

Administrative Information Systems
User IDs & Passwords for TRNT – 11i
01/10/08

Please check back periodically as this information may change.

Following is a list of User IDs and login Passwords that you will need, if you want to practice in the TRNT practice/ training database. Also noted is the responsibility used to create the tutorials and the one you should select for practice.

Prior to practicing, you should review the tutorials found on the 11i eLearning web-site:

<http://www.siu.edu/~ais/elearning/11i.htm>

Unit/ Module	Responsibility/ Function	User Name	Password
Unit 1: AIS Overview and Introduction to Chart of Accounts - No practice needed			
Unit 2: Navigation			
Module 1: Getting Started	SIU Dept Receiver/ PO Summary	FSCOBBY	Training2!
Module 2: Windows	SIU Dept Receiver/ PO Summary	FSCOBBY	Training2!
Module 3: Menus & Toolbars	SIU Dept Receiver/ PO Summary	FSCOBBY	Training2!
Module 4: Finding Data	SIU Dept Receiver/ PO Summary	FSCOBBY	Training2!
Module 5: Entering Data	SIU Fixed Assets Manager/ SIU Assets: Asset Workbench	AASSET	Training2!
Module 6: Running Reports	SIU Fixed Assets Managerial Inquiry/ Other: Requests: Run	AASSET	Training2!
Module 7: Folders	SIU Fixed Assets Managerial Inquiry/ Inquiry: Financial Information	AASSET	Training2!
Unit 3: FO/ Delegate Inquiry & Reporting			
Module 1: Supplier Inquiry	SIU Unit Payables Inquiry/ Suppliers	JMarshal	Training2!
Module 2: Invoice Overview & Invoice Inquiry	SIU Unit Payables Inquiry/ SIU Invoices	JMarshal	Training2!
Module 3: Account Inquiry	SIU (Unit#) FO (DEPT or Unit Name)/ Account	If you already have a User Name & Password, see Note on last page. Otherwise, you must wait until you have your own to practice.	
Module 4: Funds Inquiry	SIU (Unit#) FO (DEPT or Unit Name)/ Funds		
Module 5: Reporting	SIU (Unit#) FO (DEPT or Unit Name)/ Reports: Request: Standard		
Unit 4: Department Buyer			
		If you already have a User Name & Password, see Note on last page. If you do not have a User Name & Password yet, use either of the ones shown below. The Password is the same for both.	
Module 1: PO Summary	SIU Dept Buyer/ PO Summary	FSCOBBY; SROWDEN	Training2!
Module 2: Scheduled Releases	SIU Dept Buyer/ SIU Releases	FSCOBBY; SROWDEN	Training2!
Module 3: Notifications	SIU Dept Buyer/ Notifications Summary	FSCOBBY; SROWDEN	Training2!

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Unit/ Module	Responsibility/ Function	User Name	Password
Unit 5: PO Department Buyer			
Module 1: Supplier Summary	SIU PO Dept Buyer/ Supplier Summary	SROWDEN	Training2!
Module 2: PO Summary	SIU PO Dept Buyer/ PO Summary	SROWDEN	Training2!
Module 3: PO Entry	SIU PO Dept Buyer/ SIU Purchase Orders	SROWDEN	Training2!
Module 4: PO Change History	SIU PO Dept Buyer/ PO Change History	SROWDEN	Training2!
Module 5: Notifications Summary	SIU PO Dept Buyer/ Notifications Summary	SROWDEN	Training2!
Module 6: GL & PO Date Errors		N/A	N/A
Unit 6: Department Receiver			
<p>A purchase order number to use for practice is provided on the AIS eLearning web-site: http://www.siu.edu/~ais/elearning/11i/unit6/deptreciever.htm</p> <p>This number changes frequently, click the link above to access the current number. It will be shown in Orange.</p>		<p>If you already have a User Name & Password, see Note below. If you do not have a User Name & Password yet, use either of the ones shown below. The Password is the same for both.</p>	
Module 1: Receipts	SIU Dept Receiver/ Receipts	FSCOBBY; SROWDEN	Training2!
Module 2: Receiving Transaction Summary	SIU Dept Receiver/ Receiving Transaction Summary	FSCOBBY; SROWDEN	Training2!
Module 3: PO Summary	SIU Dept Receiver/ PO Summary	FSCOBBY; SROWDEN	Training2!
Unit 7: Fixed Assets Managerial Inquiry & Reporting			
Module 1: Financial Information	SIU Fixed Assets Managerial Inquiry/ Inquiry: Financial Information	AASSET	Training2!
Module 2: Transaction History	SIU Fixed Assets Managerial Inquiry/ Inquiry: Transaction History	AASSET	Training2!
Module 3: Reporting	SIU Fixed Assets Managerial Inquiry/ Other: Requests: Run	AASSET	Training2!
Unit 8: SIUC HRMS Department View			
Module 1: Assignments Module 2: Assignments – Additional Information	SIUC HRMS Department View/ View Assignments	<p>If you already have a User Name & Password, see Note below. If you do not have a User Name & Password yet, contact your campus representative listed in the note below.</p>	

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NOTE: If you already have an AIS User Name & Password and would like to use it to access TRNT, please contact the appropriate person listed below to activate it:

Carbondale: Judy Capie – jcapie@siu.edu or Corliss Thies – cthies@siu.edu

Edwardsville: Patty Kloostra – pkloost@siue.edu

SOM: Gail Clark – gclark@siumed.edu