

From: FST_FINANCIALSERVICETEAMS
<FST_FINANCIALSERVICETEAMS@LISTS.MCGILL.CA> on behalf of Salimah Janmohamed, Ms <salimah.janmohamed@MCGILL.CA>
Sent: September 25, 2013 12:14 PM
To: FST_FINANCIALSERVICETEAMS@LISTS.MCGILL.CA
Subject: FST website and Online Course: Advances & Expense Reports

This email is sent on behalf of Elvie Coletta, Director Research Financial Management Services and Julie Ghayad, Director Process Improvement and Finance Infrastructure

We would like to inform you of two initiatives that affect FSTs and FFOs:

1. Online Course: Advances & Expense Reports for FSTs

The power point presentation on Advances and Expense Reports used by FSTs to become a certified member has been replaced by the online course "FIS-FST Advances and Expense Reports". The course will be launched on September 25th and contains value added information such as sample receipts, tutorials, and simulations. New FST members starting September 25th onwards will be required to take this online course as well as quizzes which must be passed in order to become a FST member.

FFOs and current FST members may view the online course from the following myCourses link - <https://mycourses2.mcgill.ca/Shibboleth.sso/Login>. A link to myCourses is available on every McGill page by expanding the McGill Quicklinks.

2. FST website

We were asked by the finance community to consolidate information and the number of resources which FSTs & FFOs should consult. Based on our analysis, the launch of the RAN website and the new online Advances and Expense Reports course for FSTs, we will be taking down the FST website on September 25th and have redistributed the information from the FST website as follows:

RAN website: <http://www.mcgill.ca/research/ran>

- Announcements
- FST Round Table Meetings
- Sponsor Restriction Grid

Financial Services website: <http://www.mcgill.ca/financialservices/>

- FST reports
- **New Section "For FFOs"** containing the membership checklists and forms, communication templates, memorandums and the overview of the FST infrastructure.

myCourses: <https://mycourses2.mcgill.ca/Shibboleth.sso/Login>

- FST Advances and Expense Reports course

For questions about:

Financial Services website and myCourses - contact Salimah Janmohamed at 514-398-1816 or

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RAN website - contact Brenda Lam at 514-398-2100 or brenda.lam@mcgill.ca