



PeopleSoft Student Administration Training Newsletter #3

April 2, 2007

In This Issue

[Required Security Form](#)

[Training Curriculum](#)

[Schedule and Registration for Training](#)

This PeopleSoft training newsletter will provide information regarding:

- Required security form
- Training curriculum
- Schedule and registration for training

Direct questions regarding PeopleSoft Admin (PSSA) training and access to the new PSSA system to the PSSA Customer Service Center at **3-0356**.

Required Security Form

All staff and administrative end users must complete and submit the two-page PeopleSoft Student Administration Security Form in order to gain access and work in the new PS Student Admin system.

Instructions and a downloadable form are located at <http://www.uh.edu/peoplesoft/sessions.html>.

Training Curriculum

Role-based training for most end users will begin this week. The prerequisite for all role-based training is completion of the online "Intro to Student Admin," and you can take it right now! It is online and takes an average of two hours to complete. (You can take it in sections if you'd like).

Log in to [UHS Online Professional Development and Training](#) to start at any time.

Detailed below are Legacy ADMIN applications and PeopleSoft trainings to launch you into the new system.

ADMIN Application	PeopleSoft Training Path
RARSTU	<p>Viewing and Working with Student Information Course Code: SAXVWI</p> <p>This training is delivered in large-group demonstration sessions. An online tutorial will also be available starting Wednesday, April 4. The tutorial will guide you through logging in to the new system and locating essential student information. The session introduces participants to core student self-service views that drive advising and other student interactions.</p> <p>The session is available to all RARSTU users and RARREG users with "View Only" security.</p>
RARREG	<p>Enrollment Management Basics Course Code: SAREMB</p> <p>This hands-on training is designed to launch RARREG end users in the new PeopleSoft system. Topics covered include core navigation and skills to register and adjust student registration records.</p> <p>This session is available to RARREG users with "College User" security access.</p>
RARMNT and ADVSTU	<p>Dual Entry Basics Course Code: SARDEB</p> <p>This hands-on training is focused on releasing service indicators (STOPS). Other topics include viewing core student information, program and plan information, and effective dating.</p>
RARDAT	<p>Basic Query Course Code: SAXBQT</p> <p>This training prepares end users to write basic queries with a focus on supporting the enrollment process. Topics include understanding student data at UH and selecting the correct source(s) for student data.</p>

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.

Schedule and Registration for Training

End users should register through the employee self-service (PASS), at <https://my.uh.edu>.

You will need your Employee ID and PASS password. For assistance logging into PASS, contact 3-3988. Once you have logged into PASS, select **Training** and then **Request Training**. It may take a couple of minutes for the page to load.

Once the page is loaded, select either **Search by Course Name** or **Search by Course Number**. The quickest way to view available course sessions is by selecting #2 and **View Category** on the right side of the screen.

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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