**December 16, 2019 – Academic Cataloging Group Notes**

Attending: Jenny (NDSU), Amy (NDSCS), Aubrey (Mayville), Drew (UND), Jasmine (NDJ), Julia (NMI), Laurie (UNE), Erika (UNF), Megan (ODIN), Phyllis (TBI), Shari (UNW), Shelby (UND), Lynn (ODIN), Julia (NMI), Staci (NDI), Liz (NBJ), Ben (NDV), Aubrey (NMY),

**Agenda:**

**Data Cleanup progress**:

* Questions or problems? 035 issue for NDV was possibly created during reclamation project done previously.

**Posted deadlines and to-dos:**

* **Agenda for Tuesday’s call with ExLibris (12/17/19):**

Alma User Management Q&A

Configuration form questions?

* **Due Tomorrow (12/17/19)**

Watch Alma User Management trainings

**User Management:** <https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Essentials/Alma_Essentials_-_English/C_User_Management>
01 Day-to-Day User Management 10 min
02 Additional User Management Workflows 6 min

**Administration Fundamentals:** <https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Essentials/Alma_Essentials_-_English/G_Administration_Fundamentals>
**User Management**
01 Basics 11 min
02 Creating and Updating User Records 11 min
03 Exporting Blocks, Fines and Fees 9 min

\*\* going to hold off to create the new users and check tomorrow if that should be done.

* **Ongoing Tasks**

Post questions to Basecamp

Complete assigned trainings

Sign up for [📢 2020 Alma Implementation Training](https://3.basecamp.com/3765443/buckets/14394235/messages/2245003943)

Work towards Alma and Primo VE certification

[Alma Admin Certification](https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Administration_Certification)

[Primo VE Certification](https://knowledge.exlibrisgroup.com/Primo/Training/Primo_VE_Training/Primo_VE_Administration_Certification/Primo_VE_Certification_-_English)

Archive completed threads in the Message Board

**According to Basecamp To-Dos** **00 - Key Alma-Primo VE Implementation Phase Milestones:**

January 13, 2020 – Alma Test Load Migration Start

January 28, 2020 – Alma Production Environments Delivered for Testing

February 11, 2020 – Primo VE/First Look Production Environment Delivered for Testing

April 10, 2020 -- SIS load testing completed

April 22, 2020 – Authentication Configuration Complete

April 28-30, 2020 – ALMA Onsite Workshop

July 10, 2020 – Technical Freeze

July 3, 2020 – Critical 3rd party integrations completed

July 6, 2020 – Alma & Primo Certification Completed

July 24, 2020 - Fulfillment Freeze

July 12-26, 2020 – Cutover Load

July 29, 2020 – Go Live

\*\* Keep track of any concerns/conflicts with the dates so they can be addressed by the PM team.

**Catalog User Group Chair elections**:

 Please let Lynn know by noon on December 20th if you are interested. Will be having elections by end of year.

**Problem tracking** – Tracking link on ODIN website setup in progress. Will be ready by end of month, possibly by end of next week.

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**Next Meeting:**

**Monday, December 30, 2019 2-3 pm**

Submit any agenda items to Lynn.Wolf@ndus.edu (or to this list).

Meeting Connection info:

To join click on the following link:

<https://us.bbcollab.com/guest/90d20ccbea9a407399fd573431fd4372>

**Session dial-in:**
Call in anonymously. Attendees using this PIN appear as anonymous callers in the session.

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| --- | --- |
| •**Dialin:** | 571-392-7650 |
| • **PIN:** | 4111272841 |