



# ALERT NOTICE

## Business Office

Issued: October 1, 2020 Number: 2021-6

### *Chrome River Training Sessions 1 - 4*

**WHAT:** Chrome River Training Sessions 1 - 4

Banner/Ellucian will not support the Travel and Expense Management System (TEMS) in a few months, therefore, TEMS is being replaced by Chrome River.

There will be multiple sessions limited to 25 people each session. Each session will be 2 parts. Please be sure that you see yourself registered to both parts for whichever session you enroll in. Each session will be the same content.

**MATERIALS NEEDED:** Will be added to registration link prior to sessions and emailed after the session

**WHO SHOULD ATTEND:** All STC personnel who deal with travel, including travelers, their supervisors, their administrative assistants/secretaries are invited to attend

**If you are a new employee since 9/1/20** – be sure to contact Travel Office (X4618) to verify you are set up in Chrome River prior to your training.

**WHERE WILL THE SESSIONS BE HELD:** These sessions will be held through Microsoft Teams.

**Please register for only one session**

**Session 1 Workshop 164508:**

Session 1a - **Monday 10/5/2020** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 1b - **Thursday 10/8/2020** 9a – 11a – **Part 2**-expense report

**Registration link Workshop 164508:**

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164508>

**Session 2 Workshop 164531:**

Session 2a - **Monday 10/5/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 2b - **Thursday 10/8/2020** 2p – 4p – **Part 2**-expense report

**Registration link Workshop 164531:**

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164531>

**Session 3 Workshop 164534:**

Session 3a - **Tuesday 10/6/2020** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 3b - **Friday 10/9/2020** 9a – 11a – **Part 2**-expense report

**Registration link Workshop 164534:**

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164534>

**Session 4 Workshop 164541:**

Session 4a - **Tuesday 10/6/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 4b - **Friday 10/9/2020** 2p – 4p – **Part 2**-expense report

**Registration link Workshop 164541:**

<http://apps.esc1.net/ProfessionalDevelopment/stc/Registration/Workshop/164541>

If there are any questions, please contact Tonya Ecker (X4618) or Melissa Lara (X4656). Thank you for your continued cooperation.

Links are provided below to set up your Microsoft Teams account, please contact IS&P if you need assistance:

**Microsoft Teams STC IS&P website:** <https://isp.southtexascollege.edu/teams-staff/>

**Microsoft Teams STC link to download desktop application:** <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>