**Agiloft Open Lab Hours**

Open lab sessions for additional help with Agiloft CMS.

*Attending the full training session is a pre-requisite for open lab.*

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| Wednesday, September 4 | 9:00-10:30am | *Wool 228* |
| Wednesday, September 11 | 9:00-10:30am | *Wool 228* |
| Wednesday, September 18 | 9:00-10:30am | *Wool 228* |
| Monday, September 23 | 2:30-4:00pm | *Wool 228* |
| Tuesday, October 1 | 10:30-12:00pm | *Wool 228* |
| Friday, October 11 | 9:00-10:30am | *Wool 228* |
| Tuesday, October 15 | 9:00-10:30am | *Wool 228* |
| Monday, October 28 | 2:30-4:00pm | *Wool 228* |
| Wednesday, November 6 | 9:00-10:30am | *Wool 228* |
| Wednesday, November 13 | 9:00-10:30am | *Wool 228* |
| Wednesday November 20 | 9:00-10:30am | *Wool 228* |

To submit any corrections or suggestions for the system, please fill out one of the online forms located on the Business & Finance Contract Management webpage.

***Agiloft Feedback and Change Request form:***

Use this form to submit system change requests, report system errors or for departmental workflow edits: <https://docs.google.com/forms/d/e/1FAIpQLSdpV47TnssDhR87ibU8zJ_xAdY93g3vIfAZ1W5RH7FEhnvV9w/viewform>

***Agiloft add/Change user form:***

Use this form to change a user’s role in the system or add/delete a user:

<https://docs.google.com/forms/d/e/1FAIpQLScr8sUmw-cSl4dGYByAn_7zJERck8ppvoDw8wPpOMM34HTZpw/viewform?fbzx=-1752521364320921341>

For more information or questions, please contact Ellen Borowiak, [ellen.borowiak@slu.edu](mailto:ellen.borowiak@slu.edu) or Katy Wittwer, katy.wittwer@health.slu.edu.