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PeopleSoft® project

PeopleSoft Student Administration Training Newsletter #15

March 6, 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
- Campus Security Contacts & Updated Procedures for Access/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 prequisite 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.

0058 03/19 1:30-3:30
0059 04/02 1:30-3:30
0060 04/16 1:30-3:30
0061 04/30 1:30-3:30
0062 05/14 1:30-3:30

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.

0060 03/19 10:00-12:00
0061 04/23 01:30-03:30
0062 05/21 01:30- 03:30

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.

0060 03/25 09:00-12:30
0061 03/27 01:30-03:30
0062 04/02 09:00-12:30
0063 04/30 09:00-12:30
0064 05/22 09:00-12:30

Student Records Curriculum Management: Updating the Class Schedule
Course Code: SARCMU
The hands-on training prepares end users to update the class schedule. This training requires departmental approval. This training covers the equivalent of RARCAS.

0070 03/12 01:00- 04:30
0071 03/20 09:00- 12:30
0072 05/01 09:00- 12:30

Student Records Workshop & Working with Transfer Credit
Course Code: SARSRW & SAXWTC
Upcoming session dates released the week of March 15th.

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 complete and submit the two-page PeopleSoft Student Administration Security Form in order to gain access to the new PA Student Admin system. Upgrades and adjustments to access also require submission of a security form. Updated information and access to the form is available at http://uh.edu/peoplesoft/security_form.html.

Please direct access and security questions to application campus security adminstrators.

Victor Villareal, Student Admissions vcvillar@central.uh.edu 713-743-4123

Antonio Saenz, Student Records asaenz3@central.uh.edu 713-743-9030

Chris Durham, Student Financials cjdurham@central.uh.edu

Lew Herring, Scholarship & Financial Aid rlherring@central.uh.edu 713-743-9090

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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