

Hladky, Betty

From: Heaton, Lyn
Sent: Monday, April 30, 2012 3:49 PM
To: Bush, Gary; Hladky, Betty
Subject: NBRRS training - online registration now available

Importance: High



THIS EMAIL IS BEING SENT TO ALL NBRRS USERS

(as of April 30, 2012)

Online registration for classroom-based training for the Nebraska Budget Request and Reporting System (NBRRS) is now available on the State Budget Division's website. The training is being offered to assist State agencies, boards, and commissions in the preparation and submission of budget requests for the 2013 – 2015 biennium. More information on 2013-2015 biennial budget request timelines as well as information about the biennial budget instructions will be made available in the coming days.

All training sessions will once again take place on the Southeast Community College – Lincoln Campus at 8800 'O' Street, Lincoln, NE. Available dates range from Monday, May 21st through Tuesday, June 19th. For returning users, attendance is considered optional and registration should be based on each individual users comfort in the use of the system.

Registrants will select from five different types of training based on their agency-assigned system role:

- **“Refresher” Operations Request Training Sessions** (for returning Power Users (PU) and Operations Budget Request users (OBR)). Attendance is at the discretion of returning users based on their own comfort in the use of the system.
- **New User Operations Request Training Session** (for new Power Users (PU) and new Operations Budget Request users (OBR))
- **Agency Administrator Operations Request Training Session** (specifically for new and returning users with the Agency Administrator role).
- **Capital Construction/Building Renewal Training Session** (for users with the CCBR role)
- **Information Technology Only Training Session** (for users with the IT role)

The following information may help you in the selection process:

- ✓ All three types of Operations Request Training sessions include units on the use of Narrative screens, Base Permanent Salaries and Appropriations screens, “Issue” requests, Budget Modification preparation, and Funds Analysis.

- ✓ The 4-hour New User Operations Training Session is especially geared toward users who are new to the state budget request process or for returning users who wish to have a training experience that is more detailed than the 2-hour Refresher session. However, space is limited and priority will be given to new NBRRS users.
- ✓ An “Agency Administrator” operations training class designed to instruct users with the Agency Administrator role, usually “lead” agency budget staff, on procedures for assigning user security for other personnel within their agency, also includes instruction in the use of the Operations Budget Request screens in the system. The session will also cover Balance Checking and request submission. Both new and returning Agency Administrators are encouraged to attend.
- ✓ Contact [Gary Bush](#) or [Lyn Heaton](#) in the State Budget Division if you have any questions regarding which class would be right for you.

NOTE: Classroom training is not recommended for users with View Only or Narrative Only (i.e. OBRN) roles. This will maximize the number of training slots that can be made available to users with more extensive responsibilities. Training sessions should be viewed as a “train the trainer” opportunity whereby an agency Power User or Agency Administrator may take the experience they’ve gained in the classroom back to the View Only and Narrative Only users in their agency.

Please direct your web browser to http://www.budget.ne.gov/das_budget/bud/nbrs.htm for a list of available dates and times and instructions for submitting your online registration. **Please only register one user per registration** (i.e. each user must register for only him- or herself). Click the “Click here to register” link for the session for which you wish to register. Clicking the registration link will create a pre-populated email message ready for you to send. After clicking the Send button in your email program (i.e. Outlook), you will receive an automated reply indicating we have received your registration request. You will receive a separate email message confirming your registration after we have had an opportunity to verify available training seats.

Thank you.

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