WebRAT: Web-based Role Assignment Tool

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What is WebRAT: Web-based Role Assignment Tool

The Web-based Role Assignment Tool (WebRAT) supports the Penn State’s Identity and Access Management (IAM) requirement for role-based assignment for authorization, and management. WebRAT provides a Web-based mechanism for managing assignments to various applications. It uses roles to group University faculty and/or staff together and specifies access restrictions via attributes. Role information and assignments are maintained in the Penn State Enterprise Directory Service (Enterprise Directory). View, edit, copy, and remove features in WebRAT are working with the information stored in the Enterprise Directory.

The primary goal for this tool is to better support the University's overall business, academic, administrative, and research transactions. WebRAT provides the interface to support this mission as well as the policies that support Penn State's operational infrastructure. In the future, roles may be used to represent users' multiple affiliations within the University and WebRAT will eventually be used for all University academic, research, and administrative areas.

Contact Information:

For help with the WebRAT tool contact helpdesk@psu.edu
For additional information on the WebRAT tool, visit the AIT Web site: http://ait.its.psu.edu/services

WebRAT Terms:

Roles – A role defines the authority that a person has. A role is defined by the attributes which set the specific set of permissions that are allowed in that role. For example: a role could be a “Budget Administrator”, the attributes would define what specific permissions the person in that role would be able to perform.

Attributes – Attributes are characteristics that correspond to a role. Each role will have attributes specific to the role.

Role Key – A Role Key is the top-level attribute. For Workflow financial roles, this is the administrative area.

Role Steward – A Role Steward creates roles and establishes their corresponding attributes. The Role Steward determines who the Role Assigners are and assigns people to those roles.

Role Assigner – A Role Assigner is an individual designated to assign users to member roles. In addition to assigning users to roles, they can also view and remove any user of a role for their assigned unit.

Role Member – A Role Member is an individual who has been assigned to a role. For Workflow, a Role Member is referred to as an Assignee.
Operating Systems and Web Browser Requirements:

**Operating Systems supported by WebRAT:**
- Linux
- Macintosh OS X
- UNIX
- Windows

**Web Browsers supported by WebRAT:**
- Firefox (up to version 3)
- Internet Explorer (up to version 8)
- Opera (up to version 10)
- Safari (up to version 4)
- Chrome (version 1)

**Logging into WebRAT:**
1. Open a Web browser.
2. Go to [https://webrat.aset.psu.edu](https://webrat.aset.psu.edu).
3. Login into WebAccess by entering your Penn State Access Account Userid and Password.
4. Click the Login button.

**Navigating WebRAT:**

The Navigational links appear in a box located on the left side of the screen. The links that are displayed in the navigational box are dependent upon which roles you have been assigned. For example: if you are assigned as a Role Member, but not as a Role Assigner or a Role Steward, the navigation box will display only the links; View My Roles and Logout.
Viewing Roles:

Upon logging into WebRAT, the **View My Roles** screen is displayed. The main content area of this screen is divided into three sections, one for each group of roles: **Member Roles**, **Role Assigner Roles**, and **Steward Roles**.

![WebRAT Roles Screen](image)

Viewing Member Roles:

In the **Member Roles** group, you are able to view the roles you have been assigned to, as well as, the attributes of those roles. Expanding the roles will display a list of the roles you have been assigned. You can see the attributes of each assigned role by clicking on the role name.

![View My Roles Table](image)

Expanding Roles:

1. Click on the **View Members Roles** link.
2. Click on the **role name** to view the attributes of a single role.
3. Click on **Expand All**, which is located in the top right corner of the **Member Roles** group, to view the attributes associated with each assigned role.

**Note:** Once the **Expand All** button is clicked, it is replaced by a **Collapse All** button. Clicking on the Collapse All button will display the names of all the member roles the user is assigned.
Viewing Assigner Roles:
In the Role Assigner Roles group, you will be able to view your assigner roles as well as the members assigned to those roles. From this area, you are able to remove users from roles, edit the users assigned role attributes, and copy the users role attributes to apply them to another user.

