WEBINAR SUMMARY

**How to access newly-launched online training modules**

1. Navigate to Vanderbilt’s eBiz page ([https://www.vanderbilt.edu/ebiz/](https://www.vanderbilt.edu/ebiz/))
2. Select the Learning Exchange
3. Log in with your VUNet ID & password
4. Once on the Learning Exchange home page, look to the left of your screen at the blue “Find a Course” box. Type "SkyVU Learning Program" in the search box and press Enter
5. Under the search results, you’ll see “SkyVU Learning Program: Information for Vanderbilt Employees”. Click “Enroll” (to the right) to enroll
6. Launch any of the online courses to view the training demonstrations

**Note:** The SkyVU team is releasing these training modules on a rolling basis once FUMs and HCM Specialists have received and completed this training for each module.

**Roles in Oracle Cloud**

- Approval Group
- Financial Unit Manager (FUM)
- HCM (Human Capital Management) Specialist
- Functional Offices
- You

**Key Players in Routine Business at Vanderbilt University:**

- **HCM Specialist:**
  - Actions in Oracle Cloud:
    - Hiring
    - Creating new positions
    - Setting and adjusting compensation
    - Time entry/PTO/leaves
    - HR liaison to department
- **Financial Unit Manager (FUM):**
  - Actions in Oracle Cloud:
    - Expenses
    - Procurement
    - Internal transactions
    - General Chart of Accounts needs
    - Finance liaison to department

Watch the webinar recording to learn more!

**ACTION ITEMS**

- Join us for the **Flight Check-In: Grants Management** on Sept. 19 from 4:10-5:10 p.m. in the Student Life Center Board of Trust Room. Read the [MyVU article](https://www.vanderbilt.edu/myvu/article/) for more details.
- Ensure your calendar is marked for **SkyVU Flight School kick-off**. The event for all employees is on Oct. 3 in the Student Life Center Ballroom.
- Share this [webinar link](https://www.vanderbilt.edu/ebiz/) with your colleagues.

Our next webinar is September 6 at 10 a.m.