

**February 2024**

# UNI WORKS

## February Project Update

Beginning in mid-January and through early April project teams are conducting comprehensive testing to verify functionality and performance of the configured system and any required revisions will be noted and addressed. During this same time period, the Organizational Change and Training team is getting their engagement and training efforts underway. The training curriculum and approach (in-person, video, job aids, etc.) are being developed with the assistance of our implementation partner and is led on campus by Karen Paulsen, University Housing and Dining. Karen has extensive experience in technology implementation and required training needs. More specific information regarding training will be available in March so please watch for further notifications.

In addition, a number of employees previously volunteered to become early adopters/change champions. These volunteers met on February 12 to preview the first video introducing system navigation, learn more about the project timeline, discuss possible training assistance, and provide feedback regarding future engagement opportunities for this group and for the campus at large. They will continue to meet at least monthly throughout implementation. Please [click here](#) to see the navigation video. Another important aspect under development is a “terminology crosswalk” which will introduce new terms used in UNI Works and/or terms that will replace terminology used in Oracle E-Business. New terms will be introduced periodically on [UNIWorks.uni.edu](http://UNIWorks.uni.edu) under the “Resources” tab. The first set of terms, based on the Basic Navigation Video, have recently been added.

Finally, on February 16 the Business Process Users Group (BPUG) will begin their monthly meetings to learn more about UNI Works, business process revisions and updates, and system configuration. Be sure to check Inside UNI for information on times and locations of these meetings.

For more information or with questions regarding this update or the overall project, you are encouraged to visit: [uniworks.uni.edu](http://uniworks.uni.edu).

Contact Us



## Purchases or Renewals of Information Technology Resources

As we approach that time of year where departments are thinking about the fiscal year end and ensuring all necessary purchases are completed in time - please remember to work with your IT Support Staff and fill out the "Procurement of Information Technology Resources" form found within Service Hub for any technology related purchases - **new or renewal**. A new form must be completed at each renewal period.

Questions on the IT procurement process can also be submitted to IT by creating a standard request for help within Service Hub or by getting in touch with your IT Support staff.

Service Hub Form

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