On-Site Consulting



Training and Consulting Options

Why should I choose on-site consulting?

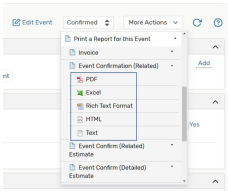
Our implementation and training services are tailored to help your unique implementation of Series25 tools fit your needs. On-site consulting is available for retraining or to learn about additional product functionality. Our sessions are taught according to a “Train-the-Trainer” model, including content and training materials, which could be used by your trainers to train additional users.

How do I determine what service I need?

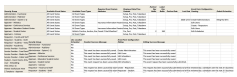
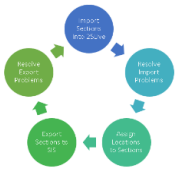
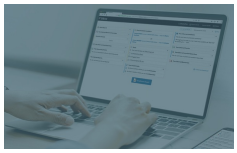
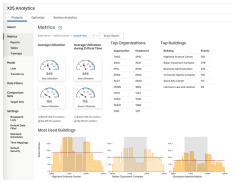
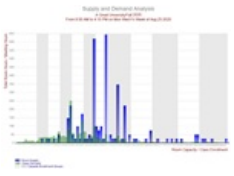
The table below outlines the standard services that we offer on-site. Clicking on each one gives you a more detailed description of the topics covered, and in some cases, even a video. You can also reach out to your account manager at series25implementation@collegenet.com for additional guidance.

How do I schedule on-site training for my team?

Send an email to your account manager at series25implementation@collegenet.com to begin the scheduling process today!

On-site Consulting		
	Database Expansion	Using the "train-the-trainer" model, functional administrators and key primary schedulers are trained and ready to use 25Live by the conclusion of this set of onsite and remote services. The customer may have additional tasks to complete at the conclusion of these services (e.g., adding or updating data that wasn't collected or was incomplete during the data collection phase). The customer is also responsible for establishing a rollout timeline and developing their own internal training curriculum for bringing on additional campus schedulers, requestors, and service providers.

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On-site Consulting		
	Functional Administration Retraining	This training is designed to help new Functional Administers on campus learn how to maintain your Series25 environment. Topics covered include an overview of 25Live master definitions, the event hierarchy, object data (events, locations, resources, organizations, and contacts), security settings (functional security, object security, and assignment policy), and event form settings. It will also include user training and reporting as time permits.
	Academic Cycle in LYNX	This training teaches academic administrators how to prepare data in the Student Information System (SIS) and 25Live environments for interface operations. Participants learn to configure and run the LYNX interface, troubleshoot import/export messages, prepare for using Schedule25 Optimizer, and import room assignments back into the SIS.
	Custom Consulting Service	Use our predefined topics to create the exact three day consulting you need.
	Using X25 Analytics	The training teaches participants how to generate X25 reports and use the reports to perform analysis to address specific questions related to classroom utilization.
	Series25 Analytics Custom Consulting	Need assistance analyzing and answering classroom or space planning questions for your campus? Consider a custom training and consulting service designed to help you meet your specific space scheduling analytic needs.
	**Coming Soon:** Implementing Series25 Security	

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Additional Information

Licensing of the specific CollegeNET products covered in any given training class is a prerequisite for enrolling in that specific course. Additionally, **recording of live classes is not permitted**. If you have additional questions about registering for consulting, paying for consulting or arranging accommodations please send an email to series25implementation@collegenet.com.

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