



PeopleSoft Student Administration Training Newsletter #7

June 1, 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	Viewing and Working with Student Information Course Code: SAXVWI			
	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.			
	The session is available to all RARSTU users and RARREG users with "View Only" security.			
	Session 0008	June 7	8:30-10 a.m.	UC 270
	Session 0009	June 13	10:30 a.m.-noon	UC 270
RARREG	Enrollment Management Basics Course Code: SAREMB			
	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.			
	This session is available to RARREG users with "College User" security access.			
	Session 0016	June 7	10 a.m.-noon	UC 270
RARMNT and ADVSTU	Dual Entry Basics Course Code: SAXSIB			
	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.			
	This training replaces SARMNT and SARDEB.			
	Session 0001	June 13	8:30-10:30 a.m.	UC 270
RARDAT	Session 0002			
	June 27	8:30-10:30 a.m.	UC 270	
	Watch future editions of the <i>PSSA Training Newsletter</i> for upcoming curriculum information and training schedule details.			

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>