<table>
<thead>
<tr>
<th>Role Assigner Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTIFY ROLE (Agricultural Sciences 3001)</strong></td>
</tr>
<tr>
<td><strong>Remove User - list</strong></td>
</tr>
<tr>
<td><strong>Assigner</strong></td>
</tr>
<tr>
<td>NERD</td>
</tr>
<tr>
<td>NERD</td>
</tr>
<tr>
<td>INTLIV</td>
</tr>
<tr>
<td>RICAN</td>
</tr>
<tr>
<td>ANERVA</td>
</tr>
</tbody>
</table>

Expanding Roles:
1. Click on the View Role Assigner Roles link.
2. Click on the role name to view the users assigned to member roles.
3. Click on Expand All, which is located in the top right corner of the Role Assigner Roles group, to see all of the users assigned to each role displayed.

**Note:** Once the Expand All button is clicked, it is replaced by a Collapse All button. Clicking on the Collapse All button will display the names of all the member roles for which the user is a role assigner.

Removing Users From Roles:
When viewing the Assigner Roles you are able to remove any users assigned to that role.
1. Click on the link, View Role Assigner Roles, to display the roles for which you are designated an assigner.
2. Click on the role name to view the users assigned to member roles.
3. Click on the Remove User button for the user you wish to remove from the role. This will be the button below the user’s name.
4. Enter a comment into the dialogue box explaining why you are removing the user. This is a mandatory step when removing a user. The comment becomes a part of the audit documentation.
5. Click the OK button. Upon completion, the user’s name displays with a red line crossing out the text and a message appears indicating that you were successful in removing the user from the role.

Edit:
The Edit button is used to make changes to the attributes assigned to the user for a role.

1. Click on the View Role Assigner Roles link.
2. Click on the role name to view the users assigned to member roles.
3. Click on the users name to view the role attributes assigned to the user.
4. Click on the **Edit** button.
   a. The Add User to Roles screen will display with all the assigned user information along with the role name and the attributes assigned for that role.
5. To edit an attribute for the user, click on the word **Edit**, located to the right of the attribute.
6. Continue by selecting the desired attributes.
7. Click on the **Update** button.

**Copy:**
The Copy button makes a copy of an attributes set a user has for a role. Once the copy of the role and its attributes is created it can then be applied to another user.

1. Click on the **View Role Assigner Roles** link.
2. Click on the **role name** to view the users assigned to member roles.
3. Click on the **users name** to view the role attributes assigned to the user.
4. Click on the **Copy** button.
   a. The Add User to Roles screen displays.
5. Into the appropriate text box, enter the user’s **Last Name** or **PSU Access ID**.
6. Click on the **Next** button.
   a. This will pull in the user’s name, title, and administrative area from the Enterprise Directory and it will display all the copied role information and attributes.
7. When you are finished adding users to roles, click on the **Add Roles to LDAP** button.

**Note:** If you choose to use the user’s Last Name to retrieve the user’s information, and there are multiple users with the same last name in the Enterprise Directory, you will be prompted to select the correct user from a drop down list containing all the individuals with that last name.

**Note:** For more information on the button located at the bottom of the screen, refer to the section in this handout titled **Adding a User to a Role.**

**Delete:**
The Delete button will remove a set of role attributes from a user.

1. Click on the **View Role Assigner Roles** link.
2. Click on the **role name** to view the users assigned to Member Roles.
3. Click on the **user name** to view the role attributes assigned to the user.
4. Click on the **Delete** button located to the right of the attribute set you would like to delete from the role.
5. Enter a comment into the dialogue box explaining why you are deleting the role’s attribute set from the user. This is a mandatory step when deleting attributes. The comment becomes part of the audit documentation.
6. Click the **OK** button. Upon completion, the attribute set displays with a red line crossing out the text.
**Viewing Steward Roles:**

In the Steward Roles group, you are able to view your steward roles as well as the users assigned to those roles. From this group, you are also able to remove any user assigned to the role. The individuals listed here are Role Assigners not Role Members.

<table>
<thead>
<tr>
<th>Steward Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
</tr>
<tr>
<td>BUDGET ASSISTANT ASSIGER (ARTS AND ARCHITECTURE-OSI) (1)</td>
</tr>
<tr>
<td>NOTARY ROLE ASSIGER (AGRICULTURAL SCIENCES) (1)</td>
</tr>
</tbody>
</table>

**Expanding Roles:**

1. Click on the **View Steward Roles** link.
2. Click on the **role name** to view the users assigned as Role Assigner for the role.
3. Click on **Expand All**, which is located in the top right corner of the Steward Roles group, to see all of the users assigned to each role displayed.

