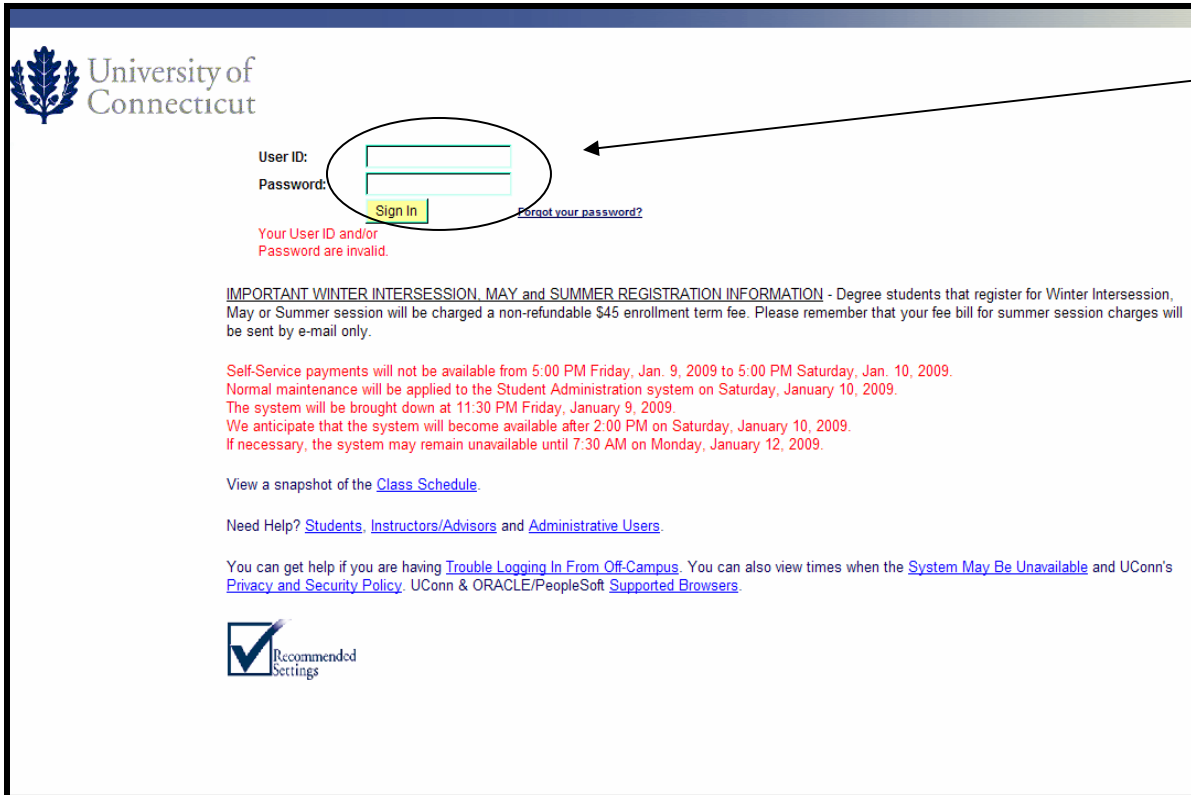


PeopleSoft Student Guide

- Logging In
- Online Registration
- Online Payment
- PeopleSoft Search Tool

Logging into PeopleSoft

To begin go to www.studentadmin.uconn.edu and follow the instructions below:
PLEASE NOTE: FOR BEST VIEW USE INTERNET EXPLORER.



University of Connecticut

User ID:

Password:

[Sign In](#) [Forgot your password?](#)

Your User ID and/or Password are invalid.


IMPORTANT WINTER INTERSESSION, MAY and SUMMER REGISTRATION INFORMATION - Degree students that register for Winter Intercession, May or Summer session will be charged a non-refundable \$45 enrollment term fee. Please remember that your fee bill for summer session charges will be sent by e-mail only.

Self-Service payments will not be available from 5:00 PM Friday, Jan. 9, 2009 to 5:00 PM Saturday, Jan. 10, 2009. Normal maintenance will be applied to the Student Administration system on Saturday, January 10, 2009. The system will be brought down at 11:30 PM Friday, January 9, 2009. We anticipate that the system will become available after 2:00 PM on Saturday, January 10, 2009. If necessary, the system may remain unavailable until 7:30 AM on Monday, January 12, 2009.

View a snapshot of the [Class Schedule](#).

Need Help? [Students](#), [Instructors/Advisors](#) and [Administrative Users](#).

You can get help if you are having [Trouble Logging In From Off-Campus](#). You can also view times when the [System May Be Unavailable](#) and UConn's [Privacy and Security Policy](#). UConn & ORACLE/PeopleSoft [Supported Browsers](#).

 Recommended Settings

Login: Enter in your User ID (Peoplesoft Number) and password. (If this is your first time using the system, your password is "Wmmddyy!" - your date of birth.) Click the **Sign In** button.

Note: The MBA program office cannot reset your password. If you have any problem logging in contact the ITS Help Desk at 860.486.HELP.

PeopleSoft Online Registration Procedures

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Self Service

Navigate to your self service information and activities.

Student Center

Use the student center to manage school related activities.

Class Search / Browse Catalog

Find classes that match your selection criteria, or browse the course catalog by subject.

