

UNIVERSITY OF HOUSTON SYSTEM

PeopleSoft®

project



PeopleSoft Student Administration Training Newsletter #16

April 11, 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 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.

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.

0061 04/23 1:30-3:30
0062 05/21 1:30-3:30

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.

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.

0072 05/01 9:00-12:30

Student Records: Student Records Workshop

Course Code: SARSRW

This comprehensive, hands-on training is designed to for all end users who update student records information in the Program and Plan area. This session is required for security access to term activate, update student program/plan information as well as add/update student attributes. Topics include: discontinued students, changing a student's plan, activating a student returning from suspension, adding student attributes, as well as solving common student issues associated with the program/plan stack.. This session is available to new employees with departmental approval. All college advisors who update the program plan area are encouraged to attend this 2008 training to refresh your skills.

0080 04/21 01:00-4:30

0081 04/23 01:00-4:30

0082 04/29 01:00-4:30

0083 05/13 01:00-4:30

Viewing and Working with Transfer Credit

Course Code: SAXWTC

This demonstration training covers the essential aspects of working with transfer credit. Topics covered include transfer credit viewing, core, and printing advising transfer credit transcripts.

0080 04/24 01:30-4:00

0081 05/15 01:30-4:00

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 an additional security form reflecting the changes requested. 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 administrators.

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 lherring@central.uh.edu 713-743-9090

For Assistance

For Training Assistance: Contact Scott Sawyer, ssawyer@UH.EDU or 713-743-8069

[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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