



PeopleSoft Student Administration Training Newsletter #6

April 23, 2007

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This PeopleSoft training newsletter will provide information regarding:

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

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.

Training Schedule

Detailed below are legacy ADMIN applications and PeopleSoft trainings to launch you into the new system. **In order to gain access to the new system as well as to specific functions within the system, you *must* complete required trainings.**

ADMIN Application	PeopleSoft Training Path/Schedule		
RARSTU	<p>Viewing and Working with Student Information Course Code: SAXVWI</p> <p>This training is delivered in large-group demonstration sessions. 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>		
	Session 0005	April 27	1-2:30 p.m. UC 270
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>		
	Session 0014	April 25	9 a.m.-noon UC 270
	Session 0015	May 1	9 a.m.-noon UC 270
RARMNT and ADVSTU	<p>Dual Entry Basics Course Code: SARMNT/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>		
	Session 0007	April 25	1-3 p.m. UC 270
	Session 0008	April 25	3-5 p.m. UC 270
	Session 0009	April 27	9-11 a.m. UC 270
RARDAT	<p>Watch future editions of the <i>PSSA Training Newsletter</i> for upcoming curriculum information and training schedule details.</p>		

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.

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

Training Registration

To register, please send an e-mail with your 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.

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. Only one form is required to get access to PSSA.

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

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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