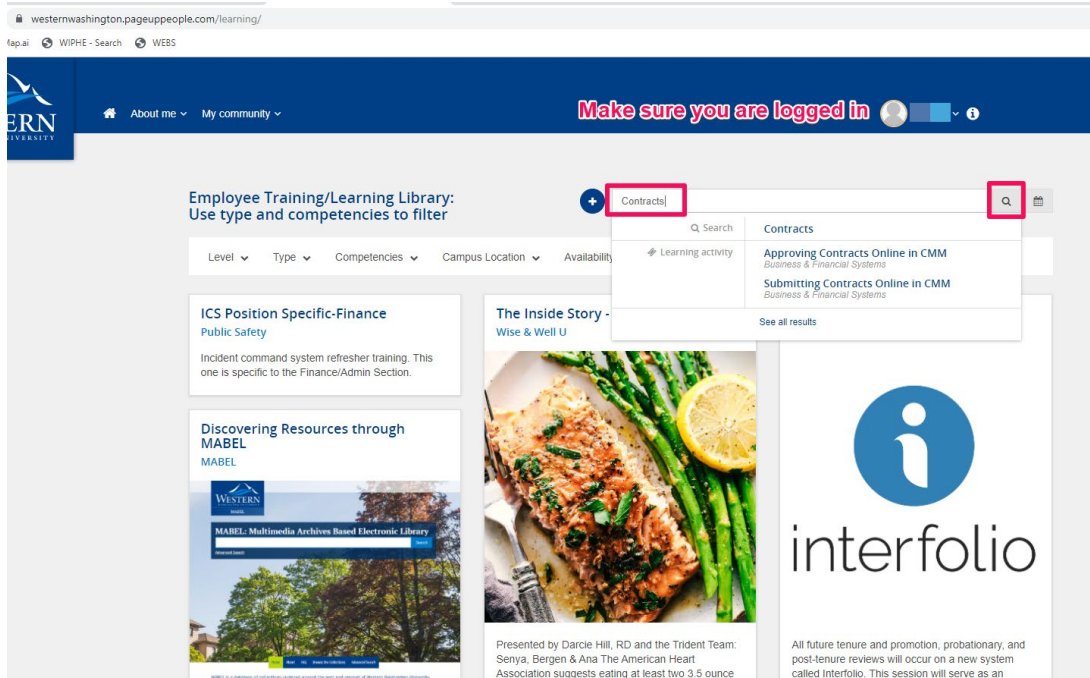


HOW TO REGISTER FOR CMM TRAINING

CMM stands for Contract Management Module and is the system that we use at Western Washington University to approve, sign, and implement contracts.

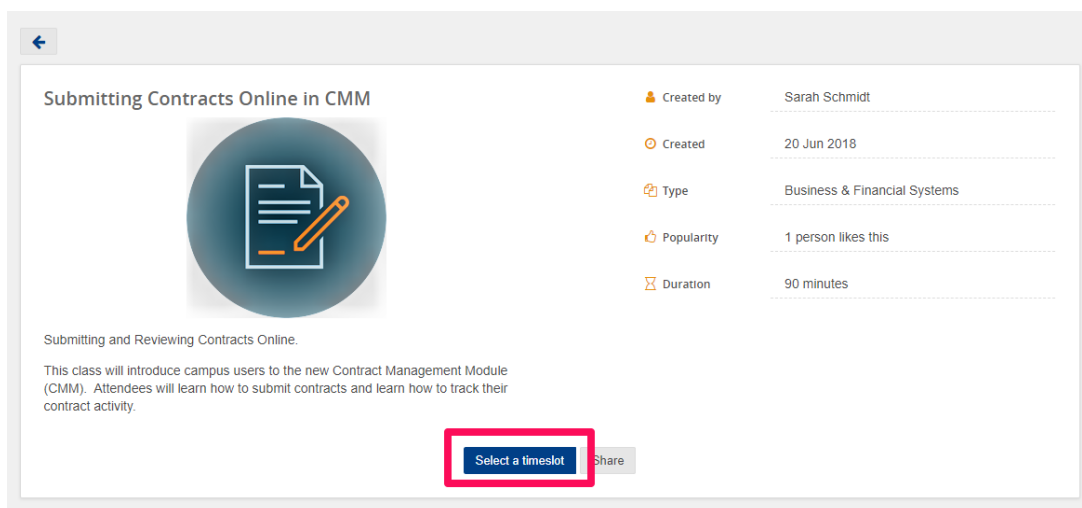
To register for training to learn how to submit contracts, make sure you are logged into your account, then go to: <https://westernwashington.pageuppeople.com/learning/>

Step 1 – Search for “Contracts” (optional, click directly on “Submitting Contracts Online in CMM”)



The screenshot shows the 'Employee Training/Learning Library' search interface. A search bar at the top right contains the text 'Contracts'. Below the search bar, a dropdown menu displays search results. The first result is 'Approving Contracts Online in CMM' and the second is 'Submitting Contracts Online in CMM', which is highlighted. The page also features various training cards such as 'ICS Position Specific-Finance', 'Discovering Resources through MABEL', and 'The Inside Story - Wise & Well U'.

Step 2 – click on “Select a timeslot”



The screenshot shows the details for the training 'Submitting Contracts Online in CMM'. It includes a document icon with a pencil. The details are as follows:

Created by	Sarah Schmidt
Created	20 Jun 2018
Type	Business & Financial Systems
Popularity	1 person likes this
Duration	90 minutes

At the bottom of the page, there is a red box around a button labeled 'Select a timeslot' and a 'Share' button.

Step 3 – Choose a Date and Book

Submitting and Reviewing Contracts Online.

This class will introduce campus users to the new Contract Management Module (CMM). Attendees will learn how to submit contracts and learn how to track their contract activity.

Submitting Contracts Online in CMM

Do you have anything to add before we change the activity to 'Booked'?

Planned action steps List the actions you will take to achieve your objective. Ensure that these actions are specific, measurable, achievable, realistic and timebound.

Desired outcomes What outcomes do you hope to achieve as a result of your planned action steps? Set a timeline for completion. Also consider how you will track ongoing progress, and by which measures you will assess your development.

Supporting documents

Local time (show in venue time)	Venue	Available positions
<input checked="" type="radio"/> 07 Nov 2019 10:00 AM - 11:30 AM (-07:00)	HU242 HR Computer Lab Washington, United States	11
<input type="radio"/> 08 Nov 2019 10:00 AM - 11:30 AM (-08:00)	HU242 HR Computer Lab Washington, United States	13

Choose a Date

Then just make sure you put the date/time into your calendar and we will see you at your training session!