**Note:** Once the **Expand All** button is clicked, it is replaced by a **Collapse All** button. Clicking on the Collapse All button will display the names of users assigned as Role Assigner for the role.

**Removing Users From Roles:**

When viewing the Steward Roles you are able to remove any users assigned to that Role Assigner Role.

1. Click on the **View Steward Roles** link to display the roles for which you are designated a steward.
2. Click on the **role name** to view the users assigned to the Role Assigner Role.
3. Click on the **Remove User** button for the user you wish to remove from a Role Assigner Role. This will be the button below the user’s name.
4. Enter a comment into the dialogue box explaining why you are removing the user. This is a mandatory step when removing a user. The comment becomes part of the audit documentation.
5. Click the **OK** button. Upon completion, the user’s name displays with a red line crossing out the text and a message appears indicating that you were successful in removing the user from the role.
Adding a User to a Role:
The Add User to Roles navigational link is for use by both Role Assigners and Role Stewards. Complete the following steps to add a user to a role.

1. In the navigation box, click on Add User to Roles.
2. In the appropriate text box, enter the user’s Last Name or PSU Access ID.

3. Click on the Next button.
   a. This will pull in the users name, title, and administrative area from the Enterprise Directory.

   **Note:** If you choose to use the user’s Last Name to retrieve the user’s information, and there are multiple users with the same last name in the Enterprise Directory, you will be prompted to select the correct user from a drop down list containing all the individuals with that last name.

4. Click on the drop down arrow and select the role you are assigning.
5. Click on the Next button.
**Note:** Depending on the role you are assigning, you may be prompted to select the role’s attributes. Once all role attributes are selected, the following options will be displayed at the bottom of the Assign User box.

- **Back:** takes you to the previous step.
- **Add Roles to LDAP:** will add the user to the role and take you back to the View My Roles screen.
- **Save & Add Another Role For the User:** will save the role to the local database. The Assign User box continues to be displayed along with the user’s information. Now you can repeat step 4 and 5, from above, to add the user to another role. This does not add the user to the role. Once you are finished assigning the user to all the roles, you would then select the **Add Roles to LDAP** button.
- **Save & Copy Role to Another User:** will save the role to the local database and then allow a new user to be assigned to the same role with the same attributes. This does not add the user to the role. Once you are finished assigning the role to other users you will need to select the **Add Roles to LDAP** button.
- **Cancel:** takes you back to the View My Roles screen.

**Viewing Empty Roles:**

This feature can be used by Role Assigners and Role Stewards. The View Empty Roles navigational link takes you through the process of locating both assigner and member roles that do not have any assigned users in the Enterprise Directory. When this link is selected, all empty roles for which you are a Role Assigner are displayed.

1. Click on the navigation link, **View Empty Roles.**
All of the empty roles display. To add a user to one of the empty roles click the check box to the left of the role/role key and click on the add user button located at the bottom of the screen. Refer to the steps for Adding a User to a Role to complete the process.

Note: If there are no empty roles for which you are an assigner, you will see the message: “There was an error building your assigner roles.”

Performing Global Actions:

This function serves as WebRAT’s “copy, search, and replace” feature. Role Stewards and Assigners use the Global Action function in WebRAT to copy all Member Roles from one user to another. The global actions available are copy and replace. Role Steward and Role Assigner can only copy and replace Member Roles for which they have the authority.
Copy:
The Copy Global Action function copies all Member Roles an existing user has and applies them to another user. No changes occur to the members whose roles are being copied, and a new user is assigned to the Member Role with identical attributes.

1. Click on the radio button to the left of the word Copy.
2. Click on the Choose Global Action button.
3. In the Copy from section of the screen, enter the Last Name or the PSU Access ID of the user you wish to copy the attributes from.
4. In the Copy to section of the screen, enter the Last Name or the PSU Access ID, of the user you wish to apply the copied attributes to.
5. Click on the Choose User Button.
   - The system will search for the users and bring back their information.
6. Click on the Make Global Change Button.
   - Upon completion, a success message will be displayed along with the users ID, role name, and the applied role attributes.
Replace:
The Replace Global Action function is used when you want to remove a user from all Member Roles and simultaneously apply those same Member Roles to another user. This might happen when a person leaves a job.

