



R.244/ICTS/Vol.3/58

30th October, 2019

To: The Finance Officer,
The Deputy Registrar, Academic Affairs,
All Deans, Heads of Department,

Dear Sir/Madam,

INVITATION TO ITS INTEGRATOR 4.1 ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM TRAINING WORKSHOP

We are pleased to invite you to the 2nd workshop on the ITS Integrator 4.1 Enterprise Resource Planning (ERP) system.

The focus of this workshop is to expose Student Records Office staff and lecturers including Examination Officers to student assessment calculation criteria, class and examination timetabling, lecturers iEnabler (online portals) and have an overview of the graduation process.

Workshop requirements

There will be hands on practical so please bring your laptop when coming. Below are the recommended specifications:

Software	Windows 8/10 – Prefer latest
	Internet Explorer 10/11 or higher
	Sun Java Plugin 8.0 e
	Adobe Acrobat Reader V11 or Higher
Laptop hardware specifications	2 GB or higher memory (2 GB absolute minimum)
	Processor: 2.4 GHz or higher (preferably)
	High-resolution screen of sufficient size as Integrator uses a resolution of 1024 x 768 pixels

Please contact the Directorate of ICT services if your laptop does not have the relevant software. Find attached a detailed programme.

Thank you

Yours faithfully,

For: **SURV. PAUL OSEI-BARIMA, ESQ.**
REGISTRAR

cc: Vice-Chancellor



Schedule ITS Integrator 4.1 User Training

Date	Details of Training	Venue	Time	User Group
04-Nov-19	Student Assessment Calculation Criteria	Central Campus Auditorium	8:30am -5:00pm	SRO, Dept Exam Officer (Winnoba/Ajumako), Accreditation office
		Kumasi Campus Conference Rm	8:30am -5:00pm	SRO, Dept Exam Officer (Kumasi/Mampong), Accreditation office
05-Nov-19	Student Assessment Calculation Criteria	Central Campus Auditorium	8:30am -5:00pm	SRO, Dept Exam Officer (Winnoba/Ajumako), Accreditation office
		Kumasi Campus Conference Rm	8:30am -5:00pm	SRO, Dept Exam Officer (Kumasi/Mampong), Accreditation office
06-Nov-19	Class & Exam Timetable	Central Campus Auditorium	8:30am -5:00pm	A/Affairs Exam Off, Dept Exam Officer (Winnoba/Ajumako)
		Kumasi Campus Conference Rm	8:30am -5:00pm	A/Affairs Exam Off, Dept Exam Officer (Kumasi/Mampong)
07-Nov-19	Exam Paper Calculation Criteria	Central Campus Auditorium	8:30am -5:00pm	A/Affairs Exam Off, Dept Exam Officer (Winnoba/Ajumako)
		Kumasi Campus Conference Rm	8:30am -5:00pm	A/Affairs Exam Off, Dept Exam Officer (Kumasi/Mampong)
08-Nov-19	Exam Paper Calculation Criteria	Central Campus Auditorium	8:30am -5:00pm	A/Affairs Exam Office, Dept Exam Officer (Winnoba/Ajumako)
		Kumasi Campus Conference Rm	8:30am -5:00pm	A/Affairs Exam Office, Dept Exam Officer (Kumasi/Mampong)
11-Nov-19	Lecturer iEnabler (Self-Service) & Computing	Central Campus Auditorium	8:30am -10:30am	SRO, lecturers (School of Creative Arts)
			11:00am - 13:00pm	SRO, lecturers (Social Sciences: Economics, Social Studies & History)
		Kumasi Campus Conference Rm	11:00am - 13:00pm	SRO, lecturers (Social Sciences: Political Science, Geography & Business school) & Business School)
			13:30pm - 15:30pm	SRO, lecturers (Faculty of Agriculture Education)
12-Nov-19	Lecturer iEnabler (Self-Service) & Computing	Central Campus Auditorium	8:30am -10:30am	SRO, lecturers (Faculty of Science and Environment Education)
			11:00am - 13:00pm	SRO, lecturers (Science Education: Home Econ, HIPERS, Maths & ICT Education)
		Kumasi Campus Conference Rm	8:30am -10:30am	SRO, lecturers (Science Education: Health Admin, Physics, Chemistry, Biology & Inter, Science Education)
			11:00am - 13:00pm	SRO, lecturers (Foreign Lang. Education and Communication Sciences)
13-Nov-19	Lecturer iEnabler (Self-Service) & Computing	Kumasi Campus Conference Rm	8:30am -10:30am	SRO, lecturers (Faculty of Business Education)
			11:00am - 13:00pm	SRO, lecturers (Faculty of Education and Comm. Sciences)
		Central Campus Auditorium	8:30am -10:30am	SRO, lecturers (Educational Studies: Basic Education, Psychology and Education)
			11:00am - 13:00pm	SRO, lecturers (Educational Studies: Early childhood education, Education Administration and Mgt, Special Education)
14-Nov-19	Graduation (System Overview only for now) detailed training to follow in 2nd semester	Kumasi Campus Conference Rm	8:30am -10:30am	SRO, lecturers (Shanahan Languages Education)
			11:00am - 13:00pm	SRO, lecturers (Faculty of Vocational Education)
		Central Campus Auditorium	8:30am -5:00pm	SRO, lecturers (Faculty of Technical Education)
			8:30am -5:00pm	SRO, A/Affairs Exam Office, Dept Exam Officer (Winnoba/Ajumako)
15-Nov-19	Student Registration Maintenance (SREGC)	Kumasi Campus Conference Rm	8:30am -5:00pm	SRO, A/Affairs Exam Office, Dept Exam Officer (Kumasi/Mampong)
			8:30am -5:00pm	SRO, Accreditation Office
		Kumasi Campus Conference Rm	8:30am -5:00pm	SRO, Accreditation Office
			8:30am -5:00pm	SRO, Accreditation Office