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 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:

- Users will lose all security access when an E-PAR (Employee Change notice) is processed—i.e. changing jobs/titles, etc.
- Users 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 Registration:

a) Register for ***myUH Student Administration Training*** through your P.A.S.S. self-service account in myUH (Peoplesoft) .
b) Your Professional Development Record will be updated upon completion of each training session.
c) Email confirmation will be sent when you have successfully registered in the class. **Please note that this confirmation does not show the time—only the date.**
d) Detailed information regarding the courses can be found the on the HR Training Calendar.
e) One day prior to the training, a meeting invite will be sent via Microsoft Outlook requesting confirmation of your attendance.

Please direct any questions regarding 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 P.A.S.S. icon.
- Navigate to the link to “Request Training”
- Click the link to “Search by Course Number”
- Enter the Course Number, i.e. SAXVWI, as indicated on the Training Schedule.
- 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 looking in Training Summary section of your P.A.S.S. account.

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 Number: 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 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 Number: SAXSIB
Duration: 1.5 hours
Prerequisites: SAXVWI

This session is designed to prepare end users to place and release service indicators (stops/holds) in myUH.

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.

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 as well as add/update student attributes. Topics also include: changing a student's plan, changing a student's program, as well as solving common student issues associated with the program/plan stack.

Graduation Tracking - Track and Review Graduation Status
Course Number: SAXGRT
Duration: 1.5 hours
Prerequisites: SAXVWI & SAXUAA

This session is designed for Academic Advisors responsible for approving candidates for graduation. Topics covered include: Tracking candidate's progress toward graduation, review graduation status history, the Self-Service Apply to Graduate process, as well as reviewing queries and reports designed to assist in graduation approval. Participants requesting this training must write the name of the course in the "Other" space in the Student Records section of the security form.

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. This training requires departmental approval.

Maintaining Graduate Admission Applications
Course Code: SAAMGA
Duration: TBD
Prerequisites: SAXVWI

This session is designed for graduate admission advisors who are responsible for maintaining admissions applications in the ***myUH Student Administration*** system. Topics include: updating applicant bio-demo information, updating admit terms, updating program/plan and entering decisions.

Note: SAAMGA is offered on an as needed basis. Please contact Pamela R. Ogden .

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.

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 on five (5) consecutive days.

Access and Security Administrators

Required Security Forms for PS 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.

OUR/Admissions Imaging System:

Users requiring access to view information in the OUR/Admissions Imaging module must complete and submit the CSSSARF, checking the appropriate item in the Student Records area of the form. Information found in this module includes transcripts from other schools and other academic documents. No formal training is required for access to this module.

RoLana Starr - Student Admissions rstarr@central.uh.edu 713.743.4123

Tracie Briscoe - Student Records tbriscoe@central.uh.edu 832.842.3703

Academic Audit:
James Glickman – sasercty@central.uh.edu

Admissions:
RoLana Starr - rstarr@central.uh.edu 713.743.4123

Scholarships & Financial Aid:
Lew Herring - rlherring@central.uh.edu 832.842.4812

Student Business Services:
Chris Durham - Student Financial cjdurham@central.uh.edu
Brandon Bob - blbob@central@uh.edu 832.842.8895

Student Records - Office of the University Registrar
Tracie Briscoe - tbriscoe@central.uh.edu 832.842.3703

For Training Assistance: Pamela R. Ogden 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/