

	Programme Leader	Course Co-ordinator	College Support Teams	Course Administrators	Exams Officers	Academic Advisers	Student Services Administrators	Frontline Services	Graduate School Administrators	Research Convenors Supervisors	Central Finance	School Administrators	
MyCampus Fundamentals	●	●	●	●	●	●	●	●	●	●	●	●	This workshop gives a broad overview of MyCampus, including terminology, navigation and searching for specific records. It is recommended to everyone who will use MyCampus.
Registration and Enrollment			●										This workshop is primarily aimed at College support teams. It will explore registration and enrolment from student perspective as well as activities to support students through these processes, including related reporting.
On-Program Management				●			●	●					On-Program Management explores activities supporting students completing registration, managing students on work placements, students studying abroad, visiting students and intercalating students.
On-Course Management 1		●		●									This workshop explores managing enrolment, including through self service and directly enrolling a student or blocks of students. It managing class meeting details, capacities and assigning rooms and “instructors”.
On-Course Management 2		●		●	●	●							On-course Management 2 explores recording and managing student attendance and creating, recording and managing grades and assessment data.
Managing Research Students									●	●			Introduce specific aspects of MyCampus relevant to the research student lifecycle and explore how these can be used to manage key stages during a student’s period of study.
Cashiering								●					This workshop explores processing payments on students and corporate accounts.
Miscellaneous Charges							●	●			●	●	Presented through online resources, this covers applying charges direct to a student account for bench fees, books, lab coats etc.
Financial Aid – Application & Awarding							●				●	●	Overview of student online application and awarding procedures.
Financial Aid – Disbursement							●				●	●	Overview of financial disbursement processes.
Debt Management							●				●		Over view of all the processes related to managing student debt in MyCampus
Adviser Training Presentation (Part 1)				●		●							An introduction and overview of advising tasks up to the point where students have completed registration and enrolment. (Not a hands-on training session).
Adviser Workshop (Part 1)				●		●							An opportunity to gain hands-on experience of the key adviser tasks demonstrated in the Adviser Training (Part 1) presentation.
Chief Adviser (specific processes)						●							Online materials will be posted to support these. Chief Advisers can work through them at own pace.
MyCampus Support			●										This workshop provides an overview of the support model we are using to respond to and resolve MyCampus support requests. Includes training on Supportworks.