

# **PeopleSoft Student Guide**

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

# Logging into PeopleSoft

To begin go to [www.studentadmin.uconn.edu](http://www.studentadmin.uconn.edu) and follow the instructions below:  
PLEASE NOTE: FOR BEST VIEW USE INTERNET EXPLORER.

University of Connecticut

User ID:

Password:

[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](#).

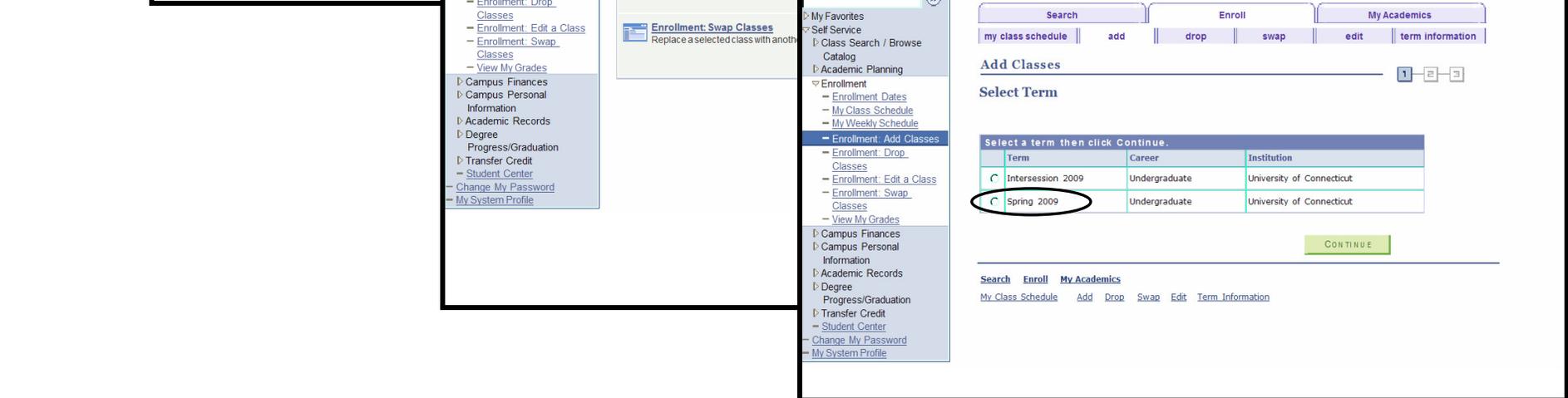
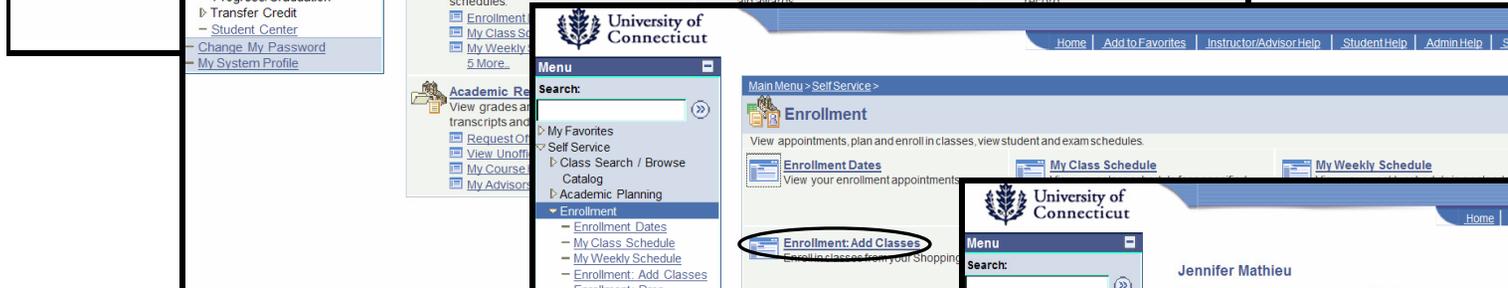
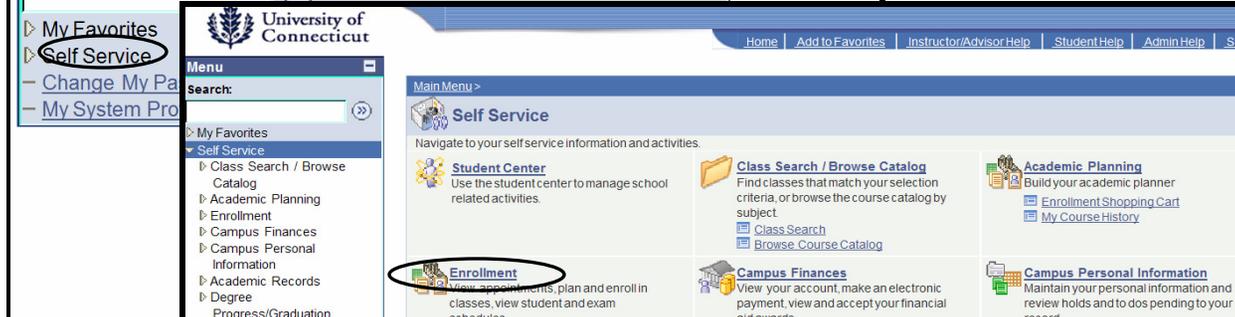
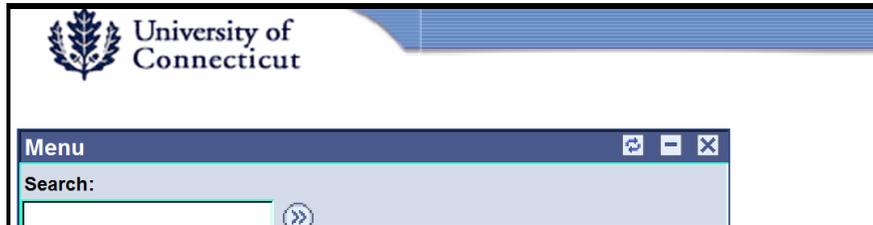
You can get help if you are having [Trouble Logging In From Off-Campus](#). You can also view times when the [System May Be Unavailable](#) and UConn's [Privacy and Security Policy](#). UConn & ORACLE/PeopleSoft [Supported Browsers](#)

