

Campus Solutions Administrator 9.2

Overview



Oracle has delivered a new look and feel with its newest Campus Solutions version 9.2. You will navigate through the database slightly differently and you will get used to terminology like Homepages, Tiles, Navigation Bar, Navigation Collections, etc.

Logging In

Log into your Campus Solutions PeopleSoft account by navigating to AccessUH (<https://accessuh.uh.edu/login.php>). You will then select the Campus Solutions icon.

The screenshot shows the AccessUH login interface. At the top, there are two login options: 'CougarNet Login' and 'myUH (PeopleSoft) Login'. Below these are fields for 'CougarNet ID' and 'CougarNet Password', each with a corresponding 'Forgot' link ('Don't know your CougarNet ID?' for ID, 'Change/Reset your CougarNet Password.' for password). A 'Login to AccessUH' button is at the bottom of this section. To the right is a 'Help' section with links to 'AccessUH FAQs', 'Change/Reset CougarNet Password', 'Reset myUH Password', 'Chat with IT Support', and a phone number 'Call 713-743-1411'. Below the login area is a header 'Administrative Services' followed by a grid of seven icons:

- Baseline**: Green square with a white 'B' and the word 'Baseline' below it.
- Campus Solutions**: Blue square with a white 'CS' and the words 'Campus Solutions' below it.
- Concur Travel Management**: Square divided into four quadrants: top-left blue with a bed, top-right green with a suitcase, bottom-left orange with an airplane, and bottom-right green with a fork and knife.
- Email (Exchange)**: Red square with a white envelope icon and the words 'Email (Exchange)' below it.
- Enrollment Management Dashboards**: Gray square with a bar chart icon and the words 'Enrollment Management Dashboards' below it.
- Finance**: Green square with a red dollar sign icon and the word 'Finance' below it.
- HR**: Orange square with a white 'P.A.S.S.' icon and the word 'HR' below it.

Navigating to additional sites

The screenshot shows the 'Welcome to the University of Houston System Portal!' page. At the top left is the date 'Tue, Feb 21, 17 1:59 PM'. On the right are 'Home' and 'Sign Out' links. The main content area has a sidebar on the left with links to various self-service functions: 'UH Self-Service' (myUH), 'UHV Self-Service' (myUHV), 'Campus Solutions' (CS), 'Human Resources' (P.A.S.S.), and 'UHS Finance' (UHS Finance). The main body of the page contains a welcome message and a notice about privacy rights. At the bottom are links for 'State of Texas', 'Compact with Texans', 'Statewide Search', 'Report Copyright Infringement', 'Privacy and Policies', and copyright information: '© 2011 University of Houston System • 4800 Calhoun, Houston Texas 77004'.

Please note that the Portal Hub will no longer exist in the upgraded version of 9.2. In order to log on to the HR (P.A.S.S.) and Finance databases, you will need to use the Navigator discussed further down in this document.

If you need to access your student account, you will need to log out of Campus Solutions and select the myUH icon located on the AccessUH page you have logged into using your cougarnet credentials or your myUH (PeopleSoft) Login.

Fluid User Interface

The biggest change in PeopleSoft is the User Interface. The Classic User Interface used in PeopleSoft 9.0 was known as PIA (PeopleSoft Internet Architecture). PeopleSoft Fluid User Interface, which was designed to be used on mobile devices, can also be used on a laptop and desktop. The Fluid User Interface is more than a mobile platform; it is responsive and recognizes the device form factor being used and adapts the layout to optimize the user's experience.

Homepages

A Fluid homepage organizes navigation in an easy, familiar way for the user to access key parts of the PeopleSoft system.

Homepages are role-based and can be assigned to students, applicants, alumni, or specific administrative roles. Users can have multiple homepages. While users can personalize and even create their own homepages, you can configure restrictions and security for homepages based on your needs. Homepages also offer users notification and navigational features such as Tiles and a NavBar.



