

## Sneak Peeks for PeopleSoft Student Administration!

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Come to a **Sneak Peek** to get a preview of PS Student Administration and to get a briefing on what to expect!

### UH:

Friday, December 8	10:00-11:00 a.m.	Room 105 Continuing Education
Friday, January 5	10:00-11:00 a.m.	Room 160 Student Services 2 Bldg.
Friday, January 12	10:00-11:00 a.m.	Room 160 Student Services 2 Bldg.

Continuing Education (CE) is across the atrium from the Hilton Hotel lobby, UH main campus. Room 160 is in the Student Services 2 Bldg., Affirmative Action Office.

### SIGN UP FOR FIRST STEP IN PEOPLESOFT STUDENT ADMINISTRATION TRAINING

All current users of the ADMIN system may now sign up for an upcoming Experiencing Change Workshop. This first step for training for all future PS Student Administration users anticipates the March 2007 go-live date for PS Student Admin. 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.

**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 will have this workshop as their starting point.

**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 will have this session prior to their role-based training.

**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 will attend training in order to receive access.

**The following "Experiencing Change Workshop" is now open for registration for current ADMIN users:**

**UH: Thursday, Dec. 14**      **1:00 p.m. - 5:00 p.m.**      **Room 103 Continuing Education**

**TO REGISTER:**                      **peoplesofttraining@uh.edu**

**Please register only for yourself, and give us your department and mail code.**

**<http://www.uh.edu/peoplesoft>**