Technology Training

ONE-ON-ONE
GROUP
CUSTOM
INSTRUCTOR-LED
ONLINE
ON-SITE

TECH.MSU.EDU/TRAINING
ONE-ON-ONE training focuses on specific learning objectives, matching one's current skills with desired abilities. Many sessions take place within a shorter time period and cover more material.

GROUP TRAINING (2-10 participants) helps teams maximize their technical efficiency. It is especially helpful when it is important for everyone to receive the same information at the same time.

CUSTOM SESSIONS offer practical options designed specifically for desired outcomes—for your workforce and for your organization.

COURSES OFFERED
TECH.MSU.EDU/TRAINING/COURSES

Our technology training includes instruction in computer literacy, security, programming, use of standard commercial and other software, and methods for developing software applications.

- Access Database Fundamentals
- Active Directory PowerShell and Manager with Quest
- Adobe Presenter and Connect
- AFS
- Basics for Beginners
- Camtasia
- Cascade Server Content Manager
- CASHNet Processor and Store Setup
- Creating Accessible Documents
- Desire2Learn
- Evaluating Data with Pivot Tables
- Fundamentals of Web Development
- Google: Calendar, Docs, Drive, and Sites
- MSU Email
- PC Maintenance & Security
- Turnitin
- Website Evaluation for Accessibility

Extras
- Tips and Tricks
- Quick Source Guides
- Custom Documentation
ENROLLING IN A COURSE
EBS.MSU.EDU

1. Log in to ebs.msu.edu and click on EBS Portal Login.
2. Click on the ESS tab.
3. Click on the “Training Opportunities” quick link.
4. Click on one of the Course Catalog links or use Find to search for a class.
5. Click on the class date or the “To Registration” link of your desired class.
6. Click “Book this Course..” If a class is full, you may select “Book on Waitlist.” If space becomes available, you will receive an email notification.
7. Choose your payment method following the on-screen directions. Please note that “MS” must precede account numbers in the EBS system. For example, the account number XTO12345 is entered as MSXTO12345.
8. “Success!” displays at the top of the page.
9. Click the “Training Home” link to view the class in “My Training Activities.”

INSTRUCTOR-LED TRAINING is one of the most efficient methods because it presents material to a large group of people at one time. It is especially helpful for individuals that learn best through dialogue or are less comfortable with technology.

E-LEARNING helps many people develop and practice new skills. It is useful as a refresher, quick reference, and when time is limited.

ON-SITE TRAINING cuts down on travel time by bringing the training to the group. It is ideal for situations that call for specialized or department-specific software or hardware.

Resources
• Educational Assistance
• Faculty Fee Waiver
• Departmental Assistance
Our certified trainers offer a variety of noncredit technology courses and workshops for the MSU community. Courses cover a range of topics and can be used for job training, career development, or personal improvement.

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