### Bob Evans Restaurants Fundraiser . . .

Remember, if you are going out to eat today or tomorrow (May 16 or 17), go to Bob Evans and help support 4-H. Print a copy of the flier found at http://alumni.cfaes.ohio-state.edu/sites/alumni/files/imce/BobEvansCommunityFundraiserMay2016_Color.jpg and Bob Evans will donate 15% of the sale, split between the Ohio Farm Bureau Foundation, the Ohio FFA Foundation and Ohio 4-H (electronic versions of the flier will not be accepted).

This applies to dine-in, carryout or catering orders. Just present your flier at checkout.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Evans Restaurants Fundraiser</td>
<td>1</td>
</tr>
<tr>
<td>BuckeyePass is Live!</td>
<td>2</td>
</tr>
<tr>
<td>Phishing Attacks</td>
<td>2</td>
</tr>
<tr>
<td>Call for Proposals</td>
<td>2</td>
</tr>
<tr>
<td>Upcoming Changes Coming July 1</td>
<td>3</td>
</tr>
<tr>
<td>Carmen Connect Tips</td>
<td>4</td>
</tr>
</tbody>
</table>
BuckeyePass is Live! . . .

The new BuckeyePass service protects users who access PeopleSoft Finance and eMaterials. If you haven’t already done so, you must register at buckeyepass.osu.edu now in order to maintain your current access. If you do not register before trying to access these systems, you will be directed to do so when you log in. Please register using your computer.

You may visit the BuckeyePass Knowledge Base at oció.osu.edu/KB05023 to assist you as you learn to navigate this new service. For additional questions contact the IT Service Desk at 614.688.HELP or 8help.osu.edu

Phishing Attacks. . .

If you receive a suspected phishing attempt, do not respond. However, please forward the email to report-phish@osu.edu

Call for Proposals (Source: Mary Griffith) . . .

It’s time to start planning talks for the 2016 Farm Science Review. We'd love to have you come speak at the Gwynne Conservation Area this year! The Gwynne is a 67-acre conservation area where we hold conservation demos, talks, and guided tours during the three days. It’s a fun event and one which we always welcome new presentations and displays on natural resources management.

The FSR this year is September 20-22. If you have a talk (or two or three or more) that you want to present at the Gwynne, contact Mary Griffith (griffith.483@osu.edu) by May 18.

There are roughly 4000 people who pass through the Gwynne every year. We accept talks on a variety of topics for landowners in our forestry, aquatics, and wildlife amphitheaters. Talks can be ½ hour or an hour – your choice! Most talks are done outside and there are a variety of demos for your use around the Gwynne.

Please contact Mary if you have any questions
The following information includes some changes supplied by the Business Operations Center. A few of these items will be implemented starting July 1. The Business Operations Center will share more when the time comes but here are a few highlights.

- The BO has a main email. You can send messages to cfaesbusiness@osu.edu if your primary BO contact is out of the office.
- With Robert Concitis leaving the BO, Carol Allen will become our Travel expert. If you have questions, contact her at allen.1422@osu.edu

**T# (Travel Requests)**

- The traveler can enter their own T# request (pre-trip). The traveler can enter this information into eTravel without any training requirements.
- If an individual is going to enter T# requests on behalf of someone else, they need to take two trainings for Travel Arranger Access.
- The CED can take two trainings to obtain Approval Access in the eTravel system.

**Effective July 1:**

**Travel**

- The **eRequest Number** for PCard and Prepayments is required on the Travel Reimbursement Form.
- The **Agenda for Registration** is required to be attached to the Travel Reimbursement Form (unless already attached to the T# Request).
- The **Itinerary for Airfare** is required to be attached to the Travel Reimbursement Form (unless already attached to the T# Request).

**PCard**

- **PCard Statements and Logs** will now be kept in the local office with the Pcard Manager. They do not need to be sent to the BO.
- PCard Statements and Logs need to be reviewed by someone in addition to the PCard Managers Review (two signatures of review on each statement)
- Annually the Service Center may request a sampling of PCard Statements and Logs to review for accuracy and appropriate reviews.
- User Agreement Forms and Unit Director Agreement Forms have been eliminated. The only form required for PCard designating PCard authority is completed by the PCard Manager at the time of application. Unit Directors may still choose to limit who may use the PCard. This simply eliminates the formal process for documentation.
- The Overnight Checkout Form is now optional. It may be used at the discretion of the PCard Manager but is not required by the BO.
- A Non Capital Equipment Log is no longer required to be uploaded to the eRequest for PCard transactions. The log should still be updated as purchases are made; it is just no longer required to be attached.
Carmen Connect Tips . . .

It's been a while since we've shared some information on Carmen Connect. Below is a list of tips and tricks that might make your use of this service a little less frustrating. If you have found other helpful hints, please share them and we will include in the newsletter.

- Invest in a good set of headsets!!
- Plug in the headset before logging in to Carmen Connect.
- Use USB headsets—easier connectivity; less chance of using wrong port, likely better sound as the USB headset may have its own built-in sound driver.
- If your first time on Carmen Connect, run the test to check your system, you may need to add the Adobe Connect Add In.
- If you are the HOST, be sure to login early, Carmen takes a few seconds to open, allow login, and setup your meeting with documents to share, do some ‘housekeeping.’ Take roll call and have each person speak to make sure they can hear you and you can hear them, without any volume or connection issues, etc.
- As Host, decide about microphone rights. Do all Participants need to talk? Can questions be effectively handled through the Chat pod? Using the Chat pod to handle questions does take longer, and it will alleviate issues like unmuted microphones and office background noise.
- If you seem to have unresolved issues with Carmen Connect while you are trying to connect to a meeting, exit your browser, restart your computer and re-enter Carmen Connect.
- Audio problems sometimes happen when a group of attendees are using both headsets and phoning in to the meeting (VoIP). It is best if ALL participants connect in the same manner. There are problems when you mix the two connections.
- It is recommended that you do not use video in Carmen Connect because of the bandwidth issues. Prepare a link ahead of time, and share your desktop.
- Exit Carmen Connect properly by clicking in the upper left corner and End Meeting. Do NOT just click on the red X to close the connection.
- NO Word Docs, or Excel files.... only Adobe friendly files, PDF!!
- Upload files you are going to share ahead of time.
- Large PPTs – CC creates it as its own type of presentation – be SURE to run through as it can move things around – ALWAYS TEST RUN A PPT– it may not be like you expect.
- Go to www.resourcecenter.odee.osu.edu for good CC resources...(Distance Ed)

And, in case you missed the First Friday Break by the Ed Techs on Carmen Connect, the recording is now available at http://u.osu.edu/extensionedtech/2016/03/09/first-Friday-coffee-break-with-an-ed-tech-carmen-connect/