

Blackboard Pay Implementation Timeline

MAR 29 –

- PR for marketing materials sent to purchasing

APR 8 –

- First Data certification Process Begins

APR 18 –

- Initial emails to students from GCCCD explaining change to BBPay
- FA workshops begin (20,21,22?)

APR 25 –

- Second email to students from GCCCD will be included in Registration confirmation emails
- CMS overview training (1-2p)

APR 30 –

- Marketing materials ready

MAY 1 –

- Debit card ready (4 weeks from today)

MAY 5 –

- First enrollment file sent to First Data
 - First enrollment email sent to students from BlackBoard
 - Students begin enrolling into BBPay (choose ACH/Debit)
- Begin Student communication / outreach

MAY 13 –

- Live CMS training (9-10a)
 - Portal Access
 - Reconciling Corp Funding
 - Actual GCCCD Data

JUN 7 –

- Financial Aid creates disbursement file
- Business Office begins draw down of funds
- Business Office funds corporate account

JUN 16 –

- Business Office sends funding file to First Data

Blackboard Pay Implementation Timeline

May 5 / Ongoing –

- Communications to students re: BBPay
- Enrollment files sent daily
 - Emails from BBPay daily (to new students not enrolled in service)
- Student Service Communication
 - WOW (Week of Welcome)
 - Orientation

DRAFT