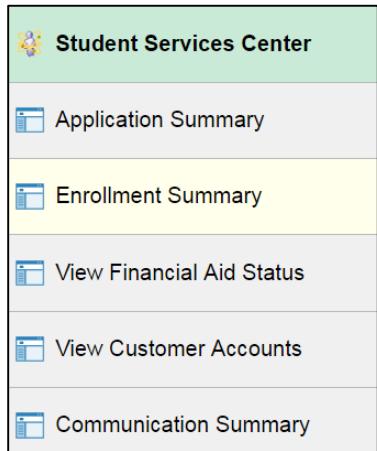
Tiles

Tiles on homepages are navigation points to Campus Solutions Fluid transaction pages. For example, selecting the Profile tile on the Student Homepage opens a landing page that provides users with a number of informational and transactional links. Tiles can be designed to display relevant and timely information to your users.



Navigation Collections

Campus Solutions delivers sample navigation collections on the Campus Solutions Administrator Homepage to facilitate navigation to other components that use the Classic interface.



Campus Solutions Administrator Homepage

Oracle has delivered a Campus Solutions Administrator Homepage which contains sample navigation collections.

- ***Student Customer Service Tile*** – The navigations within this collection reflect the commonly used pages or components accessed by an institution's Help Desk or Customer Service Center to access detailed information about a student or other individual. The pages are not limited to just one module. Staff members will only be able to view pages they have security access to view.
 - Student Services Center
 - Application Summary
 - Enrollment Summary
 - View Financial Aid Status
 - View Customer Accounts
 - Communication Summary
- ***Campus Community Tile*** – The navigations within this collection reflect commonly used pages or components accessed by administrative staff. Staff members will only be able to view pages they have security access to view.
 - Add/Update a Person
 - Checklist Management – Person
 - Communication Management
 - Person Comment Entry
 - Manage Service Indicators
- ***Recruiting and Admissions Tile*** – The navigations within this collection reflect commonly used pages or components accessed by administrative staff. Staff members will only be able to view pages they have security access to view.
 - Maintain Applications
 - Application Transactions
 - Prospect/Admissions Staging
 - Education
 - Test Results
- ***Student Records Tile*** – The navigations within this collection reflect commonly used pages or components accessed by administrative staff. Staff members will only be able to view pages they have security access to view.
 - Maintain Schedule of Classes
 - Student Program/Plan
 - Student Grades
 - Quick Enroll a Student
 - Enrollment Summary
 - Class Roster
- ***Financial Aid Tile*** – The navigations within this collection reflect commonly used pages or components accessed by administrative staff. Staff members will only be able to view pages they have security access to view.
 - Assign Awards to a Student
 - View Award Activity

- Correct 2016-2017 ISIR records
 - Maintain Student FA Term
 - View Packaging Status Summary
- **Student Financials Tile** – The navigations within this collection reflect commonly used pages or components accessed by administrative staff. Staff members will only be able to view pages they have security access to view.
 - Tuition Calculation
 - Assign Payment Plans
 - View Customer Accounts
 - Post Student Transactions
 - Post Student Payments
 - Group Processing
 - Create Group Data Entries
 - External Files
 - Post Transactions
 -

Common Elements Used with PeopleSoft Fluid User Interface

A standard banner appears at the top of every Fluid page. The banner includes the page title and these standard buttons:



(Home)

Select to return to the main PeopleSoft Homepage



(Notifications)

Select to view actions and alerts in a notifications window. *This functionality is currently disabled.



(Actions List)

Select to see a list of available actions for the current window. The Sign Out command is always available under this menu; as well as Personalize Homepage, My Preferences, and Help.



(Navigation Bar)

Select to use the Navigation Bar (NavBar). The NavBar provides handy navigation options such as Recent Places, My Favorites, and Navigator (which expands to show the Classic menu hierarchy).

Navigation Bar

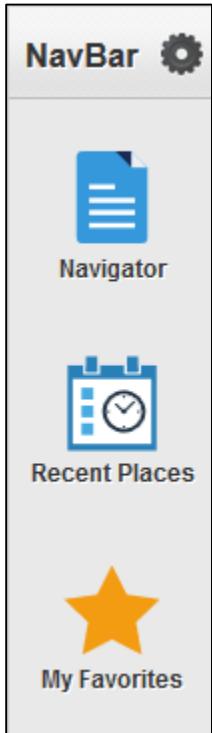
The NavBar offers intuitive navigation across Campus Solutions. This Fluid structure is available as a dynamic window that slides out from the side of the page. On Fluid-enabled systems, the PeopleSoft Navigation Bar is also available on PeopleSoft classic pages, creating a seamless experience for users as

they navigate the system. It can include the entire PeopleSoft menu, user favorites, recently used links, and navigation tiles that help users access the parts of the application most important to them.