**Perform Global Actions**

Choose a global action you would like to perform. Once you have chosen an action you will then choose the users that you would like to perform the action on. Once you have selected the users then you will be able to perform your desired global change.

*Note: Actions will only be performed on roles that you are the steward.*

- **Global Action:** Replace

**Replace from:**

*This is the user you would like to replace attributes from:

You may enter information for only one field below to search for users.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>PSU Access ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Replace to:**

*This is the user you would like to replace attributes to:

You may enter information for only one field below to search for users.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>PSU Access ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click on the radio button to the left of the word Replace.
2. Click on the Choose Global Action button.
3. In the Copy from section of the screen, enter the Last Name or the PSU Access ID of the user you wish to copy the attributes from into the appropriate text box.
4. In the Copy to section of the screen, enter the Last Name or the PSU Access ID of the user you wish to apply the copied attributes to.
5. Click on the Choose User Button.
   - The system will search for the user and bring back their information.
6. Click on the Make Global Change Button.
   - Upon completion, a success message will be displayed along with the user’s ID, role name, and the applied role attributes. In addition, you will also see a message letting you know that the old user has been removed from the role.
Roles that Require Additional Approval:

When a user is assigned to a role in WebRAT which requires further approval, WebRAT will initiate the Role Authorization Workflow form. The person adding the user to the role will see the following:

All of the attributes sets for the role are displayed in a highlighted format to represent that the role will not be added until further action is completed. A legend is displayed indicating the status of the role.

- A status of “A” indicates Pending Further authorization. This status signifies that the Role Authorization Workflow form has been initiated and once the workflow process is completed, the user will be added to the role.
- A status of “P” indicates Pending submission to Workflow. This status occurs when WebRAT is unable to submit the data to Workflow.

Logging Out of WebRAT:

To logout of WebRAT, click on Logout from the navigational links. This takes you to the WebAccess Logout screen. If you wish to logout of all other WebAccess application that you are currently logged into, then proceed by clicking the Logout button.
Appendix: System Messages and Email Notifications

System Messages:

This is a list of some of the system message you may see displayed along with their cause.

“**You have no member roles.**”  This message displays when you click on the View Member Roles link and you have not been assigned to any Member Roles.

“**You have no assigner roles.**”  This message displays when you click on the View Role Assigner Roles link and you have not been assigned to any Assigner Roles.

“**Please fill in all mandatory fields.**”  This message displays when you are editing the attributes and you did not select an attribute from the provided list.

“**There was an error saving your role.**”  This message displays when you are copying the attributes from one user to apply to another, but the second user already has the attributes.

“**You have no steward roles.**”  This message displays when you click on the View Steward Roles link and you have not been assigned to any Steward Roles.

“**The user is already a member of the role.**”  This message displays when try to add a user to a role that they have already been assigned.

“**There was an error building your member roles.**”  This message displays when your select the View Empty Roles navigational link, but there are no empty role for which you are an assigner.
System Generated Email Notifications:

When a user is added or removed from a role, as well as, when there is a change to the assigned user attributes, WebRAT will generate an email notifying the user of the event. The following are examples of system generated email messages.

Example 1:

Email message sent to a person who was added to a role that needs to be approved in the workflow system.

**Note:** The Workflow system will also send out an email letting the user know that they have a form in Workflow awaiting approval.

These changes are awaiting Authorization.

Updates have been made to your(abc1) roles by (tstem3).
The affected attribute sets are listed below.

<table>
<thead>
<tr>
<th>Role: ARTS AND ARCHITECTURE - BUDGET ASSISTANT Attribute Set:1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mnemonics: URTC</td>
</tr>
<tr>
<td>Budget: ALL</td>
</tr>
<tr>
<td>Fund Type: GENL</td>
</tr>
<tr>
<td>Fund Category: ALL</td>
</tr>
<tr>
<td>Form Category: ALL</td>
</tr>
<tr>
<td>Form Sub Category: ALL</td>
</tr>
<tr>
<td>Form Name: ALL</td>
</tr>
<tr>
<td>Dollar: 1000</td>
</tr>
<tr>
<td>Effective Date: 2010-1-21</td>
</tr>
<tr>
<td>Expiration Date: 2099-12-31</td>
</tr>
</tbody>
</table>

Example 2:

Email message sent to a person who was added to a role with a single set of attributes. No additional action is required.

