-Fi](#) connection- you should be able to connect to “KSU” using your NetID and password.
 - [Instructions for Windows](#)
 - [Instructions for Mac](#)
- Bookmark the websites listed at the [end of this document](#).
- Set up your [email signature](#).

- Your phone number will be the CCSE office number unless otherwise stated: 470-578-5572
- You do have an option to have a number called to your Teams account. See the [Dean's Office Manager](#) if you would like to get it set up.
- Make sure your supervisor requests [door access](#)
 - email dooraccess@kennesaw.edu for questions.
- [Adobe Acrobat Pro](#) is used to view and edit PDF documents.
 - If you are planning to use other Adobe Creative Cloud tools, such as Photoshop, request Adobe Creative Cloud: use the following step-by-step guide to help you installing Adobe applications: [Public IT KB - How to access and install Adobe applications \(service-now.com\)](#)
- [Get Headshot](#)
 - If you are told it is for students only, ask them to contact Judith Pishnery for confirmation.
- Please email the [Dean's Office Manager](#) once you receive your headshot.

3. What's in the news?

There are several newsletters which contain important announcements and updates. You want to be added to those, to be up to date! This section contains instructions on how to do this.

- As a new staff member, you should have been added to the official listserv: ccse@list.kennesaw.edu. To confirm, or if you have not received a weekly newsletter, contact [Dean's Office Manager](#).
- All important information is distributed via ccse@listserv.
- Want your news to be included into CCSE faculty/staff and/or students' newsletters? [Use this form](#).
 - Students' newsletter goes out Monday late afternoon.
 - Faculty/Staff's newsletter goes out Wednesday late afternoon.
 - A monthly Faculty/Staff newsletter goes out at the beginning of each month.
- Need to have your news posted on OwlTV?
 - The picture size must be 16"x9"
 - Must be .jpg
 - Must have [Design Approval](#)
- [Design guidelines](#)
- [Photo libraries](#)

Need help? Contact [Communications Manager](#).

4. Training activities

We use the system called [OwlTrain](#) for majority of our training needs, also called [Percipio](#).

- Mandatory Training
 - [Percipio Assignments](#)
 - Please monitor your email for notifications of new training assignments.
 - Please pay special attention to Percipio Compliance. It is your responsibility to complete this training before the due date.
 - [Cyber Security](#)

- [Clery & Title IX Training](#)
- Additional training courses can include, but not limited to, the following, depending on your business needs - do not complete these trainings until you confirm with your supervisor.
 - [DocuSign Training 101](#)
 - [Office of Fiscal Services Training](#)
 - Financial Reporting
 - Accounts Payable
 - How to complete PeopleSoft Form
 - How to enter a payment request
 - Travel
 - Concur
 - Travel Request
 - Airfare Reservations
 - Hotel Reservations
 - Rental Car Reservations
 - Cancel or Change Reservations
 - Expense Report
 - Procurement
 - New GeorgiaFIRST Financials Training
 - Purchasing Manual
 - Account Codes
 - Chart of Accounts (speedkeys)
 - Creating Requisitions
 - Receiving Items for Purchase Orders (PO)
 - Contracts
 - Contract Request Process Flows [Knowledge Base - Service Portal - Fiscal Services \(service-now.com\)](#)
 - Submitting a Contract - Procurement vs Non-Procurement Process
 - Contract Overview Information
 - [FLEX Accounting Training](#) – watch all 3 pre-recorded videos
 - [ePro Live Training Registration](#)
 - [SAS Live Training Registration](#)
 - SAS Account Access Request Form
 - Email to: service@kennesaw.edu
 - [SAS Student Reporting Data Access Form](#)
 - Email to: buckley@kennesaw.edu
 - Student Reports include information such as: Academic History, Census Data, Grade Distributions, Enrolled Demographics, Course Catalog, and Schedule Data.
 - [How to Fill out SAS Forms](#)
- Useful optional training
 - [OwlTrain](#) - contains useful courses about different platforms, tools, and techniques, such as Photoshop, Power Automate, and more. Always check this platform before enrolling into external training activities!

