



## PeopleSoft Student Administration Training Newsletter #2.1

February 23, 2007

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### Reminder for RARMNT and RARMIS Users

Dear RARMNT and RARMIS User:

Starting February 23, 2007, at 5:00 p.m., all RARMNT and RARMIS users should keep a record of any updates or changes they make within the Records Maintenance or Student Miscellaneous Functions applications.

Beginning March 19, 2007, users will need to make these saved RARMNT/MIS changes/updates in the new PeopleSoft system. Users should only keep a record of changes/updates that they make in RARMNT and RARMIS.

Also starting March 19, 2007, through August, changes/updates made in RARMNT and RARMIS for Spring 07 and Summer 07 will need to be made in the new PeopleSoft system. Entering the changes/updates into both ADMIN and PeopleSoft will keep the systems in sync and minimize any disruption to delivering student services.

Registration and Academic Records will continue to be responsible for changes the office currently makes in RARMNT and RARMIS. RAR will save all RARMNT and RARMIS updates/changes they make during this period and be responsible for updating the new PeopleSoft system with their changes.

PeopleSoft training for these tasks will occur starting the week of March 5. A training schedule with registration information will be released next week.

### 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

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