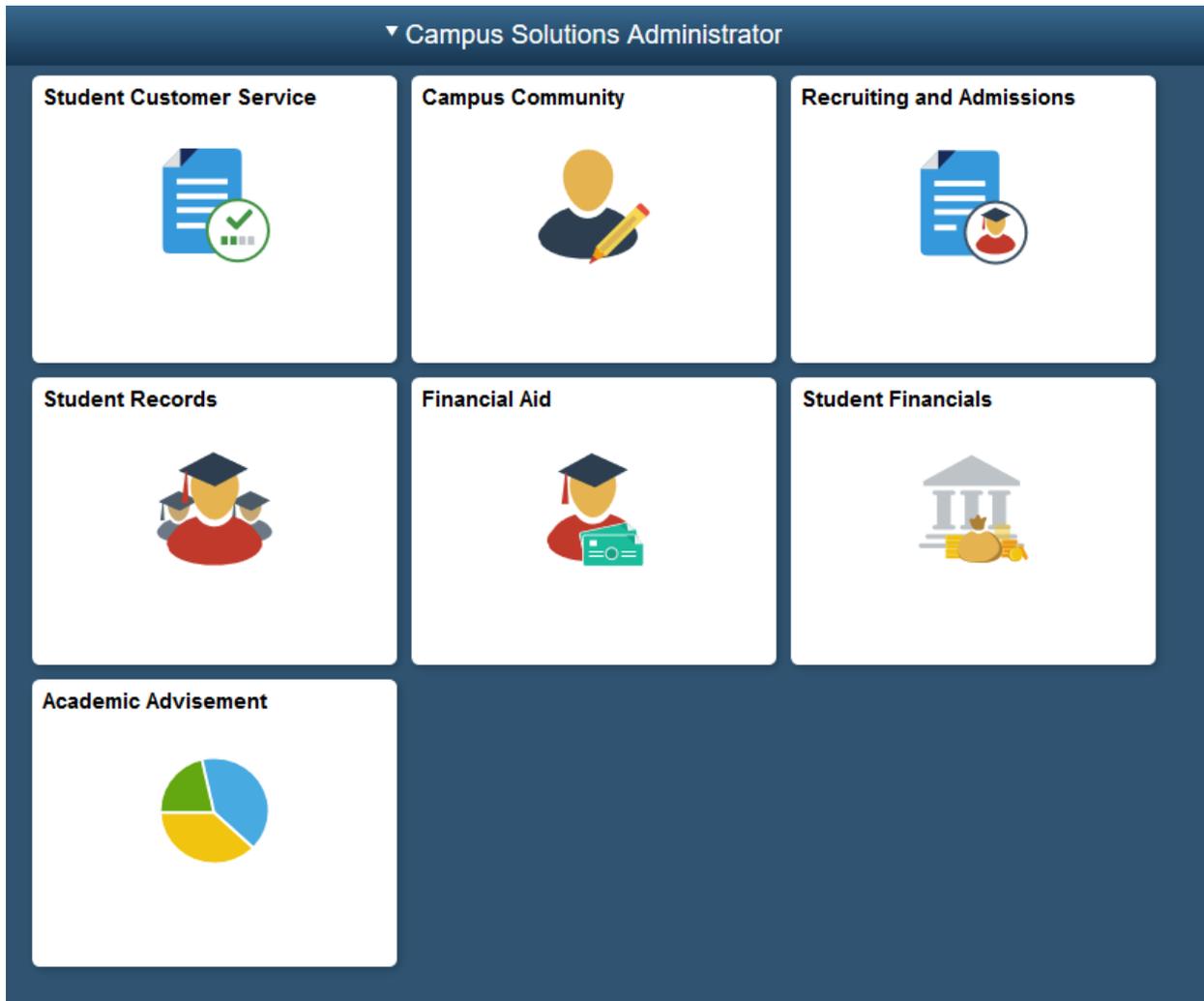


Campus Solutions Administrator 9.2

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.

Navigating to additional sites

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.

