Carlton Murray, Business Operations and Plans, DoIT – SPARTA Project Leader

- SPARTA—to standardize and streamline business processes at Pace
- portal system—single sign on for all your operations
- What are the SPARTA benefits to Pace University?

Carlton Murray presented an update on Project SPARTA. The legacy business processes and administrative systems at Pace University will become standardized and streamlined into effective, efficient and innovative business practices.

The new centralized system will decentralize existing systems where end users now use several passwords to access various administrative systems. Through a portal, which is a single sign on for Faculty, Staff, and Students at Pace University, everyone will log on once to access systems which previously required several passwords. For example, email and the calendar program will be accessible through the portal—no longer requiring logging on to two separate applications.

Carlton emphasized how the portal’s integrated system empowers constituents with online services such as the ability to:

- change home address or other personal records
- receive announcements disseminated to all constituents (e.g., open enrollment)
- purchasing office supplies online (e.g., Corporate Express)

Ron Nahum, Finance and Administration – Upcoming SPARTA Finance System Training

- SPARTA Finance Training
- sequence of training

The SPARTA Finance Training is scheduled from June 23rd through July 30th, 2004. On the New York campus, training will be held in the Civic Center’s Room W206 and in Pleasantville, Willcox Hall’s Room 34. This training is mandatory for all Budget Reps responsible for purchasing in their departments. Once you have attended training sessions, participants are issued a password to access the SPARTA Finance System.

If you are a Budget Rep and not scheduled for training, please contact Alba Shane, Training and Development, at extension 2645 or via email at AShane@pace.edu.
The sequence of training is 1) Chart of Accounts Training 2) Finance Budget Management and 3) E-Procurement. For others involved with budget it could be all sessions or just session #1 and #3. Dates for these sessions were distributed and are available through HR’s Training and Development Department.

**Ian Laserwitz, ITID, DoIT – Exception Report for Departments to Complete and the DoIT Online Helpdesk**

- Project SPARTA Technical Data Sheet
- Getting help through http://doithelpdesk.pace.edu

Ian Laserwitz discussed having IMO’s completing Project SPARTA Technical Data Sheet. This form is an exception report to list PCs in your respective areas that do not meet standards (which are outlined on the back of the Data Sheet). An electronic copy of the data collection spreadsheet and a technical page to assist with data collection was sent to the IMO-L list. The completed form must be emailed to CSC@pace.edu.

PC checklist includes:

- Internet Explore 6.0 with Service Pack I (which can be obtained at http://compinfo.pace.edu)
- Oracle’s JInitiator installed to access SCT Internet Native Banner
- Windows 2000 or Windows XP
- Microsoft Office XP or later

DoIT’s online Self-Service Helpdesk located at http://doithelpdesk.pace.edu is where service requests are to be submitted to DoIT. This online web-based system is available to Faculty, Staff, and Students and has functions to create a new request, look up existing requests, search for a solution, and more.