

Kennesaw State University/College of Computing and Software Engineering (CCSE)

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- Use this link to change your password, if required: [Setup NETID](#)
 - Test [Wi-Fi](#) connection- you should be able to connect to "KSU" using your NetID and password.
 - [Instructions for Windows](#)
 - [Instructions for Mac](#)
 - Bookmark the websites listed at the [end of this document](#).
 - Set up your [email signature](#).

V 8-13-2024

- f* Contact [Registration Schedule Building Team](#)
 - f* [Watch Video](#) - You will need to request access.
- [VerbaCollect](#) (KSU Bookstore/Textbooks)
 - For access and training contact [Justin Gamble](#) (Textbook Manager for KSU Bookstore)
- P-Card (purchases)
 - [Fiscal Services Trainings](#)
 - f* P-Card Request and Change Online Form
 - f* Requesting a P-Card
 - f* Submitting a P-Card Prior Approval Request
 - [New Cardholder Training](#)
 - f* Please reach out to the [P-Card Administrator](#) with issues accessing the current training.
 - Submit [P-card Program Application](#) on KSU Connect to receive Credit Card
 - f* [Video on How to Fill Out the Application](#)
- Student Assistance
 - [Student Employment](#)
 - [Student Federal Work Study Program Information](#)
- Set Up Concur Travel Account
 - [Fiscal Services – Travel website](#)
 - [Account Set Up and How To Guides](#)
- [Faculty Information System](#) (FIS)
 - [How to Complete Form](#)
 - Email to academicaffairs@kennesaw.edu
- [PeopleSoft](#) (a.k.a. eProcurement or ePro is used for purchasing and payment requests (invoice submission)) and OwlPay (intercompany payments)
 - [PeopleSoft/ePro Request Form](#)
 - f* [Video on How to Fill Out Form](#)
 - [ePro Website](#)
 - [ePro Live Training](#)
 - [OwlPay Pre-Recorded Training](#)
- [Blackbaud](#) (KSU Foundation Request/Reimbursement Submission Website)
 - [Expense Management Add/Change Request Form](#)
 - [Video on How to Fill Out Form](#)
 - f* Email [LaToya Harris](#) asking for "Project Numbers" and "Approval Rule" and access to KSU Foundation SharePoint.

7. Useful contact information for more details

Computer Lab and Academic Support - [Josh Garske](#) and/or [Christine Bryant](#)

Dean's Office Manager - [Veronica Bramlett](#)

- newsletters, help with access management, printing orders

Student Events - [Kathy Roddy](#)

- purchases, reservations

Director of Engagements – [Alla Kemelmakher](#)

Senior Associate Dean – [Svetlana Peltsverger](#)

Executive Assistant to the Dean – [Melissa Lappe](#)

Communications Manager - TBD , temporarily: contact [Alla Kemelmakher](#)

8. Links to bookmark

- [Campus Maps](#)
- [Academic Calendar](#)
- [Human Resources](#)
- [OneUSG Connect](#)
 - Reporting time, requesting vacation/sick leave, benefits, direct deposit, etc.
- [CCSE](#) – College website
- [Qualtrics](#) - surveying software
- [Talon Card](#)
- [Institutional Policies](#)
- [Campus Intranet](#)
 - From here, you can make AIM/Maintenance requests request door access, event and venue management, DocuSign, KSU Connect, Owl Express, UITS Service requests, SaS reports, and more!