5. Tools

- [Technology Resources for Faculty and Staff](#)
- [UITS How To Guides](#)
- [Request CCSE Technical Assistance](#)
 - [Email to ccsetech@kennesaw.edu](mailto:ccsetech@kennesaw.edu)
 - Access to CCSE Research Data Center
 - Technology issues within a CCSE research lab
 - Access to or setup of CCSE virtual machines or servers
 - All Netlab+ issues
 - Inventory and equipment requests
 - Event support for CCSE events
- [Facilities service request](#) - anything to do with the building, such as fixing your AC or hanging stuff on your office walls
- [Request Technical Assistance outside of CCSE](#)
 - Email to service@kennesaw.edu
 - All classroom issues
 - Office computer or printer issues
 - Access to / Assistance with KSU software (Office 365, VPN, Duo, D2L, Adobe)
- [Event and Room Reservations](#) (Meetings and Events)
 - to schedule events and/or book conference rooms in KSU
 - training is required
 - email service@kennesaw.edu to get access to the system
- [Document Management](#)
 - [LiquidFiles \(AKA Sendafire\)](#) - used to transfer large files outside of KSU network, for example, to various industry partners
 - [Qualtrics](#) – used to create surveys, along with MS forms
 - [DocuSign](#) – used to capture signatures on various documents
- [Request Photography Services](#) – from professional headshot to filming and putting together a video for your business needs. Always confirm with your supervisor before requesting!
- CCSE SharePoint contains collections of documents related to Partnerships, Events, and other college activities. For SharePoint access – ccsetech@kennesaw.edu

6. Office Managers Only

- [KSU Connect](#) – Do this first, your supervisor will have to request access.
- [Banner/Owl Express](#) (Advisor Services)
 - [Banner Access/Security Forms Website](#)
 - Banner Admin Pages New User Form
 - Add/Change Request for Schedule Building Class
 - Owl Express Student Information Security Request Form
- Lave25 for Schedule building (Classes/Courses)
 - For Set up Contact - [Tracy Collerain](#) (Application Manager for UITS)
 - For Training Contact - [Danielle Herrington](#) (Assistant Registrar for Enrollment Services - Registrar & Records)
 - Schedule Building

- Contact [Registration Schedule Building Team](#)
 - [Watch Video](#) - You will need to request access.
- [VerbaCollect](#) (KSU Bookstore/Textbooks)
 - For access and training contact [Justin Gamble](#) (Textbook Manager for KSU Bookstore)
- P-Card (purchases)
 - [Fiscal Services Trainings](#)
 - P-Card Request and Change Online Form
 - Requesting a P-Card
 - Submitting a P-Card Prior Approval Request
 - [New Cardholder Training](#)
 - Please reach out to the [P-Card Administrator](#) with issues accessing the current training.
 - Submit [P-card Program Application](#) on KSU Connect to receive Credit Card
 - [Video on How to Fill Out the Application](#)
- Student Assistance
 - [Student Employment](#)
 - [Student Federal Work Study Program Information](#)
- Set Up Concur Travel Account
 - [Fiscal Services – Travel website](#)
 - [Account Set Up and How To Guides](#)
- [Faculty Information System](#) (FIS)
 - [How to Complete Form](#)
 - Email to academicaffairs@kennesaw.edu
- [PeopleSoft](#) (a.k.a. eProcurement or ePro is used for purchasing and payment requests (invoice submission)) and OwlPay (intercompany payments)
 - [PeopleSoft/ePro Request Form](#)
 - [Video on How to Fill Out Form](#)
 - [ePro Website](#)
 - [ePro Live Training](#)
- [Blackbaud](#) (KSU Foundation Request/Reimbursement Submission Website)
 - [Expense Management Add/Change Request Form](#)
 - [Video on How to Fill Out Form](#)
 - Email [Michael Austin Simmons](#) asking for "Project Numbers" and "Approval Rule" and access to KSU Foundation SharePoint.

7. Useful contact information for more details

Computer Lab and Academic Support - [Josh Garske](#) and/or [Christine Bryant](#)

CCSE Technical Assistance – ccsetech@kennesaw.edu

Dean's Office Manager - [Veronica Bramlett](#)

- help with access management, printing orders, minor website updates

Dean's Office Manager – [Martha Iglesias](#)

Student Events - [Kathy Roddy](#)

- purchases, reservations

Director of Engagements – [Alla Kemelmakher](#)

Senior Associate Dean – [Svetlana Peltsverger](#)

Executive Assistant to the Dean – [Melissa Lappe](#)

Communications Manager – [Noralil Fores](#)

8. Links to bookmark

- [Campus Maps](#)
- [Academic Calendar](#)
- [Human Resources](#)
- [OneUSG Connect](#)
 - Reporting time, requesting vacation/sick leave, benefits, direct deposit, etc.
- [CCSE](#) – College website
- [Qualtrics](#) - surveying software
- [Talon Card](#)
- [Institutional Policies](#)
- [Campus Intranet](#)
 - From here, you can make maintenance requests, request door access, event and venue management, DocuSign, KSU Connect, Owl Express, UITS Service requests, SaS reports, and more!