

New Users Guide to PAWS

(SIMS-R to PeopleSoft Equivalencies)

S10 Applicant Data: **Home > Develop Enrollment > Process Applications > Inquire > Application Summary.** Application Data links to Application Maintenance (Click on Search.) so that you can view applicant information. Application Detail shows that latest program action. The field “Status” toward the right, shows the application status.

S11 Name Search: Find information about a Student using a Name Search; it can be used in most “Find an Existing Value”, involving a student.

S24 Courses by period for a student: **Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary.**

S26 Roster View on-line: **Home > Manage Student Records > Establish Courses > Inquire > Class Roster.**

S59 List Terms: **Home > Manage Student Records > Manage Academic Records > Inquire > Student Term Search.**

S85 All classes and grades for a Student: **Print an unofficial Transcript. See below.**

S86 Transcript Print: **Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request.**

S91 DARS report: Continue to use in SIMS/R until announcement that the Advisement report is available in PeopleSoft.

SIMRAS Print classes for an individual student: Same as S24 above; click on link for “Print Study List”.

Helpful Information:

List values for a field – Click on the up/down arrow for a dropdown or the magnifying glass icon for a search table.

Error fields in Red –

Period is called Term in PS. Fall 2000 is entered as “2007” – format = cyyt.

The c=century 1900 = 0, 2000 = 2.

The yy=year.

The t=term: 1 = Winter; 3 = Spring; 5 = Summer; 7 = Fall.

Student Level is called Academic Level (Freshman; Sophomore; Junior; Senior; Graduate) is based on number of units.

Problems with your password or installing the software? Call the HELP Desk at 278-5000 or e-mail help@csufresno.edu

Additional Information on PS Data

Log On

Open Internet Explorer

Enter “**my.csufresno.edu**” in Address. Click on Go.

Use your email ID/email Password.

Log Off

Click on “Sign Out” in the Menu Bar at the top of the window.

ADMISSION SCREENS

S10 Application Display - Home > Develop Enrollment > Process Applications > Inquire > Application Summary.

REGISTRATION SCREENS

SRE Registration Eligibility – Home > Manage Student Records > Manage Academic Records > Use > Term Activation. Term should be found. “Eligible to Enroll” should be checked. There should be no Negative Service Indicator icon (holds). If student has no appointment time, they will not be able to enroll (unless it is “open enrollment”) but they should receive a message.

Appointment Times – Home > Manage Student Records > Manage Academic Records > Use > Appointments

GENERAL MAINTENANCE

S07 Addresses - Home > Build Community > Bio/Demo Data > Use > Addresses.

S07 Phone – Same navigation as Addresses, click on the link to Phone at the bottom.

S07 Email - Same navigation as Addresses, click on the link to Email at the bottom.

TEST SCORE PROCESSING

S33 Test Scores - Home > Develop Enrollment > Process Applications > Inquire > Test Results

Or Home > Manage Student Records > Process Transfer Credit > Use > Test Results

STUDENT INQUIRY

S11 Alpha Name Inquiry – Name can be used in most “Find an Existing Value”, involving a student.

S24 Classes by Term by Student – Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary

S26 Class Roster Display – Home > Manage Student Records > Establish Courses > Inquire > Class Roster. Select Enrollment Status = enrolled.

S84 Course History/Related Academic Detail – Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary

S85 Academic Record Display – Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary. To see Grade Points, units toward GPA, GPA, click on tab for Term Statistics.

For cumulative information, **Home > Manage Student Records > Manage Academic Records > Use > Student Consolidated Stats**

S86 Academic Record Print Unofficial Transcript – Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request

S89 Transfer Credit Display – Home > Manage Student Records > Process Transfer Credit > Inquire > Transfer Credit Summary

SIMDAF Print Regular Session Rosters – Home > Manage Student Records > Establish Courses > Report > Class Roster.

SIMRAS Print Student Classes - Home > Manage Student Records > Manage Academic Records > Report > Student Grade Report or Student Study List

PERMANENT ACADEMIC RECORD – TRANSFER CREDIT

S46 Transcripts – Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request

EXTENDED EDUCATION

S68 Extended Education Student Inquiry – Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary

SIME15 Print Extended Education Rosters – Home > Manage Student Records > Establish Courses > Report > Class Roster

SIMEGR Print Extended Education Grade Rosters – Home > Manage Student Records > Establish Courses > Report > Class Roster

VERIFICATION

S17 Information Verification – See different categories. No one place for all of this info.

S96 Enrollment Verification - Home > Manage Student Records > Manage Academic Records > Inquire > Enrollment Summary.

CURRICULUM

20S Class Availability – Home > Manage Student Records > Establish Courses > Use > Schedule of Classes. Bring up the class. Click on the “Enrollment Control” tab. Click on “View All”. Scroll.

20V Section View – Home > Manage Student Records > Establish Courses > Use > Schedule of Classes.

DARS

S91 Degree Audit Report Print - Continue to use in SIMS/R until announcement that the Advisement report is available in PeopleSoft.

CHANGE PASSWORD

PSW Change Password – Change your Email password. One way is at email.csufresno.edu. Go to Options, Password.