



PeopleSoft Student Administration Training Newsletter #4

April 3, 2007

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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:

- Student records functionality as of Wednesday, April 4
- Getting help for students and staff
- What do you need to do to get ready?

Direct questions regarding PeopleSoft Admin (PSSA) training and access to the new PSSA system to the PSSA Customer Service Center at **713-743-0356**.

Student Records Functions Turned On

As of Wednesday morning, April 4, the Student Records functionalities for PeopleSoft Student Admin will become available to students. They will be able to browse the catalog, search the fall class schedule, view their open enrollment appointment times, see their academic records, and other functions (in addition to viewing their financial aid status for 07/08 that went up several weeks ago).

We are doing a "quiet launch" for the first several days to allow students to find the site, go in, and explore. Beginning next week, we will use an ad campaign to drive students to the site to be sure they can log in, that they can retrieve their PeopleSoft ID and establish a password, and that they can navigate the site before their enrollment appointment time opens up in the ensuing days.

We have posted a [series of screen shots](#) on the web site and will be constantly updating these views as changes continue to be made. We invite you to preview what the students will be seeing tomorrow.

On the same page, you will also find a PDF of the flyer that we will be distributing very widely next week (this will also be the basis for the *Daily Cougar* ads). We encourage you to print and post one on your door now to help get the word out!

Getting Help

There are several different help desks/call centers working together:

Password resets

The **IT Help Desk** (Jim McGee, 713.743.1411) is the only group right now that does password resets for students, staff, and faculty. They do it as well for the HR and Financial applications. They also do this for UHV.

Problem getting PeopleSoft ID

The **PSSA Customer Service Center (CSC)** (Stancie Chamberlain, 713.743.0356) will begin taking calls on Wednesday for problems getting a PeopleSoft ID that would have gone to RAR—troubleshooting those they can and passing on those they can't. They also support UH and UHV staff and faculty.

Other Enrollment Services Questions

The **Enrollment Services Call Center** (713.743.1010, for questions specific to Admissions, Financial Aid, or Records & Academic Registration).

What Do You Need to Do To Begin Working in the New System?

1. Complete your online "Intro to PS Student Admin" course.
2. Download and complete the required Security Form for access to PS Student Admin.
3. Register for role-based training.

For instructions on all three of these steps, see [Training Newsletter #3](#).

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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