

NDSU NORTH DAKOTA
STATE UNIVERSITY

IMAGENOW USER'S GROUP

April 19, 2012

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

USER GROUP GOALS

- Communicate & Share Ideas with Others
 - Discuss What Works / Best Practices
 - Discuss Common Problems & Issues
 - Coordinate Efforts between Offices
 - Share Knowledge & Coordinate Training
- Promote use of ImageNow across campus

TODAY'S AGENDA

- Introductions & Office Updates
- Participating Office Review
- News & Notes
- Demonstration
- Discussion
- Your Questions

INTRODUCTIONS & OFFICE UPDATES

**** Please sign the Attendance Sheet ****

PARTICIPATING OFFICES

Office	# of Users	# of Licenses	# of Scanners
Admission	19	10	2
Bison Connection	10	3	1
Customer Account Services	9	2	--
Enrollment Management	2	1	--
Graduate School	16	7	1
HR/Payroll	15	3	1
International Programs	14	5	1
IT Services	7	2	1
Registration & Records	31	15	3
Residence Life	21	2	1
Student Financial Services	18	8	1
TOTALS	162	58	12

NEWS & NOTES

- Added Licenses:
 - Enrollment Management (+1)
 - Student Financial Services (+4)
- Any Additional License Needs?
- Upcoming Upgrades:
 - Version 6.6 or 6.7 (*Summer – late July*)
 - Adds eForm functionality

NEWS & NOTES

- Twin Cities Regional User Group
 - Spring Meeting, Friday, May 11th (10:00-3:00)
 - Health Partners, Bloomington, MN

- ImageNow Administrator Training
 - 3-day “Virtual Classroom” Training (\$2200)
 - Available Dates: *May 14-16, June 4-6, August 27-29*
 - Contact Sharon Brinker, ITS

REMINDER

- Upcoming ITS Document Imaging Audit
 - To be completed by June
 - Audit Compliance Training
 - www.ndsu.edu/registrar/imaging/resources
 - First-time User Training Guidelines
 - www.ndsu.edu/registrar/imaging/training

DEMONSTRATION

The “Major/Minor and Adviser Change” eForm

DISCUSSION

■ eForms Progress

- Next eForms:

- *Undergraduate Reactivation/Petition for Readmission*
- *FERPA Consent to Release Form*

- Browser Issues:

- Cluster computers have old version of Firefox browser
- ITS will update cluster “image” in time for Fall 2012
- Recommend using Internet Explorer in clusters
- Make sure “Java” version is up-to-date

DISCUSSION

Update on “Maximizing Efficiencies” impact on document imaging at NDSU

QUESTIONS???

UNTIL NEXT TIME...

- Topics/Demos for Next Meeting???
- R&R Web site – “Document Imaging”
 - www.ndsu.edu/registrar/imaging
- User Group Listserv:
 - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu

