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**To:** ssawyer@uh.edu

**Subject:** Change Management: PeopleSoft Student Administration Training Newsletter #18

UNIVERSITY OF HOUSTON SYSTEM

PeopleSoft®

project



## PeopleSoft Student Administration Training Newsletter #18

July 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:

- Summer 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](mailto: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 832-842-8705.

### 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 PS Student Administration information.

0066 07/23 1:30-3:30

0067 08/06 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.

0065 07/21 10:00- 12:00

0066 08/04 10:00- 12:00

### Student Records: Student Records Workshop

#### Course Code: SARSRW

This comprehensive, hands-on training is designed 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.

0093 07/14 01:00-4:30  
0094 07/21 01:00-4:30  
0095 07/28 01:00-4:30  
0096 08/04 01:00-4:30

**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.

0071 07/14 09:30-12:30  
0072 07/30 09:30-12:30  
0073 08/13 09:30-12:30

**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.

0081 07/22 9:30-12:30  
0082 08/05 9:30-12:30

**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 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](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](mailto:vcvillar@central.uh.edu) 713-743-4123

Akash Bhatt, Student Records [abhatter@uh.edu](mailto:abhatter@uh.edu) 713-743-7370

Chris Durham, Student Financials [cjdurham@central.uh.edu](mailto:cjdurham@central.uh.edu)

Lew Herring, Scholarship & Financial Aid [lherring@central.uh.edu](mailto:lherring@central.uh.edu) 713-743-9090

For Training Assistance

Scott Sawyer 832-842-8705

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

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

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