



Memorandum

To: Courtland Smith, Vicki Wilson

From: Sue Gottlieb, Laura Maniccia

Date: Friday, January 04, 2002

Subject: LMS System and Training Administrator Assignments

Due Date: Tuesday, January 8, 2002

Explanation:

In the Saba Learning Management System (LMS), Training Administrators will create courses and classes for viewing in the training catalog and System Administrators will manage and maintain the system. To accomplish these tasks, the administrators will need to use the Saba Client Modules, which are accessed remotely via an application called Citrix. Other tasks, such as web modifications, will also be done remotely using a secure shell telnet application called Secure CRT. Therefore, Citrix v6.20 will need to be installed on all administrators' desktops and Secure CRT will need to be installed on the System Administrators' laptops.

The LMS team is working with SFA CIO to determine the most efficient way to accomplish this, and in so doing, CIO has asked the LMS team to identify those SFA University employees who will be the LMS System and Training Administrators. The LMS team, working with the SFA University team, has determined that the following individuals would be the best candidates for the System Administrator and Training Administrator roles.

System Administrators:

- Edd Cole
- Courtland Smith

Training Administrators:

- Scarlet Brock
- Terry Brooks
- Mike Ramos

Action Item:

Confirm that the above SFA University employees will be the administrators and return this memo to Susan E. Gottlieb at susan.e.gottlieb@accenture.com by next Tuesday, January 8th. Please contact Sue Gottlieb at (202) 962-0806 with any questions.

Copy to: Maziar X. Namvar