



PeopleSoft Student Administration Training Newsletter #10

June 23, 2007

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This PeopleSoft training newsletter will provide information regarding:

- Training schedule
- Training registration information
- Required security form

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																												
BAFMIS-Posting	<p>Posting Charges on Student Accounts Course Code: SAFPCA</p> <p>This training is designed for end users who post charges on student accounts using the BAFMIS application. The session introduces participants to the core concepts related to posting charges in the Peoplesoft system. This is a hands-on, lab session.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f1c40f;"> <th>Session #</th> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>0008</td> <td>August 1</td> <td>8:30-10:30 a.m.</td> <td>UBP3 241</td> </tr> <tr> <td>0009</td> <td>August 1</td> <td>1:00-3:00 p.m.</td> <td>UBP3 241</td> </tr> </tbody> </table>	Session #	Date	Time	Location	0008	August 1	8:30-10:30 a.m.	UBP3 241	0009	August 1	1:00-3:00 p.m.	UBP3 241																
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BAFMIS-Records	<p>Viewing Student Financial Information Course Code: SAFVWI</p> <p>This training is designed for end users who view student accounts using the BAFMIS application. The session introduces participants to the core concepts related to viewing student financial information in the Peoplesoft system. This is a demonstration session delivered on campus.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f1c40f;"> <th>Session #</th> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>July 25</td> <td>8:30-10:00 a.m.</td> <td>SR 138</td> </tr> <tr> <td>0002</td> <td>July 25</td> <td>10:00-11:30 a.m.</td> <td>SR 138</td> </tr> <tr> <td>0003</td> <td>July 27</td> <td>1:00-2:30 p.m.</td> <td>SR 138</td> </tr> <tr> <td>0004</td> <td>July 27</td> <td>2:30-4:00 p.m.</td> <td>SR 138</td> </tr> <tr> <td>0005</td> <td>July 30</td> <td>10:00-11:30 a.m.</td> <td>SR 138</td> </tr> <tr> <td>0006</td> <td>July 31</td> <td>1:00-2:30 p.m.</td> <td>SR 138</td> </tr> </tbody> </table>	Session #	Date	Time	Location	0001	July 25	8:30-10:00 a.m.	SR 138	0002	July 25	10:00-11:30 a.m.	SR 138	0003	July 27	1:00-2:30 p.m.	SR 138	0004	July 27	2:30-4:00 p.m.	SR 138	0005	July 30	10:00-11:30 a.m.	SR 138	0006	July 31	1:00-2:30 p.m.	SR 138
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RARREG RARMNT ADVSTU RARMIS	<p>Student Records Workshop Course Code: SARSRW</p> <p>This comprehensive, hands-on training is designed for all end users who update student records information. This session is required for security access to term activate, update student program/plan information, as well as add/update student attributes. Topics include: printing the class schedule, career-based enrollment, stop out/discontinued students, activating a student returning from suspension, adding/removing service indicators, add/drop student enrollment, and solving common student problems in the new PeopleSoft system.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f1c40f;"> <th>Session #</th> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>0005</td> <td>July 24</td> <td>9:00 a.m.-noon</td> <td>UBP3 241</td> </tr> <tr> <td>0006</td> <td>July 24</td> <td>1:30-4:30 p.m.</td> <td>UBP3 241</td> </tr> </tbody> </table>	Session #	Date	Time	Location	0005	July 24	9:00 a.m.-noon	UBP3 241	0006	July 24	1:30-4:30 p.m.	UBP3 241																
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0011	August 2	9:00 a.m.-noon	UBP3 241
0012	August 2	1:30-4:30 p.m.	UBP3 241
0013	August 7	9:00 a.m.-noon	UBP3 241
0014	August 7	1:30-4:30 p.m.	UBP3 241
0015	August 9	9:00 a.m.-noon	UBP3 241
0016	August 9	1:30-4:30 p.m.	UBP3 241
0017	August 14	9:00 a.m.-noon	UBP3 241
0018	August 14	1:30-4:30 p.m.	UBP3 241
0019	August 16	9:00 a.m.-noon	UBP3 241
0020	August 16	1:30-4:30 p.m.	UBP3 241

Admissions

Admissions	<p>Transfer Credit Entering Decisions and Checklist Basics Course Code: SAAEAD, SAACLB, SAACED</p> <p>Watch future editions of the <i>PSSA Training Newsletter</i> for sessions starting the week of August 6.</p>
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

Sandy Frieden, Executive Director | Scott Sawyer, Director of Training
PeopleSoft Student Admin Implementation/Change Management

Email: sfrieden@uh.edu

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