ACE
ACADIA COLLEAGUE ENHANCEMENT

Top 3 Self-Service Facts

1. There are 2 ways to access the new system: The user interface and self-service. <u>Self-service</u> is the term used by Ellucian to describe a portal to Colleague. Think of it as a tool to access the information that you need, when you need it, in a user-friendly environment.

2. Faculty and students will be using the self-service feature of Colleague. There may be a few occasions when some members of faculty will need to use the user interface to perform tasks. This will be rare. The team will reach out to those faculty members individually.

3. Authority to perform tasks is configured in the Colleague system. As an example, students are allowed to register in courses <u>but</u> can only submit a request for an override on courses. This authority rests with the appropriate faculty member, in consultation with the Registrar's Office, to approve the override. This will be true of many tasks. Students can still seek assistance from departments and schools when needed.

**Check out our new section on questions and answers <u>here.</u>

"Learning is not attained by chance, it must be sought for with ardor and attended to with diligence."
— Abigail Adams

Training notes:

1. The 60 people identified for participation in the live simulation event and all academic administrative assistants must complete the **basic navigation training** for Colleague Student on the Ellucian website by <u>May 15</u>.

2. In <u>May</u> there will be planned training sessions for the 60 people participating in live simulation. A detailed user's manual will be made available for areas such as the Registrar's Office and Student accounts. Others will come at a later date.

3. The faculty will have training available on the self-service interface in late June/July.

<u>Important Dates:</u>

Week of June 14, 2021: Live Simulation- Full end to end testing of the system

June 17- July 16, 2021: Self-service training and balance of user interface training- **Academic group and others**

July 17-July 31, 2021: System is frozen- Allows for transition to Colleague: no ability to add data into the old or new system

August 3, 2021: Go Live date- The first phase of the new system is fully operational

Please visit <u>Ace.acadiau.ca</u>

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