Recommended Settings

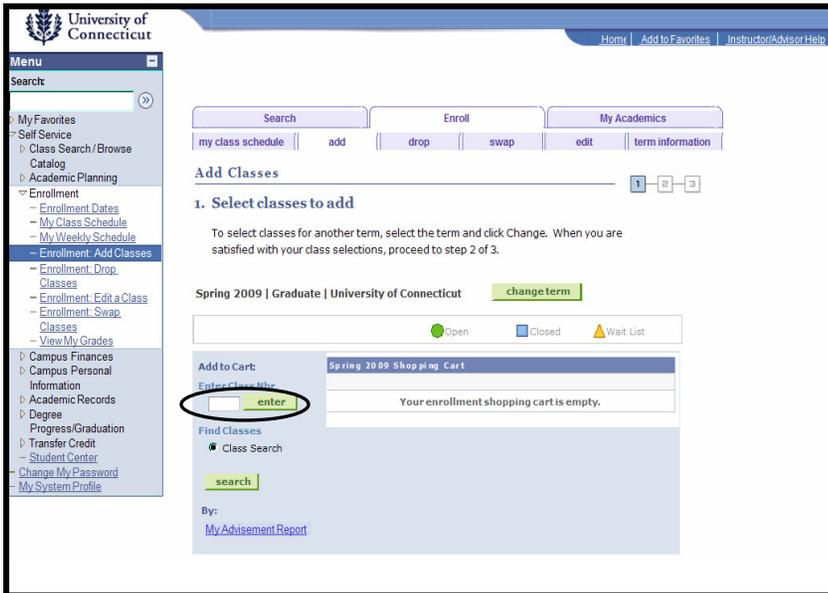
**Login:** Enter in your User ID (Peoplesoft Number) and password. (If this is your first time using the system, your password is "Wmmddy!" - your date of birth.) Click the **Sign In** button.

**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



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

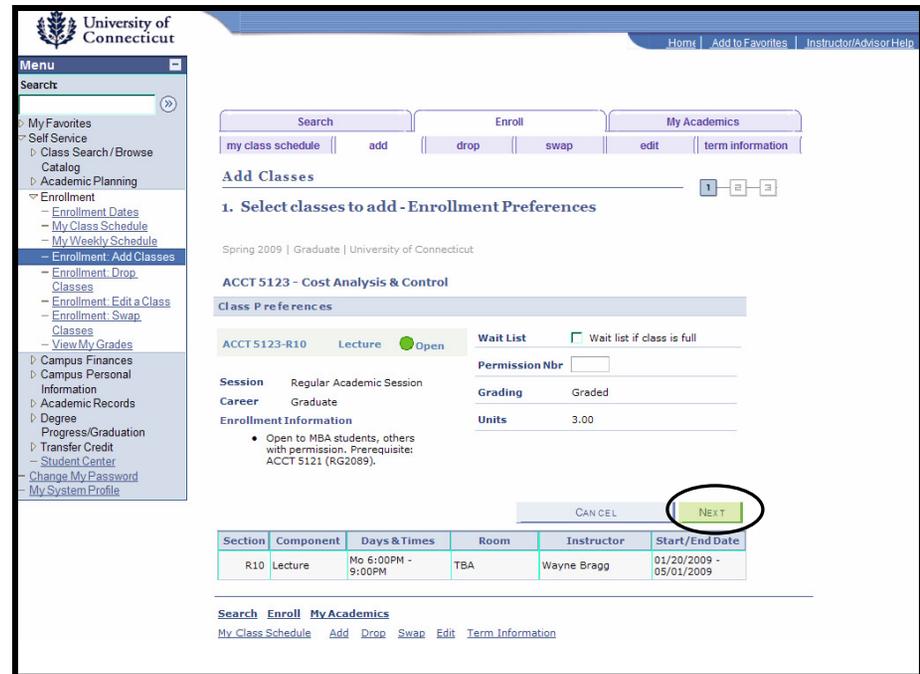


5. Type in the class number where it says **Enter Class Nbr**, and then click **Enter**.

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

6. Make sure you see  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](http://www.business.uconn.edu/pmba)). Do not consult PeopleSoft for available courses.



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Search

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: Spring 2009 Shopping Cart

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

Find Classes:  [search](#)

By: [My Advisement Report](#)

**PROCEED TO STEP 2 OF 3**

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Search

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

**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	

[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.

University of Connecticut

Search

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

**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 is visible with 'Self Service' expanded and 'Student Center' highlighted. The main content area shows the 'Self Service' header and the 'Student Center' link, which is also highlighted. Below this, the 'Enrollment' section is partially visible. A 'Finances' section is shown, containing a 'My Account' sub-section with links for 'View Fee Bill', 'Student Permissions', 'Grad Assist Payroll', and 'UConn Payment Plan'. To the right of this is an 'Account Summary' box with the following data:

Account Summary	
■ Current Balance	4669.00
■ Total Balance	9343.00

Below the account summary, it states 'Currency used is US Dollar.' and a 'make a payment' button is located at the bottom right of the 'Finances' section.

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.