Using the Navigation Bar

After pressing the Navigation Bar button, the NavBar side page appears. Use this page to access additional navigational options.

This example illustrates how the NavBar appears after it is first selected. It hugs the right side of the interface, displaying the available options. These options will be discussed in the following sections.



Navigator

Displays the traditional menu structure as the user would see when accessing PeopleSoft in classic mode and using the Main Menu.

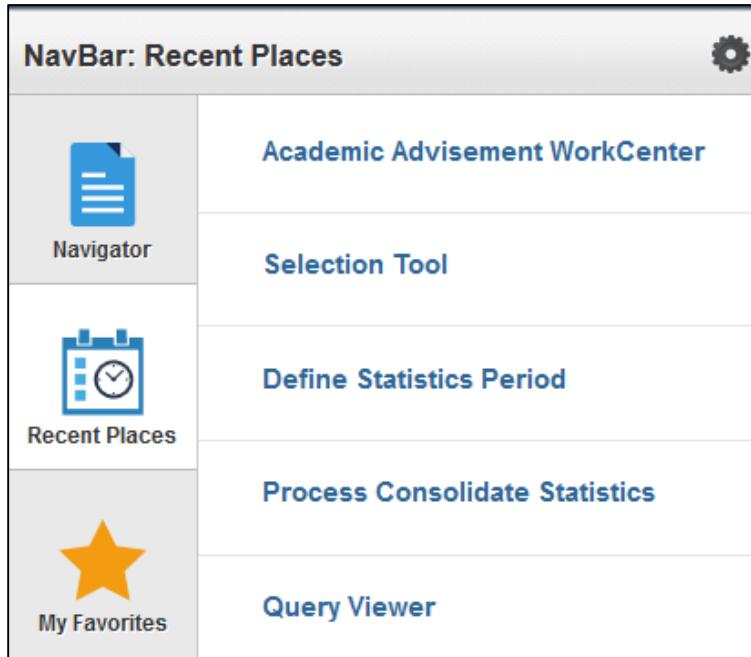
This example illustrates using Navigator. You can navigate through the set of links just as you would using the Main Menu using classic PeopleSoft applications in the same order.

The screenshot shows the Navigator interface. On the left is a vertical sidebar with three sections: 'Navigator' (with a document icon), 'Recent Places' (with a calendar icon), and 'My Favorites' (with a star icon). The main area is titled 'NavBar: Navigator' and contains a gear icon in the top right corner. A list of menu items is displayed on the right, each with a right-pointing arrow:

- Academic Advisement >
- Campus Community >
- Change Management >
- Compensation >
- Contributor Relations >
- Curriculum Management >
- Department Self Service >
- Enterprise Components >
- Financial Aid >

Recent Places

This example illustrates selecting Recent Places. This option displays for you the five most recent places in the application you have been. Using this subset of links enables you to choose quickly the application pages you are currently using frequently.



The screenshot shows the 'NavBar: Recent Places' interface. On the left is a vertical sidebar with three items: 'Navigator' (document icon), 'Recent Places' (calendar icon), and 'My Favorites' (star icon). The main area lists five recent places: 'Academic Advisement WorkCenter', 'Selection Tool', 'Define Statistics Period', 'Process Consolidate Statistics', and 'Query Viewer'. A gear icon is in the top right corner.

