

UNIVERSITY OF HOUSTON SYSTEM

PeopleSoft®

project



## PeopleSoft Student Administration Training Newsletter #19

August 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:

- Late 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: CURRENTLY ALL TRAININGS EXCEPT SAXVWI ARE SCHEDULED TO BE HELD IN UBP3 -241**

#### Viewing & Working with Student Information Course Code: SAXVWI

**SAXVWI IS LOCATED ON CAMPUS IN SSC1 320F**

**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.**

0068 08/20 1:30-3:30  
0069 09/10 1:30-3:30  
0070 09/24 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.**

0067 09/08 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.

0097 09/15 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.

0074 08/13 09:30-12:30

0074 is the last session before Fall 08 begins!

0075 09/24 09:30-12:30

**Student Records Curriculum Management: Updating the Class Schedule**

Course Code: SARCMU

This hands-on training prepares end users to update the class schedule. This training requires departmental approval.

0082 08/21 9:30-12:30

0083 09/16 1:30-4:30

**Using Academic Audit**

Course Code: SAXUAA

This hands-on training prepares end users to use the Academic Audit tool for advising. End users must complete SAXVWI- Viewing & Working with Student Information- before they attend this session.

0080 08/08 9:00-11:00

0081 08/23 9:00-11:00

The Tan Route shuttle route provides service between the main campus and UBP. For shuttle details visit the UH website and search for Shuttle Routes.

## 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.**

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**For Training Assistance**

Scott Sawyer 832-842-8705

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

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