

## Top 3 News Items

1. As of today, the project team have delivered 10 training sessions, varying in length from 3 to 6 hours. The next step for those who have been trained is to practice in the sandbox environment provided. This will help you feel comfortable when the new system launches on August 3<sup>rd</sup>.
2. Both faculty and students will be given access to on demand training videos that will be targeted to specific tasks done in the new Colleague self-service system.
3. When the system goes live on August 3<sup>rd</sup> if you have a problem with the system, please submit a ticket through the HUB system. That way your challenge will be triaged to the appropriate person(s) to ensure that you receive the help that you need. This will also help alert us to common problems that may arise so that we can address them proactively.

Please submit any questions that you may have [here](#) .



## What to expect on August 3!

- On August 3, the new system will be live. The project team have done all they can to ensure that the system will run smoothly right from the very first log in.
- Despite our best efforts, the system may not run optimally straight away. Please bear with us as we continue to evolve the system functionality.
- With any large software conversion like Colleague, we expect that some work arounds may be necessary at first. We do not expect that these will be needed in the long run but will only be a temporary fix.
- We are very excited that the new system will automate some processes that had been done manually. This will improve workflow and efficiency in many areas.

### Important Dates:

- \*\*July 7-August 2, 2021:** Course information cannot be entered- **existing course information (time, enrolment cap, etc.) in EDEN not be modified**
- July 17-August 2, 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**

