

[Information for Staff and Budget Managers](#)

AIC Staff - Prepare for Jenzabar One

Prepare yourself for the new Jenzabar One system, going live in March of 2025. This page has important information for AIC staff on preparing for systems shutdown, what happens when some systems are unavailable, and what will be different after going live.

[Learn More About J1](#)

Important Dates for Staff

(now – Wednesday, February 19, 2025)

- **ONBOARDING OF EMPLOYEES after Wednesday, February 19, 2025, IT systems access will be manual and limited. We will work with individual departments regarding available and unavailable access at the time of hire.**
- **ONBOARDING OF PROSPECTIVE STUDENTS after Wednesday, February 19, 2025, will be manual for Spring 2025 students. IT will manually grant access to Email and Canvas until after Friday, March 14th. Onboarding of Summer and Fall 2025 students will be halted until after Friday, March 14th.**
- Pay attention to your email for important updates about the J1 project and progress.
- **FISCAL PROCESSING** – review the important dates below for details on purchasing and payments leading up to the transition period and speak to your vendors during the upgrade period so they know payments will no.
- **TRAINING:** Video tutorials will be available at the bottom of this page. Look for updated training materials in the new MyAIC portal after we go-live.

Friday, February 14, 2024:

- Submit all outstanding purchase orders, invoices, payments, journal entries, and expense reports. This is the last day to ensure processing before the migration begins. Budget requests received after Friday, February 14, will be processed in J1.
- Credit card transactions can proceed as usual. This system will not be down.
- Regular processing will return when the **new J1 system is live.**

Wednesday, February 19, 2025, through Friday, March 14th, 2025:

- February entries will be stopped at the end of the day on Wednesday, February 19.
- We will not process purchase orders, invoices, expense reports, or check requests until we go live in the new system before Friday, March 14th.
- For urgent payments, please get in touch with Connie Reardon at connie.reardon@aic.edu.

After the Upgrade is Complete

The upgrade is scheduled to be completed by March 14th, 2025

PLEASE BE PATIENT

- As staff continue to work in and learn the new J1 system, processing will be slower than normal until people become fully comfortable.
- Please visit MyAIC at my.aic.edu for instructions on new processes and procedures.
- For any immediate fiscal concerns, please get in touch with Beth Norris Neu at elizabeth.norrisneu@aic.edu.

Budget Managers

These videos, created by our vendor partner, will give you an idea of the new ways you will process PO's after the MyAIC upgrade is complete. Full details on how to access budget functions on MyAIC will be provided once the upgrade is complete.

COMING SOON!