Updates have been made to your(abc1) roles by (tstem1).
The affected attribute sets are listed below.

<table>
<thead>
<tr>
<th>Role: AGRICULTURAL SCIENCES - NOTIFY ROLE ASSASSNER Attribute Set:1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mnemonics:</td>
</tr>
<tr>
<td>Budget: ALL</td>
</tr>
<tr>
<td>Fund Type: GENL</td>
</tr>
<tr>
<td>Fund Category: ALL</td>
</tr>
<tr>
<td>Form Category: ALL</td>
</tr>
<tr>
<td>Form Sub Category: ALL</td>
</tr>
<tr>
<td>Form Name: ALL</td>
</tr>
<tr>
<td>Dollar: 1000</td>
</tr>
<tr>
<td>Effective Date: 2010-1-21</td>
</tr>
<tr>
<td>Expiration Date: 2099-12-31</td>
</tr>
</tbody>
</table>
Example 3:

Email message sent to a person who was added to a role. This role has three attribute sets. No additional action is required.

Updates have been made to your(abc1) roles by (tstem6). The affected attribute sets are listed below.

Role: AGRICULTURAL SCIENCES - NOTIFY ROLE  Attribute Set:1
 Mnemonics        INTNLAG
 Budget            ALL
 Fund Type        GENL
 Fund Category    ALL
 Transaction Type ALL
 Dollar           2500
 Effective Date   2010-1-23
 Expiration Date  2099-12-31

Attribute Set:2
 Mnemonics        INTNLAG
 Budget            ALL
 Fund Type        RSTR
 Fund Category    ALL
 Transaction Type ALL
 Dollar           2500
 Effective Date   2010-1-23
 Expiration Date  2099-12-31

Attribute Set:3
 Mnemonics        AGERM
 Budget            ALL
 Fund Type        AGFD
 Fund Category    ALL
 Transaction Type ALL
 Dollar           2500
 Effective Date   2010-1-23
 Expiration Date  2099-12-31
Example 4:

Email message sent to a person who was removed from a role. No additional action is required.

(tstem6) has removed your user id(abc1) from following role:
AGRICULTURAL SCIENCES - NOTIFY ROLE

You can log into WebRAT to view all your roles at https://webrat.aset.psu.edu/ If you believe you have been removed in error, you may contact tstem6@psu.edu

Example 5:

Email message sent to a person whose attributes for a role were changed. No additional action is required.

Updates have been made to your(abc1) roles by (tstem6). The affected attribute sets are listed below.

Role: AGRICULTURAL SCIENCES - NOTIFY ROLE  Attribute Set:1
Mnemonics  AGERM
Budget  ALL
Fund Type  AGFD
Fund Category  ALL
Transaction Type  ALL
Dollar  2500
Effective Date  2010-1-23
Expiration Date  2099-12-31

====================================================================
Technology Training Resources

Through ITS Training Services

Find face-to-face and online training workshops through Penn State ITS Training Services at http://its.psu.edu/training/catalog/

Learn about Training On Demand (sessions upon request for groups of five or more) at http://its.psu.edu/training/ondemand/

Explore thousands of free video tutorials that are available for self-paced learning at http://lynda.psu.edu/

Take free Microsoft eLearning courses or find out more about free certification vouchers at http://msitacademy.psu.edu/

Discover training news, fun tips, and session reminders via social media on @psuITStraining (Twitter)
http://www.facebook.com/psuitstraining/ (Facebook)

Join one of our news lists to receive monthly email notification of all upcoming technology training opportunities, by sending a blank email to
L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Training News List)
L-FACULTY-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Faculty Training List)
L-CAMPUS-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Campus Training List)

Additional Technology Resources

Contact the IT Service Desk with general technology-related questions by emailing ITSServiceDesk@psu.edu or call 814-865-4357 (HELP)

Search for technology-related information in the IT Knowledge Base at http://kb.its.psu.edu/

Purchase discounted software or software licenses through Penn State at http://software.psu.edu/

Access free online books about popular technology topics through the Penn State Libraries at http://proquest.safaribooksonline.com/

ITS Training Services at Penn State
23 Willard Building • University Park, PA • 16802
Phone: 814-863-9522 • Fax: 814-865-3556 • itstraining@psu.edu
http://its.psu.edu/training/