myUH Student Administration Training Information

This document contains the processes and procedures for registering for myUH Student Administration training.

Access to the myUH Student Administration System (Peoplesoft) requires the submission of the CSSSARF (Security Form) prior to attending training. This document informs the Security Administrator of the access you require in the myUH Student Administration system (Peoplesoft). Users will not receive access to the myUH Student Administration modules until the form is received in our office.

A few notes:
➢ Employees will lose all security access when an E-PAR (Employee Change notice) is processed—i.e. changing jobs/titles, etc. If this happens, employees must submit a new Security Form with signatures from the new department.
➢ Generally, additional training is not required if the user had access within the last year of the change. This statement assumes that the user is performing the same job duties in the new position.
➢ Training enrollment ends at 12 p.m. the day before the training session.

Training Registration:

a) Register for myUH Student Administration Training through your P.A.S.S. self-service account in AccessUH.

b) All training is delivered virtually using the Skype technology due to the COVID pandemic.

c) Your Professional Development Record will be updated 7-10 business after completion of each training session.

d) Email confirmation will be sent when you have successfully registered in the class. Please note that this confirmation email does not show the time—only the date—so please record this information when you view the schedule. Also, the class search will not show the class as available if you are currently enrolled in the class.

e) Information regarding the courses can be found on the HR Training Calendar.

f) One day prior to the training, a meeting invite will be sent via Microsoft Outlook requesting confirmation of your attendance. This invite will also contain the job aid for the training. Please print the job aid if you desire as copies are not available.

Please direct any questions regarding enrolling in training to Pamela R. Ogden at 832.842.9606 or via email at progden@uh.edu.
**Instructions for Registration:**

Log in to AccessUH using your cougarnet login credentials.

- Locate and select the (HR) P.A.S.S. icon.
- Click on the “Training” tile on the blue screen. Then on the left side navigation select the “Request Training” link
- Click the link to “Search by Course Name”
- Enter the **Course Name**, i.e. SAXVWI, as indicated in the information in this document
- Click Search.
- Locate the session that you desire. Click “View Available Sessions” link to select the day you wish to attend.
- Click on the Session #, and then click the “Continue” icon, then the “Submit” icon.
- You will receive a confirmation email from the HR system after you have successfully registered.
- Please note that you can also confirm your registration by clicking on the Training Summary link as indicated below.
- If you decide to cancel the registration, click the “Cancel Request” link.
- **Training enrollment ends at 12 p.m. the day before the training session.**
Course Information

Please note the prerequisites for each training session. Please log into your myUH self-service account (P.A.S.S.) to view course offering dates, times, location and to register.

Viewing & Working with Student Information
Course Name: SAXVWI
Duration: 3.0 hours
Prerequisites: None

This course is a prerequisite for all myUH Student Administration training sessions. Participants will be able to successfully navigate within the student record in the Campus Community (Student Services Center) environment. Topics covered include admissions application data, student schedules, student bio/demo information, academic records, transfer credit data, student financials and financial aid information.

Managing Service Indicators
Course Name: SAXSIB (Course Number: HO2107)
Duration: 45 minutes
Prerequisites: SAXVWI

This course is an on-line course and is designed to prepare end users to place and release service indicators (stops/holds) in myUH. Participants register in P.A.S.S. as with other courses. Search for the training by Course Name (SAXSIB). Note: The HR system will not provide a “success” message after you register for the course. You will be able to see confirmation that you are enrolled in your Training Summary in P.A.S.S. The on-line training will be available for you the day after you register, in the “TAP” section of your AccessUH. Click on the course name and follow the prompts.

Participants will receive two (2) emails after successfully completing the course.

a) One confirming successful completion of the training.

b) The other from the Security Administrator asking which Service Indicators are required for their job responsibility. Participants must respond to the email before access is granted.
Updating the Program/Plan Stack
Course Code: SARSRW
Duration: 1.5 hours
Prerequisites: SAXVWI & SAREMB

This comprehensive session is designed for end users who update academic records information in the Program/Plan stack. This includes majors, minors, sub-plans, etc. This session is required for access to term activate, update student program/plan information. Topics also include: changing a student’s plan, changing a student’s program, as well as resolving common student issues associated with the program/plan stack.

Using Academic Audit/Degree Progress Report
Course Number: SAXUAA
Duration: 2.0 hours
Prerequisites: SAXVWI; SAXSIB is recommended but not required.

This session is designed to prepare end users to view and run the Degree Progress Report/Academic Audit and to use the Advising Check-In System for advising purposes.

Enrollment Management Basics
Course Number: SAREMB
Duration: 1.5 hours
Prerequisites: SAXVWI

This session prepares end users to enroll, drop, and swap classes for students. Topics covered include adding, dropping and swapping courses in a student’s myUH account. Participants will also learn to look up enrollment requests and view a student’s study list.

Graduation Tracking – Now on Line!
Course Number: SAXGRT (Course Number: HO2108)
Duration: 1.5 hours
Prerequisites: SAXVWI & SAXUAA

This session is designed for Academic Advisors responsible for approving/certifying candidates for graduation. Topics covered include: tracking candidate’s progress toward graduation, reviewing graduation status history, the Self-Service Apply to Graduate process, as well as reviewing queries and reports designed to assist in graduation approval.
Graduation Tracking (cont.)

This course is on-line. Participants register in P.A.S.S. as with other courses. Search for the training by Course Name (SAXGRT). Note: The HR system will not provide a “success” message after you register for the course. You will be able to see confirmation that you are enrolled in your Training Summary in P.A.S.S. The on-line training will be available for you the day after you register, in the “TAP” section of your AccessUH. Click on the course name and follow the prompts.

Curriculum Management - Updating the Class Schedule
Course Number: SARCMU
Duration: 3.0 hours
Prerequisites: SAXVWI & SAREMB

This hands-on training prepares end users to update the class schedule.

Basic/Advanced Query Training
Course Code: SAXXQT
Duration: 3.0 hours each day for 5 days
Prerequisites: SAXVWI

This training prepares the user to create and edit queries in the reporting database of the myUH Student Administration System. The training includes an open lab session designed to support you in creating the queries you need. Participants are asked to bring real work scenarios to use during this lab session. Questions regarding this training should be directed to Susan Moreno.

Participants must attend and successfully complete fifteen (15) hours of basic query training. The fifteen (15) hours basic query training sessions are scheduled consecutively. The class meets for three (3) hours—9a to 12p—on five (5) consecutive week days.
Access and Security Administrators

Required Security Forms for Access:
All staff and administrative end users must complete and submit the five-page myUH CSSSARF in order to gain access to the myUH Student Administration system. Upgrades and adjustments to access also require submission of an additional security form reflecting the changes requested. Please direct access and security question to application campus security administrators.

Basic Access
sasecrty@central.uh.edu

Admissions:
admsec@central.uh.edu

Scholarships & Financial Aid:
sfasec@uh.edu

Student Business Services:
sfs-tech@uh.edu

Student Records/Academic Audit - Office of the University Registrar
uhsrsec@central.uh.edu

For Training Questions: Pamela R. Ogden, Integrated Enrollment Services, 832.842.9606
progden@central.uh.edu

See our web site for more information at:
http://www.uh.edu/academics/courses-enrollment/The-New-myUH/Info-for-staff/