

Other Functions

- **Change My Password**

PeopleSoft.

Menu

Search:

- My Favorites
- Self Service
- Payroll for North America
- Campus Community
- Records and Enrollment
- Curriculum Management
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Data Models
- Change My Password**
- My Personalizations
- My System Profile
- My Dictionary

Change Password

User ID: _____

Description: Admin Example

*Current Password:

*New Password:

*Confirm Password:

1. Choose “Change My Password” from the Main menu. Enter detail into “Current Password”, “New Password” and “Confirm Password” fields. Click on “Change Password” to finalize.

- **My Favorites**

- * **Add to Favorites**

1. Navigate to the page you want to add as one of your Favorites.

PeopleSoft.

Menu

Search:

- My Favorites
- Self Service
- Payroll for North America
- Campus Community
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Combined Sections
- Class Roster**
 - Class Roster**
 - Print Class Roster
- Instructor/Advisor Information
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Data Models
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

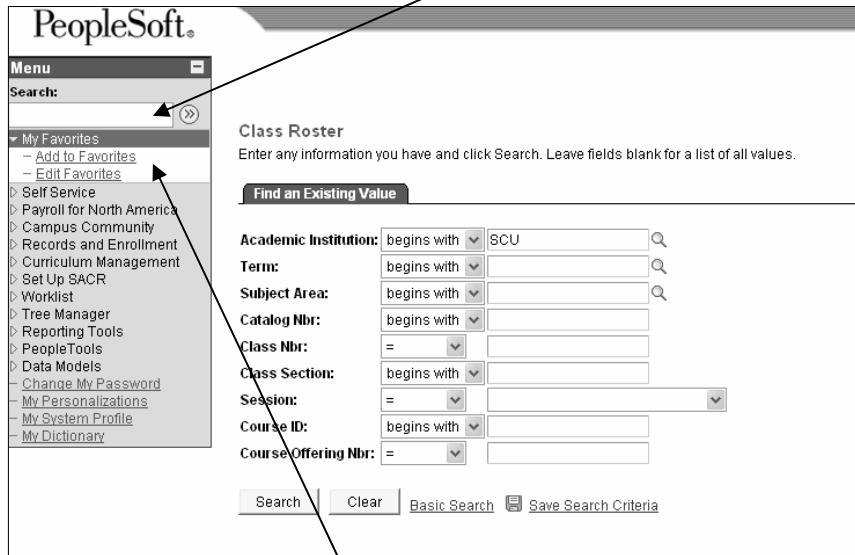
Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

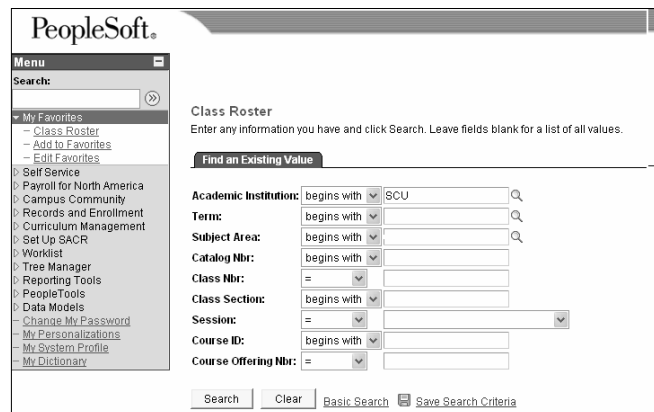
2. Select “My Favorites” from the Main menu.



3. Click on “Add to Favorites”. (“Description” will reflect the name of the page to which you navigated.) Click on the “OK” button.

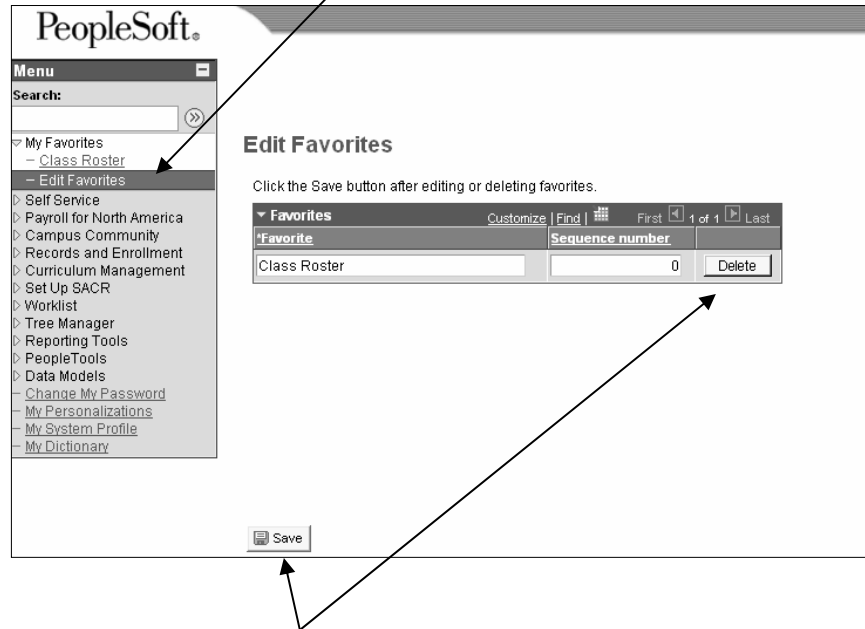


Note how the page was added to “My Favorites”. (Your “My Favorites” page set-up is attached to your log-in and therefore will be available at any computer you happen to use.)



* Edit Favorites

1. Select “Edit Favorites” from the “My Favorites” menu.



2. Your Favorite pages are listed. Press the “Delete” button next to the page that you want to delete and then the “Save” button. The page will no longer appear on your “My Favorites” menu.

