

Center for Information Technology Excellence (CITE)

Training Schedule – Summer 2023

The Center for Information Technology Excellence (CITE) works diligently to provide an array of training to our university faculty, staff, and students year-round. To keep our university safe and knowledgeable of all the available tools and resources, our Training Specialist has created the **CITE Training Catalog** to help the campus community identify and decide what tool to use based on your business needs. **Please visit the CITE Training website or sign up below by clicking the topic to request training.**

CITE Training Catalog - What Tool Should I Use and Why?

https://pvpant.../register/tJclduGoqjliH9Rw15hYSSYif4br_IwFxAzL

During this session, we will review the CITE Training Catalog and guide you through how to choose the right tool for your team and/or your tasks. Use this session to ask the questions you really want to know about the resources available at PVAMU. Our goal is to assist and equip you for success when employing these tools.

Banner Navigation Training

<https://pvpant.../register/tJlvc...6hpjqqE9w39m1LLAI1HfHGkulCs3lq>

During this session, we will cover Banner Navigation, Tips & Tricks, Useful Forms, and How to Gain Access to Banner Systems.

Cybersecurity Awareness Training

<https://pvpant.../register/tJ0vcuitqzwiEtWvQHFCMBocJ24YqJ3LHLDH>

During this session, we will review how to stay safe against hackers by understanding how to identify & avoid phishing attacks, email safety, creating strong passphrases, and the effects of ransomware.

Creating Quality Surveys

https://pvpant.../register/tJEsduuvpz4tH9LEooX1JEz4VKVKBuou_wiy

During this session, we will cover how to use the display logic tool in Qualtrics. The tool is used to show or hide the answer choice conditionally. It's also useful when carrying forward answer choices from multiple questions.

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Helpdesk Navigation/ Printer

<https://pvpanther.zoom.us/meeting/register/tJ0qdO6pqjouEt3UeLtn6eE8WuXksQALxDf>

During this session, we will cover how to submit and track a ticket request, as well as access the Knowledge Base to obtain important information regarding applications, systems and other IT related functionalities. We will also go over Xerox printer usage features.

SharePoint Intermediate

<https://pvpanther.zoom.us/meeting/register/tJ0udeutrTluGtlbNSrtoM2IpDAJ5xX7-ENI>

During this session, we will cover some of SharePoint's intermediate features.

VLOOKUP & Pivot Tables

https://pvpanther.zoom.us/meeting/register/tJErceysrjsiHNUukTnP_XUUfqAW21fNgoaX

During this session, we will take an in-depth look at creating and using Pivot Tables. You will also learn how to use VLOOKUP to aid you in finding specific data within a spreadsheet.

DocuSign - Creating, Sending, and Signing Documents

<https://pvpanther.zoom.us/meeting/register/tJEoduCsqTsuEtKkoeFwZdA1MNSC0Yg1uIOY>

Learn how to create, sign and send documents with DocuSign.

Adobe PDF - Creating and Signing Documents

https://pvpanther.zoom.us/meeting/register/tJUkd-GrpzkjHNVecIMO_JioLA8spMiDD6Rt

During this session we will cover creating and Signing Documents.

Website Management

<https://pvpanther.zoom.us/meeting/register/tJYlceChrzsIGNLAdF8U0et2CuYuraPOntSi>

During this session we will cover adding components to a webpage. You may also inquire about setting up a webpage, inserting images, setting up a calendar, and EIR Accessibility basics.

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Bookings App - Appointment Scheduling

<https://pvpanther.zoom.us/meeting/register/tJ0tce6tpzMIG9y0jYkBfjPdrbcZE2XAxvraq>

During this session we will cover how to create appointments via Bookings and other ways the app can be utilized.

CITE is not limited to the training listed above. If you would like training in an area listed in our online [IT Service Catalog](#), please do not hesitate to contact techtraining@pvamu.edu.

Resources

CITE Training Catalog - https://pvamu.co1.qualtrics.com/jfe/form/SV_9NdhKnxx6geVmV8

CITE Training Website - <https://www.pvamu.edu/CITE/TRAINING/>

IT Service Catalog – <https://www.pvamu.edu/cite/facultystaffservices/>