

Office Manager Training Program

Collier County Public Schools

Use this quick-reference guide to find who to contact for training and how to request access for each system used across the district. Systems marked "Access is automatically assigned" do not require a request form.

System / Topic	How to Get Access	Training Contact	What's Covered
TERMS	Submit Access Request Form electronically TERMS Access Request Form	Sheryl Priester	- TERMS Overview & Report Processing - Finance – General Overview - Purchase Requisitions – Inquiry & Entry - Vendor Search (A205 and A206)
Budget Training	—	Enas Khalil & Sandy Tarr	Overview
Purchasing	—	David Nara	Overview – Policies & Procedures, Purchasing Manual, Purchasing Cycle
Payroll	—	Anna Tea or Paulo Echeverri	Overview
P-Card Training	—	Emily Bordner	Overview – P-Card Manual, Responsible Card Use, ESP Platform, Purchasing Cycle, Purchasing Policies & Procedures
FOCUS	Submit Access Request Form electronically FOCUS Access Request Form	Sheryl Priester	Introduction to Navigation, Data, and Reports
Reporting Services & Power BI	Access is automatically assigned based on current job code	Sheryl Priester	Reporting Services and Power BI Overview
Position Control	Request sent to Courtney Holman or John Breault	Taymi Malebran, John Breault, Bess Murray, or Heather Shores	Overview
PhotoRIP (Student/Volunteer)	Submit Access Request Form electronically PhotoRIP Access Request Form	Sheryl Priester	Overview and Setup
EZTrips	Submit Access Request Form electronically EZTrips Access Request Form	Sheryl Priester	Overview

System / Topic	How to Get Access	Training Contact	What's Covered
DocVault	Access is automatically assigned based on current job code	Sheryl Priester	• Overview
Frontline – Absence Mgmt / Recruiting & Hiring	Request sent to John Breault	John Breault	• Overview
Frontline – Professional Growth	Request sent to Melissa Hernandez	Melissa Hernandez	• Overview
Fixed Assets Inventory Application	Request sent to Sheryl Priester or Fixed Assets Department	Sheryl Priester	• Fixed Assets Inventory & Bar Code Scan Training • Inventory Portal • Inventory Tracker
Fleet Runner	Request sent to Diana Salinas	Diana Salinas	• Handout only
Johns Eastern	Request sent to Marjorie Kenol	Marjorie Kenol	• Overview
Raptor	Request sent to security@collierschools.com	Sheilene Todd	• Handout only
School Cash	Request sent to Faye Fongemie	Faye Fongemie or Shemariah Dixon	• Overview
Outlook Essentials for Office Managers	—	Sheryl Priester	• Overview (email, calendar, contacts, webmail, profiles)

Need Help?

Training

Contact Sheryl Priester, ext. 70417
priess@collierschools.com

Support

Contact the Help Desk, ext. 70445
helpdesk@collierschools.com