

From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Amy Andrews <aandrews@UGA.EDU>
Sent: Wednesday, March 13, 2013 5:07 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Demo of the Finance and Administration Policy and Procedure Library on March 18

Dear BAAF-L:

As mentioned in Monday's announcement, a demonstration of the Finance and Administration Policy and Procedure Library will be held Monday, March 18 from 10am-11am at Masters Hall in the Georgia Center for Continuing Education. Please invite anyone you think may be interested in attending; no registration is required. This session will also be transmitted via Wimba and will be archived on the BAAF website.

If you will be viewing the session via Wimba, please do the following prior to the FAPL training:

1. Due to recent issues with Java, it may have been automatically disabled on your computer. Please ensure that your Java is updated and working correctly. You can test it here: <http://www.java.com/en/download/testjava.jsp>
2. Please run the setup wizard to make sure that Wimba is ready to be used on your computer. Setup Wizard: <http://uga.wimba.com/wizard/launcher.cgi?wc=wms>

To view the FAPL Training in Wimba, go to <http://uga2.wimba.com/launcher.cgi?room=fapl>. When you click on the link, a window will pop up with the Room ID already filled. Type in your first and last name and click enter and you will be brought directly into the room.

Please direct any questions about the new Library or the training to Crystal Rogers at cgrogers@uga.edu<<mailto:cgrogers@uga.edu>>.

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