

Sneak Peeks for PeopleSoft Student Administration!

Ready for a preview of what the new PeopleSoft Student Administration software looks like? Come to a **Sneak Peek** to get a good look at it and to get a briefing on what to expect!

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Friday, December 1	10:00-11:00 a.m.	Room 105 Continuing Education
Friday, December 8	10:00-11:00 a.m.	Room 105 Continuing Education
Friday, January 5	10:00-11:00 a.m.	Room 105 Continuing Education
Friday, January 12	10:00-11:00 a.m.	Room 105 Continuing Education

Continuing Education (CE), is across the atrium from the Hilton Hotel lobby, UH main campus.

FIRST STEP IN PEOPLESOFT STUDENT ADMINISTRATION TRAINING FOR NOVEMBER/DECEMBER

All current users of the ADMIN system at UH and at UHV are now invited to sign up for an upcoming Experiencing Change Workshop during November and December. This first step for training for all future PeopleSoft Student Administration users anticipates the March 2007 go-live date for PeopleSoft Student Administration. Experiencing Change is a half-day workshop that provides a common vocabulary that will be used throughout all PS Student Admin trainings, as well as strategies for dealing with change. Experiencing Change is required for all ADMIN users.

End Users will participate in:

Step 1: Experiencing Change (half day--no computers) provides a common vocabulary, helps to manage expectations, and provides strategies for dealing with change. Content from this workshop is used throughout all subsequent training. All 2000 eventual PeopleSoft trainees at UH and UHV will have this workshop as their starting point. [Scheduled: July through March, numerous sessions]

Step 2: Intro to Student Admin (one day--some computer time) teaches the basic structure and navigation for the application, including, for example, PS terminology, Academic Structure, Effective Dating, and Search/Match. This training is interactive. All 2000 eventual PeopleSoft trainees at UH and UHV will have this session prior to their role-based training. [Scheduled: Nov-March, then ongoing]

Step 3: Role-based Training (length varies--hands on) teaches the basic processes of the End User's specific area. This training is interactive. All 2000 eventual PeopleSoft trainees at UH and UHV will attend training in order to receive access. [Scheduled: November through March, then ongoing]

"Experiencing Change Workshops" are now open for registration for current ADMIN users:

Thursday, Nov. 30	8:00 a.m. - 12:00 noon	Room 103 CE
Tuesday, Dec. 5	8:00 a.m. - 12:00 noon	Room 103 CE
Thursday, Dec. 14	1:00 p.m. - 5:00 p.m.	Room 103 CE

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This workshop will also be scheduled for additional times later in the early Spring semester. Content from this workshop is used throughout all subsequent PeopleSoft training and is a prerequisite to hands-on training.

Seats are limited in each session. You can reserve your spot for one of these dates by contacting:

<http://www.uh.edu/peoplesoft/news.html>