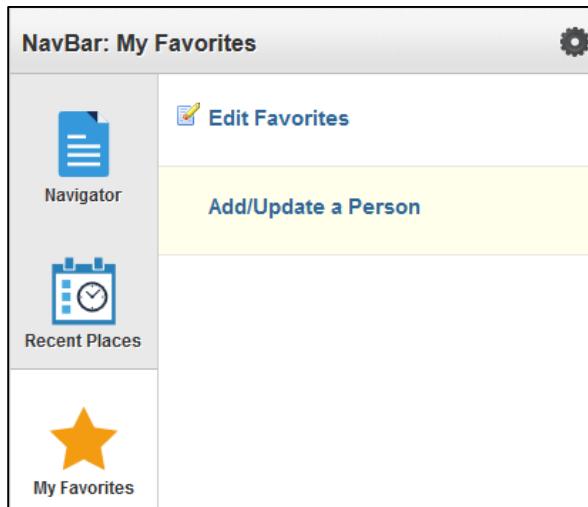
Recent Place
Academic Advisement WorkCenter
Selection Tool
Define Statistics Period
Process Consolidate Statistics
Query Viewer

My Favorites

Displays any specified favorite pages.

Favorites can be added through the Add To Favorites link in **classic PIA** or Add to Favorites link in fluid components.

This example illustrates using My Favorites. In this example, My Preferences has been added to the favorites list. To remove a favorite, select Edit Favorites and modify the list as needed.



The screenshot shows the 'NavBar: My Favorites' interface. On the left is a vertical sidebar with three items: 'Navigator' (document icon), 'Recent Places' (calendar icon), and 'My Favorites' (star icon). The main area lists two favorite pages: 'Edit Favorites' and 'Add/Update a Person'. The 'Edit Favorites' link is highlighted with a yellow background. A gear icon is in the top right corner.

Favorite
Edit Favorites
Add/Update a Person

Using the Working List

Add to NavBar

Adds a shortcut to the left-hand side of the NavBar, enabling access to that fluid page directly from the NavBar.

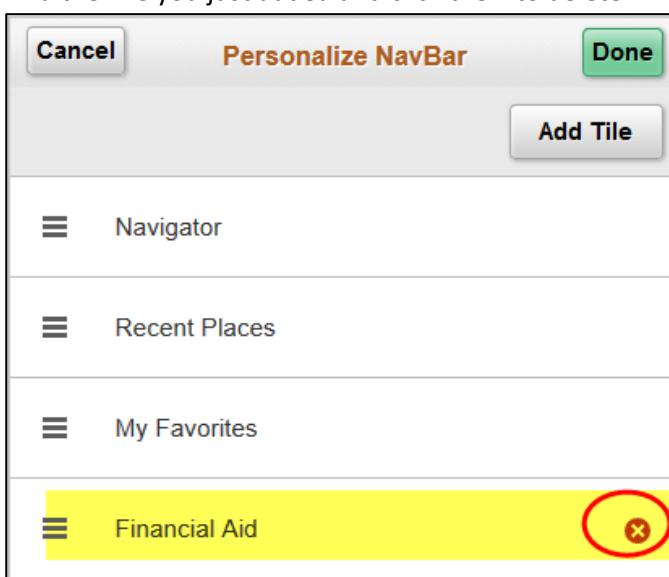
1. Navigate to the desired page.
2. Click the Working List Icon
3. Click Add to NavBar
4. Your page has been added to NavBar

If you need to delete a page from your NavBar

1. Click the Navigation Bar Icon



2. Click the Personalize NavBar Icon
3. Find the Tile you just added and click the **x** to delete



Add To Favorites

Adds a link to the My Favorites node of the NavBar.

1. Navigate to the desired page.
2. Click the Working List Icon
3. Click Add To Favorites
4. Accept the Description or add a new one
5. Click Ok

[My Preferences](#)

Takes you to the My Preferences interface, where you can modify settings that control a variety options in the interface based on your preferences.

The screenshot shows a user interface titled "My Preferences" at the top. Below it, under the heading "Campus Preferences", there is a section titled "Defaults". This section contains three dropdown menus: "Institution" set to "University of Houston", "Career" set to "Undergraduate", and "Term" set to "Spring 2017".

The My Preferences tile (that can be added to a user's homepage) allows access to the Campus Preferences page where users can define default values that assist user navigation, reduce repetitive data entry, and streamline the completion of transactions. Users can set preference values for:

- Institution: Default value for users associated with more than one institution.
- Career: Default value for users with more than one career.
- Term: Depending on the values of the Institution and Career, the default value for use in Student Records.