

PeopleSoft Student Administration Training Newsletter #22

Winter – Summer 2009

This PeopleSoft training newsletter will provide information regarding:

- Winter- Summer 2009 Training Schedule and Registration Information
- Campus Security Contacts & Updated Procedures for Access/Security Forms

PeopleSoft Training and Registration

To register for trainings, please send an email 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.

NOTE: Most hands on training sessions have been moved on campus to 110L Social work (SW). We will continue to use UBP on an as needed basis. SAXVWI occurs every other Wednesday in SSC1, Room 320F.

Introduction to PeopleSoft Student Administration

This online training experience is a prerequisite to all PeopleSoft Student Administration (PSSA) access. 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/sessions.html>

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. This training experience is a prerequisite to all PeopleSoft Student Administration (PSSA) access and role-based training. 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.

SAXVWI IS LOCATED ON CAMPUS IN SSC1 320F

Location: SSC1 320 F

Session: 0905	Wed	3/18/2009	1:30 PM-3:30 PM
Session: 0906	Wed	4/1/2009	1:30 PM- 3:30 PM
Session: 0907	Wed	4/15/2009	1:30 PM-3:30 PM
Session: 0908	Wed	4/29/2009	1:30 PM-3:30 PM

Session: 0911	Wed	5/13/2009	1:30 PM- 3:30 PM
Session: 0912	Wed	5/27/2009	1:30 PM- 3:30 PM
Session: 0913	Wed	6/10/2009	1:30 PM-3:30 PM
Session: 0914	Wed	6/24/2009	1:30 PM-3:30 PM
Session: 0915	Wed	7/08/2009	1:30 PM-3:30 PM
Session: 0916	Wed	7/22/2009	1:30 PM-3:30 PM
Session: 0917	Wed	8/05/2009	1:30 PM-3:30 PM
Session: 0918	Wed	8/19/2009	1:30 PM-3:30 PM

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.

Location: 110L –Social Work (SW)

Session: 0903	Wed	4/22/2009	10:00 AM-12:00 PM
Session: 0904	Wed	5/20/2009	10:00 AM-12:00 PM

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 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 encouraged to attend this 2008 training to refresh your skills.

Location: 110L –Social Work (SW)

Session: 0903	Tue	3/25/2009	1:30 PM-4:30 PM
Session: 0904	Tue	4/28/2009	1:30 PM-4:30 PM
Session: 0905	Tue	5/26/2009	1:30 PM-4:30 PM
Session: 0906	Wed	6/24/2009	1:30 PM-4:30 PM
Session: 0907	Wed	7/15/2009	9:00 AM-12:00 PM
Session: 0908	Tue	8/4/2009	9:00 AM-12:00 PM

Student Records: Enrollment Management Basics
Course Code: SAREMB

This hands-on training prepares end users to enroll, drop, and swap classes for students. Topics covered include creating and looking up enrollment requests.

Location: 110L –Social Work (SW)

Session: 0902	Tue	3/24/2009	9:00 AM-12:00 PM
Session: 0903	Tue	4/7/2009	1:30 PM-4:30 PM
Session: 0904	Tue	4/21/2009	1:30 PM-4:30 PM
Session: 0905	Wed	5/13/2009	9:00 AM-12:00 PM
Session: 0906	Tue	6/2/2009	9:00 AM- 12:00 PM
Session: 0907	Tue	6/23/2009	1:30 PM-4:30 PM
Session: 0908	Tue	7/14/2009	1:30 PM-4:30 PM
Session: 0909	Tue	7/28/2009	1:30 PM-4:30 PM
Session: 0910	Wed	8/5/2009	9:00 AM-12:00 PM
Session: 9011	Wed	8/19/2009	1:30 PM-4:30 PM

**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.

Location: 110L –Social Work (SW)

Session: 0903	Tue	3/17/2009	1:30 PM-4:30 PM
Session: 0904	Wed	3/25/2009	9:00 AM-12:00 PM
Session: 0905	Tue	4/21/2009	9:00 AM-12:00 PM
Session: 0906	Tue	5/19/2009	9:00 AM-12:00 PM
Session: 0907	Tue	6/23/2009	9:00 AM-12:00 PM
Session: 0908	Tue	7/21/2009	9:00 AM-12:00 PM
Session:0909	Tue	8/25/2009	9:00 AM-12:00 PM

**Using Academic Audit
Course Code: SAXUAA**

This hands-on training prepares 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 executed security form requesting access to the audit tool. Send the scanned security form as an attachment to Sara Lee at slee@uh.edu

Dates to be announced.

Access and Security Forms

**Access & Security Forms
Required Security Forms 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 question to application campus security administrations

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For Training Assistance

Dolores Quiroz 832-842-8745

See our web site for more information at www.uh.edu/peoplesoft