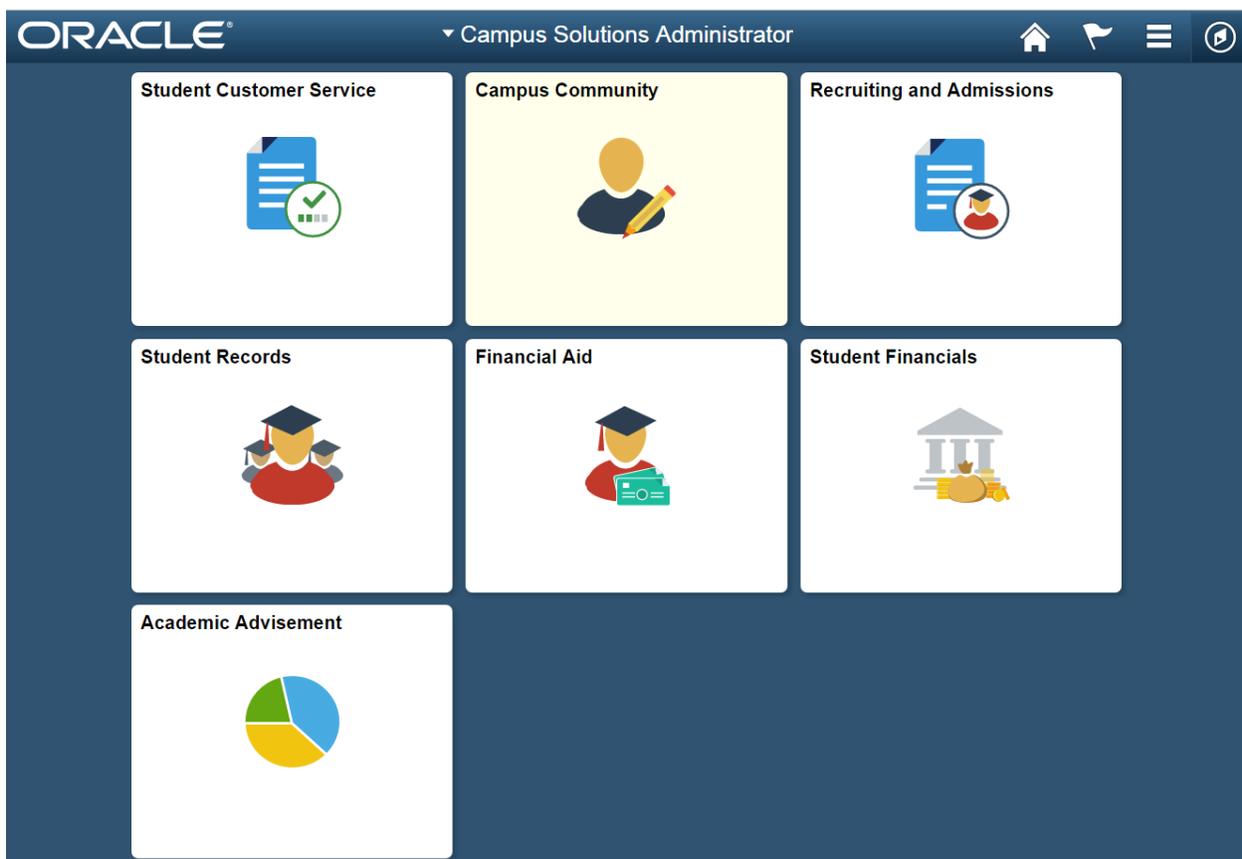
Fluid User Interface

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.

 Student Services Center
 Application Summary
 Enrollment Summary
 View Financial Aid Status
 View Customer Accounts
 Communication Summary

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

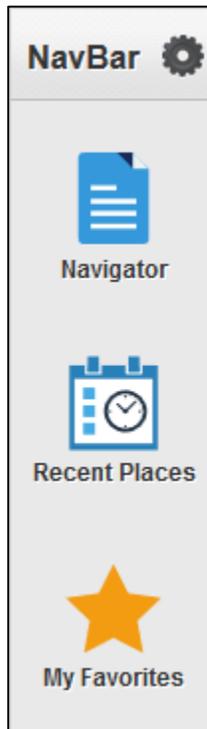
The NavBar offers intuitive navigation across Campus Solutions. This Fluid structure is available as a dynamic window that slides out from the side of the page. On Fluid-enabled systems, the PeopleSoft Navigation Bar is also available on PeopleSoft classic pages, creating a seamless experience for users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

