



PeopleSoft Student Administration Training Newsletter #12

September 4, 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:

- Training Schedule and Registration
- Access and Security Forms

PeopleSoft Training and Registration

To register for trainings, 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. If you have additional questions please call Scott Sawyer at 713-743-8069.

Introduction to PeopleSoft Student Administration

This [online](#) training experience is a prerequisite to all PeopleSoft Student Administration (PSSA) access and role-based training. 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/documentation.html>.

NOTE: ALL TRAINING LISTED BELOW WILL BE HELD IN UBP3 - 241

Viewing & Working with Student Information

Course Code: SAXVWI

This demonstration training is designed for end users who need to view student information. Topics covered include student bio/demo information, student records, admissions, transfer credit, and student financial information. This training prepares end users to view PSSA information similar to RARSTU, ADMINQ, and BAFMIS.

0050 09/11 2:00-4:30
 0051 09/25 2:00-4:30
 0052 10/09 2:00-4:30
 0053 10/23 2:00-4:30
 0054 11/13 2:00-4:30
 0055 12/11 2:00-4:30

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.

0050 09/25 10:00- 12:00
 0051 10/23 10:00- 12:00
 0052 12/11 10:00- 12:00

Student Records Curriculum Management: Updating the Class Schedule

Course Code: SARCMU

The hands-on training prepares end users to update the class schedule. This training requires departmental approval. This training covers the equivalent of RARCAS.

0050 09/11 9:00- 12:30
 0051 09/18 1:00- 4:30

Student Records: Student Records Workshop

Course Code: SARSRW

This comprehensive, hands-on training is designed to 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. This session is available to new employees with departmental approval.

0050 10/03 9:00- 12:30
 0051 11/21 9:00- 12:30
 0052 12/05 9:00-12:30

Student Records: Enrollment Management Basics**Course Code: SAREM**

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

0050 09/13 1:00- 4:30

0051 10/04 1:00- 4:30

0052 11/08 1:00- 4:30

Viewing and Working with Transfer Credit**Course Code: SAXWTC**

This demonstration training covers the essential aspects of working with transfer credit. Topics covered include transfer credit viewing, core, and printing advising transcripts.

0050 9/26 10:00-12:00

0051 10/02 10:00- 12:00

0052 10/02 1:30-3:30

0053 10/9 10:00-12:00

0054 10/30 1:30-3:30

Admissions**Graduate Admissions: Entering Decisions & Checklist basics****Course Code: SAAEDC**

This hands-on session prepares end users to enter graduate admission decisions and use the Admissions checklist function. This training is only open to end users with Graduate and Professional Studies departmental permission.

0050 09/13 9:00- 11:30

0051 09/26 1:00-3:30

0052 10/25 9:00- 11:30

0053 11/29 9:00-11:30

Access and Security Forms**Required Security Form for PS Access**

All staff and administrative end users must initially complete and submit the two-page PeopleSoft Student Administration Security Form in order to gain access to the new PS Student Admin system. Only one form is required for access to all PSSA applications. For additional information and access to the form please visit http://uh.edu/peoplesoft/security_form.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>