



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

February 21, 2012

MEMORANDUM

TO: Chief Financial Officers
University Vice Chancellors

FROM: David McCoy *David McCoy*

SUBJECT: North Carolina Accounting System (NCAS)
Decision Support System (DSS) Software Upgrade Class Registration

Training classes for the upgraded North Carolina Accounting System Decision Support System (NCAS DSS) are open for registration. Individuals will self-register online through Moodle (Modular Object-Oriented Dynamic Learning Environment). Moodle is an e-learning software that OSC has selected to use as a self-registration tool for the OSC training classes. To register in Moodle you will need to log into NCAS DSS from the web site <https://ncasdss.ncosc.net/>. After logging into NCAS DSS, the link to Moodle and a required key code can be found in the folder titled *Upgrade to Cognos 8*. The key code is necessary to register for the NCAS DSS training class. Participants will need to create an account for Moodle by establishing a user ID and password. NCAS DSS training classes for agency users are scheduled for March through May 2012.

The classes are limited to **12 participants**. If **less than 8 participants** are registered **five (5) business days** prior to a session, the session will be cancelled and participants will be notified. Participants will be given an opportunity to reschedule where seats are available. If a participant needs to cancel, they must cancel via Moodle at least **five (5) business days** prior to the class.

Before attending the NCAS DSS class, participants will need to complete the required prerequisite called "*Cognos 8 Quick Start Guide*" located in the Upgrade to Cognos 8 folder. They will also need to bring their current NCAS DSS ID and password to the class. If they currently do not have these, they will need to contact their agency administrator who is responsible for assigning the NCAS DSS IDs. With their current NCAS DSS ID and password, each participant will have time during class to work on any custom reports that their agency currently uses or may use in the future. OSC staff will be available to assist participants with their custom reports during this time.

I appreciate your continuing support as the transition to the upgraded DSS takes place in May 2012. In the meantime, if you have questions please contact OSC Support Services at (919) 707-0795.

CC: Fiscal Contacts
No. SAD 12-31