



SUPPORT | PARTNER | ELEVATE


Our mission as culture carriers is to provide first class support for our clients, colleagues, and communities by ensuring a white glove experience

ADMIN NEWS

Admin Training Team will be conducting a training session on Nitro on Tuesday, May 9 at 2:00pm EST. If you are interested, please reach out to us at AdminTrainingTeam@captrust.com.

"The two most important days in your life are the day you are born and the day you find out why". – Mark Twain

Quick Links



Admin
Happenings



Admin PTO



CAPConnect



Concur




Employee
Extension List



iOffice



Notary Publics



Office
Locations



Power BI



Technology
Service Desk

Reference Materials



Admin Training Guides



Resources



Who to Contact

Planning a Visit to Raleigh

1. Notify the front desk at frontdesk@captrust.com with the names and dates of any visitors, including employees.
2. Any employee **MUST** utilize the new Technology Service Desk to request a visitor badge prior to their arrival.
3. If you need to reserve a desk or office space, log into iOffice and click reservations.
4. To arrange ground transportation, please see page 16 of the Meeting & Event Planning Guide.
5. Please review the Meeting & Event Planning Guide below for additional information.



Meeting & Event Planning Guide



Catering Form

Upcoming Events

[See all](#)

+ Add event

MAY
15

Rick Shoff Acq Prospect
Mon, May 15, 1:00 PM

MAY
15

Rick Shoff pm event
Mon, May 15, 5:30 PM

MAY
16

Rick Shoff Acq Prospect
Tue, May 16, All day

MAY
16

QA Client Advisory Board Meeting
Tue, May 16, All day

MAY
16

Kimley-Horn Q1 review
Tue, May 16, 9:00 AM



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