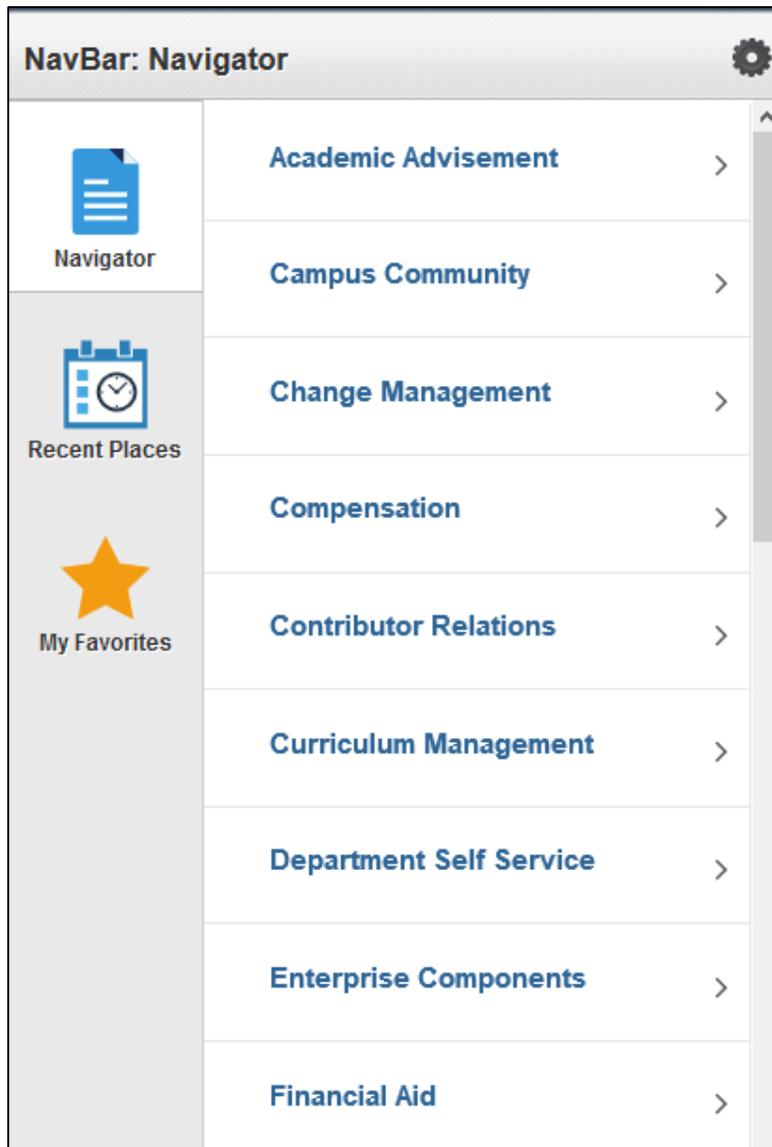
This example illustrates how the NavBar appears after it is first selected. It hugs the right side of the interface, displaying the available options. These options will be discussed in the following sections.



Navigator

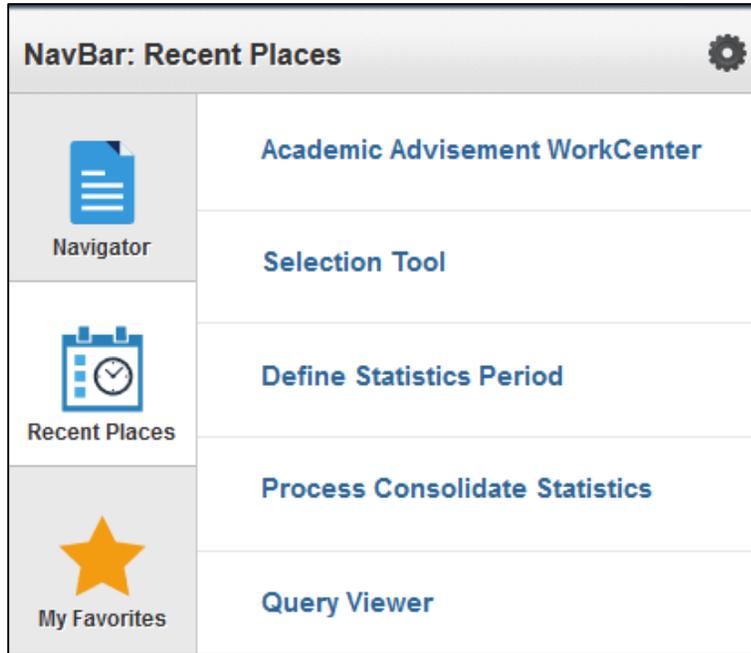
Displays the traditional menu structure as the user would see when accessing PeopleSoft in classic mode and using the Main Menu.

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.



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.

