

Office Memorandum

DATE: February 1, 2008

TO: Distribution VI

FROM: Desdemona Cardoza, Provost/Vice President, Academic Affairs
 George Pardon, Interim Vice President for Administration and CFO
 Peter Quan, Vice President and CTO, Information Technology Services
 Anthony Ross, Vice President, Student Affairs

COPIES: T. Allison, K. Baaske, K. Button, M. Falvey, J. Galvan, A. Gonzalez,
 A. Kawakami, D. Lee, K. Moo-Young, G. Novak, J.M. Rosser, B. Yorker

SUBJECT: GET, GETLA, and CMS HRSA Upgrade from Version 8.0 to 8.9

As announced in memos issued last July and September, core Common Management Systems (CMS) applications (Financials, Human Resources, and Student Administration) from all CSU campuses are being migrated to the CMS data center and the CMS HRSA 8.0 system is being upgraded to CMS HCM 8.9. At Cal State L.A., the project's first phase was completed last August.

The 2008 schedule for Phase 2 is as follows:

- **February 5:** Registrar Joan Woosley, Professor Gretchen Peterson from the Department of Sociology, and Professor Virgil Seaman from the Department of Technology will make a presentation to the Academic Senate. The presentation will highlight some of the changes in the CMS HCM 8.9 navigation menus that affect faculty.
- **February 16 - 27:** The current GET, GETLA, and CMS HRSA 8.0 systems will be unavailable to students, faculty, and staff from 3 P.M. on February 16, until 7 A.M. on February 27. Every effort will be made to minimize the actual duration of this outage. *Each functional office will do its best to mitigate any impact on services to students, faculty, and staff. Please contact the respective administrative office if you have any questions.* Users should implement a system to document transactions that occur during this interruption of IT resources, and for entering the data into the upgraded system as soon as it is available (i.e., follow your unit's business continuity plan for capturing transactional data).
- **February 16 – 27: System Availability:** A **read-only** version of HRSA/GETLA 8.0 with data as of 3 P.M. on February 16, 2008, will be available to faculty and staff from a link on the GETLA website (<https://getla.calstatela.edu/>). Data will be *viewable only*. Error messages will appear if a user attempts to save, update, or modify information in this instance. Please **do not** report these error messages – they are reminders of the read-only system status.
- **Week of February 18 (Students):** Information about GET 8.9, such as navigation changes, an introduction to the *Student Center*, and pertinent procedural changes for students will be posted on the GET home page. Administrative units have already been notified of procedural changes that will affect them.
- **Week of February 18 (Faculty and Academic Affairs Staff):** Orientation sessions for the new system are being scheduled for the weeks of February 18 and 25. Exact dates, times, and

locations for these orientation sessions will be announced during the week of February 11 via campus e-mail.

- **February 27:** GET and GETLA 8.9 will be available to all users at 7 A.M. For security reasons, faculty and staff accessing the system from **off campus** will be required to sign in to the system twice. Users will be asked first to enter their network accounts (NIS or CSLA) and passwords and, subsequently, they will be asked to enter their PeopleSoft user IDs and passwords. The Web addresses for GET and GETLA will remain the same: <https://get.calstatela.edu> for students, and <https://getla.calstatela.edu/> for faculty and staff.

Accommodations for important activities occurring during Phase 2 are described below:

- **Undergraduate Summer Graduation Application Period:** The deadline to submit undergraduate graduation applications will be extended from February 21 to March 6.
- **Graduate Summer Graduation Application Period:** The deadline to submit graduate graduation applications (February 18-March 6) will remain the same.
- **Class Registration During CMS Unavailability:** During the period that GET is unavailable, students should complete add forms, obtain appropriate signatures from departments, and submit their add forms to their college dean's office. Students still will be able to pay registration fees at the Cashier's Office, or online via Smartpay at: <https://commerce.cashnet.com/csulasp>.

CMS HCM 8.9 features and benefits for GET and GETLA users are described below:

- A new *Faculty Center* and a new *Student Center* provide faculty and students respectively with a "home base" for accessing their information. For the first time, faculty and students will be able to view all their access to systems functions in one place.
- The look and feel of the CMS HCM 8.9 system is less cumbersome, and should be easier to use and understand. The pages are now grouped together in a more logical manner under a new "higher menu" name. For example: Under the higher menu name *Campus Community*, all the student biographical and demographic information is found, along with any service indicators and comments that might pertain to the student. Under the higher menu name of *Student Admissions*, all the application and evaluation status data, as well as any test score information that may be in GET for the student, are available.
- Navigation is improved. On all the initial pages, the higher menu names appear in a left-side navigation column, and easy-to-read folders for each menu name appear in the right-side navigation column. Users who want to work on a full screen page can simply minimize the left-side navigation menu items. One click on the bar at the top of the page will bring the menu items back to the left side column.
- The *Faculty Center* groups all faculty GET access in one central location. From this single page, faculty can access information about their class sections, schedule, and grade rosters. This will eliminate the problems that some faculty have had regarding system navigation and class roster location.
- Similar to the *Faculty Center*, the *Student Center* in GET 8.9 will provide a central location where students can find all the information they are authorized to access or view, such as address and e-mail, enrollment, holds, to-do list, and class schedule. Students will be able to print a weekly schedule. The *Student Center* gives students a starting place for all their student access

needs. *Student Center* documentation containing an introduction, navigation directions, and any procedural changes students may encounter in the GET 8.9 system will be posted on the GET home page prior to the cutover.

- Undergraduate students will now have access to run their Academic Advisement Report as part of their unofficial transcript. This advisement report is in the same format as the one currently being produced by their faculty adviser. Students will now be able to identify outstanding degree requirements at their convenience.
- The upgraded 8.9 system provides an updated security structure and features, as well as improved searching and matching capabilities.

Project Updates

Current project information, status reports, user training schedules, news, and previews of new features are available on the *CMS Update* Web site at: <http://cms.calstatela.edu/>. Site visitors are encouraged to use the “Feedback” option to provide comments and suggestions throughout the course of the project.

Acknowledgements

The University deeply appreciates all those from Academic Affairs, Administration and Finance, Student Affairs, and Information Technology Services who offered their valuable time to evaluate and test the new system. The CMS HCM 8.9 upgrade project would not be going forward as smoothly without their continued help and support. Thank you.

The evaluators and testers have tried to identify all errors, issues, and problems in the new system. However, with a project of this magnitude, there are bound to be some issues and problems that have yet to be encountered. If you detect an error or problem, please contact the appropriate department or functional office to report it as follows:

- Access to GET (students)..... 323-343-7438
- Access to GETLA (faculty and staff)ITS Help Desk 3-6170
- Admissions.....3-3836
- Advisement3-3150
- Financial Aid.....3-5808
- Graduation3-6700
- Human Resources3-3694
- Records3-3873
- Registrar3-3940
- Student Financials.....3-3630