PeopleSoft New User Interface Documentation

If you log into PeopleSoft using mycampus.cgu.edu, the following screenshots will help you adjust to the updates to PeopleSoft. If you have dual roles in PeopleSoft (you are a staff person and a student), the role of student always comes first, so the student views will always prevail over those of staff or faculty.

When you log into mycampus.cgu.edu, in the left navigation, you click on the PeopleSoft link and PeopleSoft opens in a new window. It will now look like this:



Look at the icons in the top right corner:

Click this to get back to your homepage – that is the page we are currently looking at.

This is the personalization icon. You have the ability to make some minor additions to your homepage. This is likely be unnecessary. The sign out link is under this icon as well.

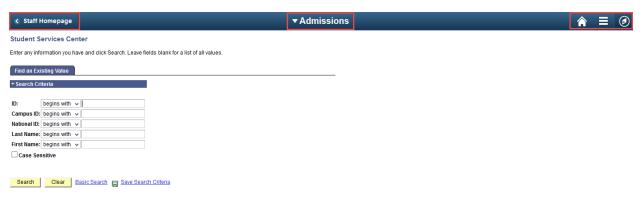
This is the most important icon. It is the navigator icon. Click it to get to your favorites, navigate through the menu structure, see your recently visited pages, or if you really hate the new look, revert to the classic view.

Along the bottom you may see some little dots. This will indicate if you have more than one homepage (i.e., you have more than one role at CGU, staff and student). However, the dots to not do anything unless you have a touch-device. If you are using a tablet or touch screen laptop you can swipe between homepages.

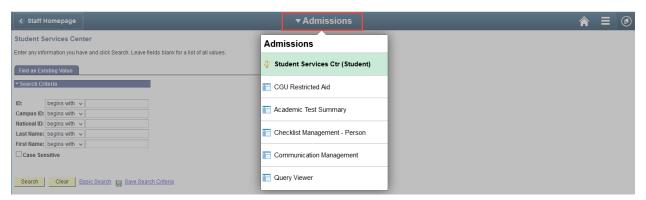
▼ Staff Homepage At the top of the screen

At the top of the screen you can see what homepage you are on (particularly if you have more than one) and switch between them using the dropdown triangle. This dropdown will be critical for every page in the upgraded environment.

Tiles – The Staff Homepage contains 4 tiles. When you click on a tile, the first page in the file will automatically open. When you click the Admissions Tile, the Student Services Center opens. To go back to the Homepage, you can either click Staff Homepage on the left or click the Home icon on the right.



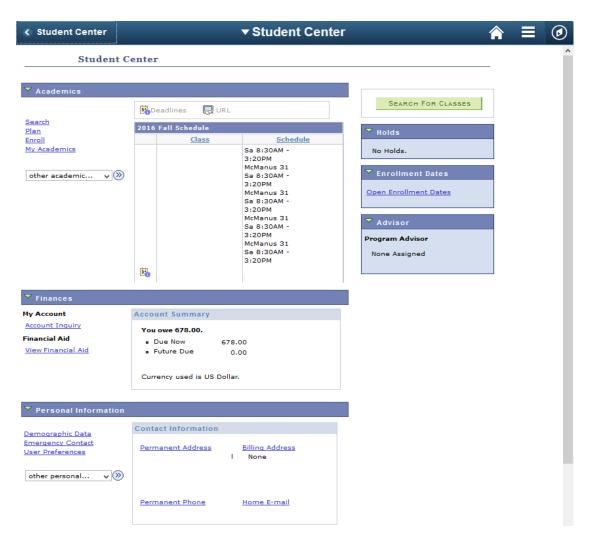
In the center is the Admissions dropdown which shows the rest of the links in the Admissions tile. Click the dropdown to see the options and select what page you want to go to. If you want to go to a page that is not in the dropdown, you use the navigator icon and go to the menus.



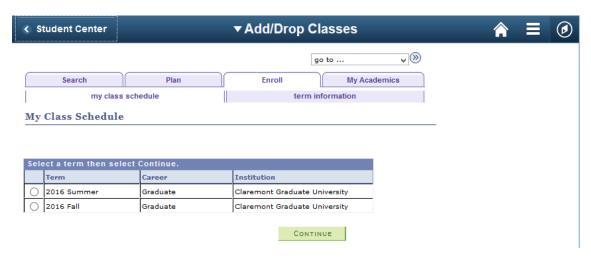
When a student logs in to mycampus.cgu.edu, the first PeopleSoft link they have in the left navigation (QuickLaunch) is called "My Info." Lower in the left navigation bar there are links that will take students directly to pages in PeopleSoft instead of to the main menu. Clicking on "My Info" will land here:



Clicking on the Student Center tile will take a student to the view they are familiar with:



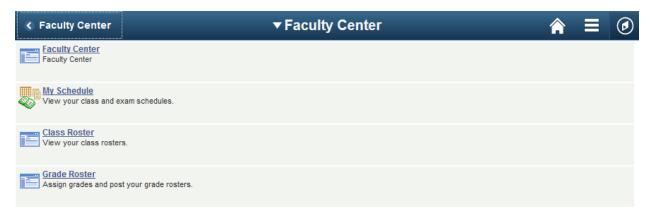
While clicking on the other tiles will take them to specific pages in PeopleSoft. For example, The Add or Drop a Class tile will take a student directly to the page where they can make adjustments to their class schedule:

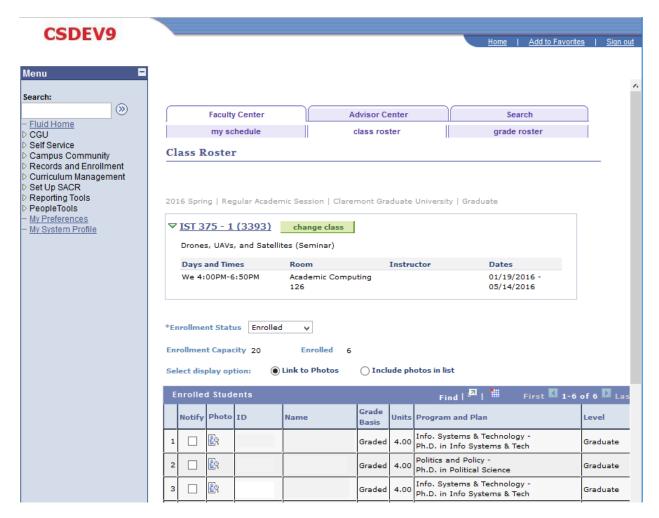


If you are a faculty person, when you log in you will see the Faculty Center homepage and a Faculty Center tile.



When they click on Faculty Center, they will see the menu options they are familiar with. In this view "Faculty Center" is a header and does not go to a page within Faculty Center. The pages within Faculty Center are listed below. When a user clicks on one of them, for example Class Roster, it goes to a person's first Class Roster in the default term.





Faculty Center is a non-traditional tile so when a faculty person goes into a page, they leave the new view (blue bar across the top and icons in the corner). Should they need to return, they can click the Home link in the top right.