

FLAC Training Requests

All new **FLAC Manager** trainings are to be completed by AARM Personnel.

FLAC Preparer Training:

It is up to the discretion of the supporting FLAC Manager which option to choose for new preparer training, and to communicate the option chosen to AARM Personnel.

- **New FLAC Preparer Training Option #1:** The supporting FLAC Manager alerts AARM Personnel via email that **a new FLAC preparer is to be trained by the FLAC Manager and when training will be completed.**
 - AARM Personnel will need to know the new preparer's name, banner ID, UNCW email, home department, and their basic FLAC responsibilities (e.g. SIAASGN, PEPFLAC, SSB, additional authorizations).
 - Once training is completed, please confirm and AARM will schedule a very brief phone or in-person follow up meeting with the new preparer to confirm training and answer any remaining *system related* questions.
- **New FLAC Preparer Training Option #2:** The supporting FLAC Manager alerts AARM Personnel via email that **a new FLAC preparer needs training and assistance is requested.**
 - AARM Personnel will need to know the new preparer's name, banner ID, UNCW email, home department, and their basic FLAC responsibilities (e.g. SIAASGN, PEPFLAC, SSB, additional authorizations).
 - AARM will reach out to the new preparer and schedule a training and confirm date of training with FLAC Manager.
 - Before the training, AARM will also send a needs assessment questionnaire to all of those attending.
 - *The supporting FLAC Manager will still be responsible for discussing all internal processes related to FLAC once this training is completed.*
- **New FLAC Preparer Training Option #3:** The supporting FLAC Manager alerts AARM Personnel via email that **a new FLAC preparer needs training and assistance is requested for a co-training with the FLAC Manager (this is highly recommended for training groups of preparers within the same unit/college).**
 - AARM Personnel will need to know the new preparer's name, banner ID, UNCW email, home department, and their basic FLAC responsibilities (e.g. SIAASGN, PEPFLAC, SSB, additional authorizations).
 - FLAC Manager arranges training with themselves, the trainee(s) and AARM Personnel.
 - Before the training, AARM will send a needs assessment questionnaire to all of those attending.

In addition, if you believe that you or a current preparer you support needs a refresher training and you would like my assistance please alert AARM personnel at any time.

AARM Personnel- campus wide FLAC Administrators:

Primary Contact- Rhianna Sloan, sloanr@uncw.edu, ext. 2-2665

Back-Up Contact- Susan Gray, grays@uncw.edu, ext. 2-3848