



## PeopleSoft Student Administration Training Newsletter #1

February 14, 2007

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Hello, UH/UHV Future PeopleSoft Users!

Welcome to your first *Training Newsletter* to update you about PeopleSoft training. We'll send you new, timely information about training and the PeopleSoft Student Administration rollout. Upcoming issues will include detailed information about the training calendar, getting your new PeopleSoft-ID, and security forms.

### Rollout Timeline

- March 5:** We flip the switch at UH and UHV—PeopleSoft SA is live, ready for Fall 07 semester transactions!
- March 8:** UH and UHV Financial Aid notify 8,000 students (who've applied for 07/08 financial aid packages and who are missing documents) to log in to PeopleSoft to see what they still need to turn in.
- April 13:** UH Fall Registration begins. Staff begin pulling reports.
- June 25:** UHV Fall Registration begins. Staff begin pulling reports.

### Training Steps for You

**Step 1: Experiencing Change** (half day/no computers—strongly recommended) provides a common vocabulary and provides strategies for dealing with change. Content from this workshop is used throughout all subsequent trainings.

**Step 2: Intro to Student Admin** (online—mandatory) teaches basic structure and navigation, including PS terminology, Academic Structure, Effective Dating, and Search/ Match. This training is a *prerequisite to role-based training*. All staff users at UH and UHV must complete this training in order to receive access.

**Step 3: Role-based Training** (demonstration and hands-on) teaches the basic processes of the End User's specific area, such as viewing and working with student information and enrollment management basics.

These trainings will begin the week of February 19 for college and departmental users updating the Fall 07 class schedule. This newsletter and the [PeopleSoft web site](#) will update you as to who needs what training and when.

### Start "Intro" Training Now

Your prerequisite for role-based training is "Intro to Student Admin," and you can take it right now! It's online and takes an average of two hours to complete (and you can take it in sections if you'd like).

Log in to [UHS Online Professional Development and Training](#) to start any time.

### 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.

We want to be sure that you have the training you need to continue doing your job well.

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

If you have questions, please let me know!

Sandy

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