Information Technology Department
Training Resources

Classroom Training

IT will be holding Excel Merging Spread sheets, Network Security Practices, and Microsoft OneDrive training on the following dates and times listed:

Date	Time	Training	Location	Occupancy
08 Mar	11 AM	Network Security Practices	Johnson Lab	15 Students
19 Mar	11 AM	Microsoft OneDrive	Johnson Lab	15 Students
21 Mar	11 AM	Merging Spread sheets	Johnson Lab	15 Students
28 Mar	11 AM	Intro. Windows10	Johnson Lab	15 Students

Coming Soon Microsoft Teams

To attend one of these sessions, send an email with the date you wish to attend to Training@ju.edu.

Training topics descriptions: https://www.ju.edu/it/docs/IT_Training_course_descriptions.pdf

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Customized Training

We offer personal training for specific features of Microsoft Office, Office 365 and Windows. Whether it's mail merge, setting up a conference in Skype, pivot tables, etc, you determine the content of the training. To set up a customized training session, send an email to Training@ju.edu with a description of the training desired. Include a few dates and times that you will be available and if you prefer being trained at your desk or at our facilities in Founders.

Percipio Training

Percipio is a self-paced, web-based training system. There are thousands of courses covering everything from software applications to personal growth. They also offer a large variety of EBooks that can provide a handy reference for software and hardware questions. Train where you want and when you want and best of all, it's free for all JU employees. https://jacksonvilleuniversity.percipio.com.
To request your personal Percipio account, send an email to Training@ju.edu.