

UNIVERSITY OF HOUSTON SYSTEM

PeopleSoft®

project



PeopleSoft Student Administration Training Newsletter #14

January 15, 2008

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If you experience difficulty printing this newsletter from your e-mail software, [visit our archive](#) to download the newsletter as a PDF.

Newsletters are usually posted to the archive within 24 hours of mailing.

This PeopleSoft training newsletter will provide information regarding:

- Training Schedule and Registration
- Updated Procedures for Access and Security Forms

PeopleSoft Training and Registration

To register for trainings, please send an e-mail with your name, PeopleSoft ID, requested course name and session number to peoplesofttraining@uh.edu. Registration for these courses is not available through PASS. Your professional development record will be updated upon completion of trainings. If you have additional questions please call Scott Sawyer at 713-743- 8069.

Introduction to PeopleSoft Student Administration

This online training experience is a prerequisite to all PeopleSoft Student Administration (PSSA) access and role-based training. Topics covered include basic navigation, campus community, effective dating, and academic structure. End users can complete the basic navigation training at the PSSA website at <http://uh.edu/peoplesoft/documentation.html>.

NOTE: ALL TRAINING LISTED BELOW WILL BE HELD IN UBP3 -241

Viewing & Working with Student Information

Course Code: SAXVWI

This demonstration training is designed for end users who need to view student information. Topics covered include student bio/demo information, student records, admissions, transfer credit and student financial information. This training prepares end users to view PSSA information similar to RARSTU, ADMINQ, and BAFMIS.

0056 01/22 1:30-3:30

0057 02/22 9:30-11:30

Student Administration: Placing & Releasing Service Indicators

Course Code: SAXSIB

This hands on training prepares end users to place and release service indicators in PSSA. The training requires departmental approval.

0053 02/21 10:00- 12:00

Student Records: Enrollment Management Basics

Course Code: SAREMB

This hands-on training prepares end user to enroll, drop, and swap classes for students. Topics covered include creating and looking up enrollment requests.

0053 02/20 1:00- 4:30

PeopleSoft Express Shuttle

An express shuttle runs directly from the UH main campus to University Business Park (UBP). This express shuttle will carry staff and faculty who

are attending PeopleSoft training at UBP.

The Tan Route will continue with its usual service between the main campus and UBP. The PeopleSoft express shuttle will depart from the front of the University Center (UH Entrance 1) 20 minutes before the scheduled training. Look for the windshield sign that says "PeopleSoft Training Shuttle." The shuttle will pick up trainees at UBP and then depart 10 minutes after the course ends and return directly to the UC via the same route.

Consider taking it! Avoid the long walk to your car. Conserve your gasoline. Be a stress-free passenger, rather than a driver. Enjoy door-to-door service.

Access and Security Forms

Access & Security Forms

Required Security Form for PS Access

All staff and administrative end users must initially complete and submit the two-page PeopleSoft Student Administration Security Form in order to gain access to the new PA Student Admin system. For updated additional information and access to the form please visit http://uh.edu/peoplesoft/security_form.html.

For Assistance

UH/UHV PeopleSoft Student Admin Customer Service Center

Phone: 713-743-0356

Hours of service: Monday-Friday, 8 a.m.-5 p.m.

[See our web site for more information.](#)

Sandy Frieden, Executive Director | Scott Sawyer, Director of Training
PeopleSoft Student Admin Implementation/Change Management

Email: shsawyer@central.uh.edu

Web: <http://www.uh.edu/peoplesoft>

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