



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

# Information Technology's District Applications Training and Support Team

## District Applications Training

The Information Technology Department's Training Specialist train and support District Administrators and Staff across a variety of District computer applications. The Training Specialists offer numerous in class courses, as well as training videos, and provide first level support to help Administrators and Staff members become proficient in the use of the District's various computer applications. Our goal is to grow a broad team of productive and skilled systems users, improving general and specific computer business practices across the District.



Keven Whitney Kathleen

## Ongoing Application Support

Information Technology's Training Team and Helpdesk Team members are available at any time to further support your use of the District's applications and other technologies. This support may occur via phone, remote desktop, or on-site. The Helpdesk offers front-line support with District approved applications and workstations including; technical services, computer hardware support, first-line approved software support, first-line network support, and general troubleshooting.

If your needs are more specific to in-depth and or otherwise "intermediate" District core applications use, the Helpdesk may refer you to the Training Team. The Training Team will offer as much help and support as possible, short of performing the needed computing tasks on hand themselves.

## Courses Offered

### AERIES COURSES

- [Getting Started](#)
- [Entering Referrals](#)
- [Entering Notice of Suspension & Expulsion](#)
- [Elementary Master Scheduling](#)
- [Secondary Master Scheduling](#)
- [Elementary Counseling](#)
- [Secondary Counseling](#)
- [Excessive Absences & Truancy Letters](#)
- [Queries and Labels](#)

### SAP

- [Time Entry](#)
- [Plant Maintenance Notification](#)
- [SAP Ad Hoc Query](#)

### FINANCIAL 2000

- [Budget Monitoring & Purchase Requisition](#)

### ADMINISTRATIVE APPROVALS

- [Electronic Approvals for Administrators](#)
- [SAP, Financial 2000, SchoolDude, Personal Action Forms, Travel Forms](#)

### SCHOOL DUDE

- [Facility Reservation](#)

### MS OFFICE

- [Excel Introduction](#)
- [Excel II](#)
- [Excel III](#)
- [Outlook](#)
- [PowerPoint Introduction](#)
- [Word Introduction](#)
- [Word II](#)
- [Word - Mail Merge](#)
- [Word - Booklets](#)

### MS OFFICE 365

- [File Sharing & Collaboration with OneDrive](#)

### ADOBE

- [Adobe DC - Form Creation](#)

### GOOGLE

- [Google Drive](#)
- [Google Forms](#)

### SMARTSHEET

- [Project Management, Development & Collaboration for Licensed Project Managers](#)
- [Project Collaboration for Sheet Editors](#)

### BEST NET

- [Paystubs and Earnings History](#)

Register online for classes today at; <http://sbcusd.com/applicationtraining>

For more information, email [techtraining@sbcusd.com](mailto:techtraining@sbcusd.com) or call (909) 386-2550

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