



PeopleSoft Student Administration Training Newsletter #2.0

February 21, 2007

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Hello, UH/UHV Future PeopleSoft Users!

We know you're curious. Here are answers to some of your questions.

When Is My Training?

Q. What happens at Go-Live the week of March 5?

A. All Spring 07 and Summer 07 transactions will *still* be in ADMIN! In early March, Financial Aid will ask some students to log in to PeopleSoft Student Self-Service to check for missing documents. Then, on April 13, Priority Fall Registration begins in PeopleSoft.

Q. Don't I need training *before* we Go-Live?

A. Not necessarily! Those who do have already received word from their supervisors. Everyone else will have role-based training after Go-Live, but before they need to do anything in PS.

Q. What can I do right now?*

A. You can take "Intro to PS Student Admin" right now. It's the prerequisite to your role-based training. (See Newsletter #1.)

***Warning: "Intro" is available now until 5 p.m., Friday, February 23. It will be available again after March 5 (due to the upgrade of the HR system).**

What Will My Training Look Like?

Scholarships and Financial Aid staff have begun their training this week. In the next few weeks, college and departmental users will be trained to update and view the Fall 2007 class schedule in PeopleSoft.

An initial training schedule will be published shortly. At that time, the following questions will help you and your supervisor determine the training you need:

1. Do you **view** student information?
2. Are you able to **make changes** to any student information?
3. Do you need to produce and work with **reports** provided by the system?
4. Are you able to **extract data** by using queries?

Your answers to these questions will help you identify the appropriate trainings in the schedule. Stay tuned!

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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