SUMS Training

DAS will provide ongoing SUMS user training to any current and new users who would like to learn more about using, navigating and running reports in the SUMS billing application.

Users will learn:

- Logging in
- Coding structure
- Finding/printing invoices and charges
- Usage reports
- Supporting resource identifiers of usage reports
- DAS OIT quarterly invoicing structure/methodology
- Downloading reports to Excel
- 1 Hour open Q&A session

We currently have 2 classes scheduled for the remainder of FY 16 and space is limited to 15 students per class:

2/24/16 – 1:00 PM to 3:30PM in the DAS 40th Fl Computer Lab.

4/21/16 – 1:00 PM to 3:30PM in the DAS 40th Fl Computer Lab.

Please email the Customer Service Center for scheduling at csc@ohio.gov .

If you need new user(s) added to SUMS, please see our website for the SUMS Security Request Form and follow the instructions on the form.

If you are having issues with SUMS, need your password reset or other general SUMS questions, please email the Customer Service Center at csc@ohio.gov.

After the currently scheduled dates, we anticipate quarterly training availability.