STEP Wave 1 Training Starts This Month
(Watch for your email with more details)

Training for Wave 1 of the STEP ERP Project (Finance and Procurement) starts in October. More than 800 Cook County employees will participate in the end-user training.

Employees will be assigned a unique set of classes according to their roles, which will support their job responsibilities. A combination of live, instructor-led classes and online computer-based training will be provided. An email will be sent the week of October 10, which is unique to each employee involved in financial transactions. This email will identify what courses each employee needs to take and directions on how to register for the required courses.

If you have questions about the role/s identified for you, contact your Office Readiness Leader or the project's Office Outreach contacts. A list of Office Readiness Leaders is available on the STEP web site at STEP.CookCountyIL.gov in the People Section. Use the Change Network link to print or download the list. Office Outreach contacts are: Ebonie Taylor at ebonie.taylor@CookCountyIL.gov and Laura Maloney at lmaloney@us.ibm.com.

Online Registration for Instructor-led Classes Closes October 19

Voluntary online registration for role-based, instructor-led classes runs until October 19, which allows you to choose a date and time for training. After October 19, end users will be auto-enrolled based upon class availability. You will receive an email with the link for each course you need to take.

The curriculum is role specific and not all employees will need to take live, instructor-led classes. Some system roles only require online computer-based training. The email you receive will outline what classes you are expected to complete.

The Navigation course is a pre-requisite to taking your role-based classes. It is being offered both as an online, computer-based training course and as a live, instructor-led course. Employees have the option of whether to take the live course or the computer-based training course. Registration for the Navigation course is separate, and details will be provided in the email sent to you.
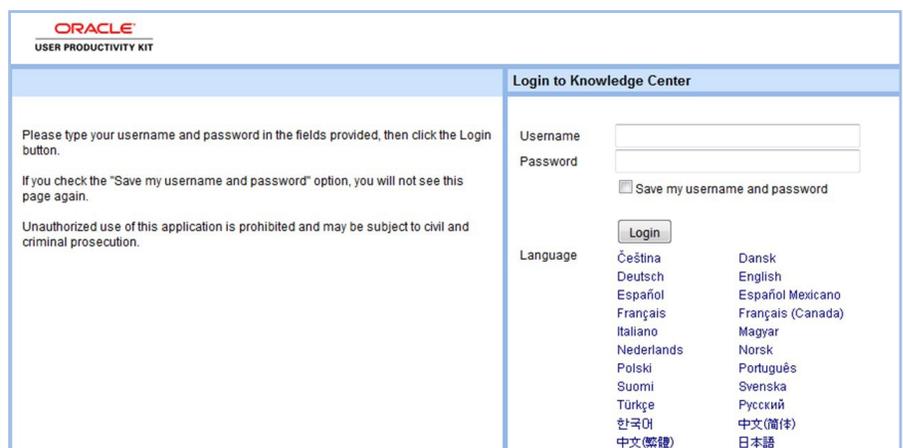
Navigation Course Introduces Oracle EBS Financials

To ensure end users are familiar with the new system before their first role-specific class, Oracle EBS Navigation training is offered to end users in two formats: instructor-led class and computer-based training (CBT). End users need to enroll and complete the Navigation training prior to taking their role-based courses.

The Navigation course demonstrates how to move around and perform various functions in the new system. Instructor-led classes will be held twice a week starting October 18 and running until November 17.

Scheduled dates for the instructor-led Navigation classes are: October 18, 20, 25 and 27 and November 1, 3, 7, 10, 15 and 17. A detailed class schedule is available on the STEP website at STEP.CookCountyIL.gov.

The computer-based Navigation course will be offered through the Knowledge Center, a new online resource center established for the STEP ERP Project. An email with details on how to access the Knowledge Center will be sent the week of October 10. The link and details also are available on the STEP web site at STEP.CookCountyIL.gov.

This is a screen shot of the Knowledge Center Log-in.

Role-Based Classes Unique to You

The Wave 1 training curriculum and class schedule will be posted on the STEP website at STEP.CookCountyIL.com. A link to this information also will be included in the email you will receive the week of October 10.

Training classes for Finance and Procurement employees start October 24 and run through November 30. The class schedule and curriculum are posted on the STEP website in the Training section along with other Wave 1 training information. Classes will provide support and prepare you for the Oracle ERP Financials deployment on December 5, 2016 for Cook County Offices and January 3, 2017 for the Forest Preserve District.

Classes for Forest Preserve District Finance and Procurement staff will be conducted in December. That schedule will be announced later.

The training classes are role based and unique to each employee. Employee roles in the system were determined by the Office Readiness Leaders and Change Agents for the Wave 1 deployment. Roles do not equate directly to a job description, but are determined by specific system access to support particular business processes.

Communication concerning registration will be emailed the week of October 10, providing course details and how to register.

Training for User Acceptance Testing

Scheduled for the week of October 10.
It is only for end users participating in UAT and separate from Navigation and Role-Based Training.

How Can I Learn **More?**

- The Steering Committee Members, who are your first line of inquiry for discussions and talking points, are listed on the project portal.

- Office Readiness Leaders and Change Agents for each office are listed on the STEP portal. These office teams will have information specific to your office and activities in the project. The Office Outreach team meets with your Office Readiness Leader twice a month to stay connected to user needs.

We Want to Hear From You!

Post a suggestion at the STEP portal:
http://STEP.CookCountyIL.GOV
Email us a question at:
ERP.STEPProject@CookCountyIL.gov
Contact your Office Readiness Leader or Change Agent