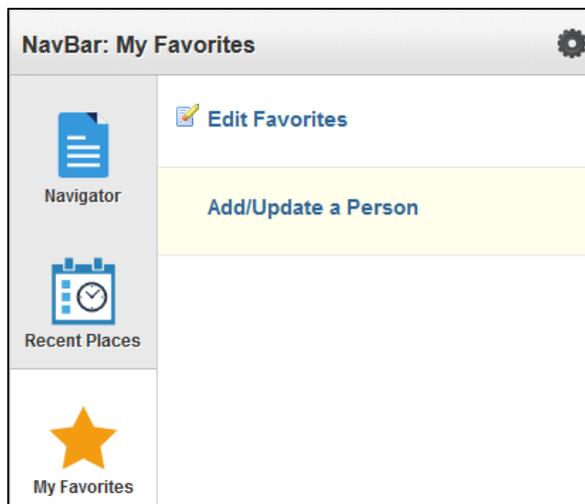


My Favorites

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.



Using the Working List

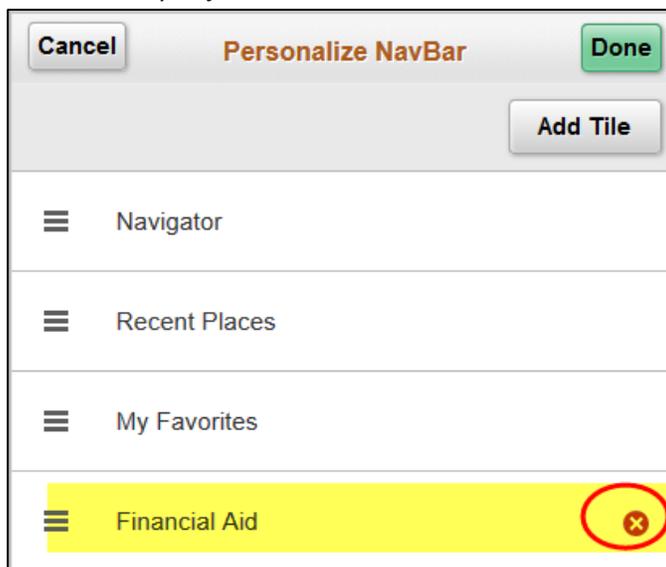
Add to NavBar

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



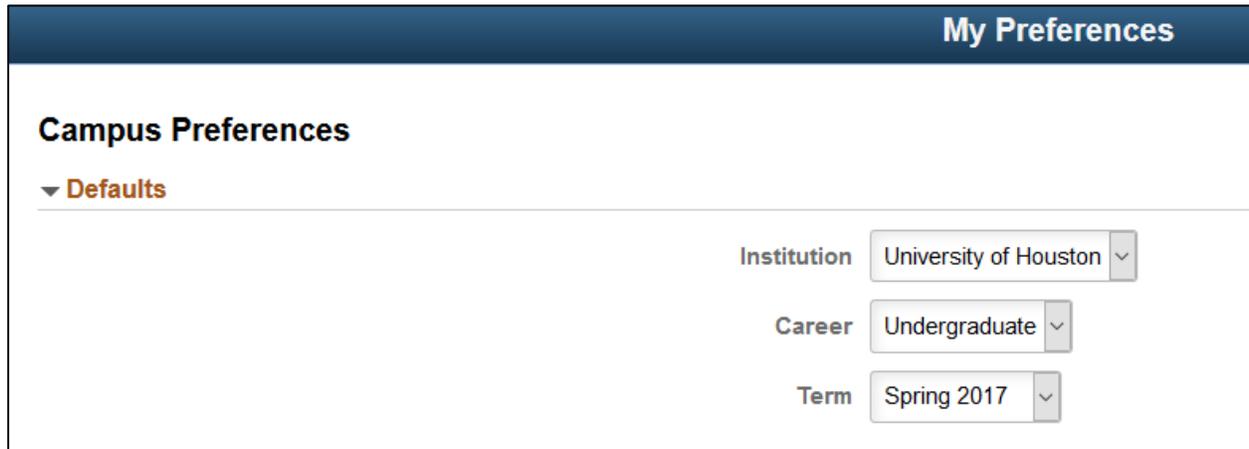
Add To Favorites

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 of options in the interface based on your preferences.



The screenshot shows a web interface titled "My Preferences" in a dark blue header. Below the header, the section "Campus Preferences" is displayed. Underneath, there is a sub-section titled "Defaults" with a downward-pointing arrow. 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.