Class Search

Browse Course Catalog

Academic Planning

Build your academic planner

Enrollment Shopping Cart

My Course History

Campus Finances

View your account, make an electronic payment, view and accept your financial aid awards.

Campus Personal Information

Maintain your personal information and review holds and to do's pending to your record.

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

Enrollment

My Class Schedule

My Weekly Schedule

Academic Records

View grades and transcripts and request official copies.

Request Official Transcripts

View Unofficial Transcript

My Course History

My Advisor

Home | Add to Favorites | Instructor/Advisor Help | Student Help | Admin Help | Sign Out

Main Menu > Self Service >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

Enrollment Dates

View your enrollment appointments.

My Class Schedule

My Weekly Schedule

Enrollment: Add Classes

Enroll in classes from your Shopping Cart.

Enrollment: Swap Classes

Replace a selected class with another.

Home | Add to Favorites | Instructor/Advisor Help | Student Help | Admin Help | Sign Out

Jennifer Mathieu

Search

Enroll

My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
Intercession 2009	Undergraduate	University of Connecticut
Spring 2009	Undergraduate	University of Connecticut

CONTINUE

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

1. Click on **Self Service**.
2. Click on **Enrollment**.
3. Click on **Enrollment: Add Classes**.
4. Select the appropriate term.

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My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2009 | Graduate | University of Connecticut

change term

Open Closed Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

search

By:


My Advisement Report

Spring 2009 Shopping Cart

Your enrollment shopping cart is empty.

5. Type in the class number where it says **Enter Class Nbr**, and then click **Enter**.

(The PeopleSoft Class number is listed on the semester schedule that is posted on the Part Time MBA website)

6. Make sure you see  **Open** next to the course. Once you have verified that the course is open for enrollment click **Next**.

*If you would like to see what courses are available for any particular semester check out the schedules posted on the Part-Time MBA website (www.business.uconn.edu/pmba). Do not consult PeopleSoft for available courses.

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my class schedule | add | drop | swap | edit | term information


Add Classes

1. Select classes to add - Enrollment Preferences

Spring 2009 | Graduate | University of Connecticut

ACCT 5123 - Cost Analysis & Control

Class Preferences

ACCT 5123-R10 Lecture  Open

Wait List ☐ Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Graduate

Enrollment Information

Open to MBA students, others with permission. Prerequisite: ACCT 5121 (RG2089).

Grading Graded

Units 3.00

CANCEL

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
R10	Lecture	Mo 6:00PM - 9:00PM	TBA	Wayne Bragg	01/20/2009 - 05/01/2009

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

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my class schedule || add || drop || swap || edit || term information

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1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2009 | Graduate | University of Connecticut

change term

PROCEED TO STEP 2 OF 3

Open Closed Wait List

Add to Cart

Enter Class Nbr

enter

Find Classes

Class Search

search

By:

My Advisement Report

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACCT 5123-R10 (12118)	Mo 6:00PM - 9:00PM	TBA	W. Bragg	3.00	Open

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Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2009 | Graduate | University of Connecticut

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 5123-R10 (12118)	Cost Analysis & Control (Lecture)	Mo 6:00PM - 9:00PM	TBA	W. Bragg	3.00	Open

CANCEL PREVIOUS FINISH ENROLLING

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

7. Click on **Proceed to Step 2 of 3.**

8. Click on **Finish Enrolling.**

9. Viewing the results; verify that the status of your enrollment is "enrolled" ✓

Note: If you receive an error message please contact the MBA office for assistance.

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Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2009 | Graduate | University of Connecticut

Success: enrolled Error: unable to add class

Class	Message	Status
ACCT 5123-R10	Success: enrolled	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

PeopleSoft Online Payment Procedures

The screenshot displays the PeopleSoft Self Service interface. On the left, a 'Menu' sidebar contains a search bar and a list of options. The 'Self Service' section is expanded, and 'Student Center' is highlighted with an orange box. The main content area shows the 'Self Service' header and a 'Student Center' link, also highlighted with an orange box. Below this, the 'Enrollment' section is visible. A 'Finances' section is highlighted with a blue header. Under 'Finances', the 'My Account' section lists links: 'View Fee Bill', 'Student Permissions', 'Grad Assist Payroll', and 'UConn Payment Plan'. To the right, an 'Account Summary' box shows the 'Current Balance' as 4669.00 and the 'Total Balance' as 9343.00. At the bottom right, a 'make a payment' button is highlighted with an orange box.

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- Academic Planning
- Enrollment
- Campus Finances
- Academic Records
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Main Menu >

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Navigate to your self service information.

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Use the student center to manage school related activities.

Enrollment

View application, enroll in class, and exam.

Finances

My Account

- [View Fee Bill](#)
- [Student Permissions](#)
- [Grad Assist Payroll](#)
- [UConn Payment Plan](#)

Account Summary


■ Current Balance	4669.00
■ Total Balance	9343.00

Currency used is US Dollar.

make a payment

1. Click on **Self Service**.
2. Click on **Student Center**.
3. Scroll down to “**Finances**” section.
4. Click on “**make a payment**”.
5. Follow steps 1-5 to complete the process.

PeopleSoft Search Tool

If for any reason you cannot find what you are looking for in PeopleSoft always try using the search tool! Type in one or two words of what you are looking for and click . Once the search results appear you can select one of the results or you can alter the search. Under each search result find step by step instructions to find a page.

