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From: Scott Sawyer <shsawyer@central.uh.edu>
Subject: PeopleSoft Student Administration Training Newsletter #20
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PeopleSoft Student Administration Training Newsletter #20

September 29, 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:

- Fall 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, department 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 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

SAXVWI is held on campus in SSC1, Room 320F

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.

0071 10/08 1:30-3:30
 0072 10/22 1:30-3:30
 0073 11/05 1:30-3:30
 0074 11/19 1:30-3:30
 0075 12/03 1:30-3:30

0076 12/17 1:30-3:30

0077 01/07 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.

0070 10/27 10:00- 12:00

0071 11/18 10:00- 12:00

0072 12/16 10:00- 12:00

0073 01/08 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.

0010 10/28 01:00-4:30

0011 11/18 01:00-4:30

0012 12/16 01:00-4:30

0013 01/08 01:30-4:30

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.

0080 10/28 09:00-12:30

0081 11/12 01:30-04:30

0082 12/10 01:30-04:30

0083 01/07 09:00-12:00

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.

0090 10/09 9:00-12:00

0091 11/19 9:00-12:00

0092 12/11 9:00-12:00

0093 01/28 1:30-04:30

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. End users requesting access to this training must forward a scanned and executed security form requesting access to the audit tool. Send the scanned security form as an attachment to Sara Lee at slee@uh.edu.

0090 10/07 09:00-11:00

0091 10/22 02:00-04:00
0092 11/17 09:00-11:00
0093 12/10 09:00-11:00
0094 01/13 02:00-04:00

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.

Please direct access and security questions to application campus security administrators.

Victor Villareal, Student Admissions vcvillar@central.uh.edu 713-743-4123

Akash Bhatt, Student Records abhatter@uh.edu 713-743-7370

Chris Durham, Student Financials cjdurham@central.uh.edu

Lew Herring, Scholarship & Financial Aid lherring@central.uh.edu 713-743-9090

Sara Lee, Academic Audit slee@central.uh.edu 713-743-1611

For Training Assistance

Scott Sawyer 832-842-8705

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

Sandy Frieden, Executive Director | Scott Sawyer, Director of Training
Student Enrollment Service

Email: shsawyer@central.uh.edu

Web: <http://www.uh.edu/peoplesoft>

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