

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 do 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 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.

Staff Homepage Admissions Home Menu Profile

Student Services Center

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

Find an Existing Value

▼ Search Criteria

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

Staff Homepage Admissions Home Menu Profile

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Case Sensitive

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Admissions

- Student Services Ctr (Student)
- CGU Restricted Aid
- Academic Test Summary
- Checklist Management - Person
- Communication Management
- Query Viewer

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:

Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines URL

2016 Fall Schedule

Class	Schedule
	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM
McManus 31	Sa 8:30AM - 3:20PM

SEARCH FOR CLASSES

Holds
No Holds.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 678.00.

- Due Now 678.00
- Future Due 0.00

Currency used is US Dollar.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[User Preferences](#)

other personal... >>

Contact Information

[Permanent Address](#) | [Billing Address](#)
None

[Permanent Phone](#) | [Home E-mail](#)

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:

Student Center

Add/Drop Classes

go to ... >>

Search Plan Enroll My Academics

my class schedule term information

My Class Schedule

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2016 Summer	Graduate	Claremont Graduate University
<input type="radio"/> 2016 Fall	Graduate	Claremont Graduate University

CONTINUE

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.



Menu

Search:

- Fluid Home
- ▷ CGU
- ▷ Self Service
- ▷ Campus Community
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools
- My Preferences
- My System Profile

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

2016 Spring | Regular Academic Session | Claremont Graduate University | Graduate

▼ **IST 375 - 1 (3393)** change class

Drones, UAVs, and Satellites (Seminar)

Days and Times	Room	Instructor	Dates
We 4:00PM-6:50PM	Academic Computing 126		01/19/2016 - 05/14/2016

*Enrollment Status

Enrollment Capacity 20 Enrolled 6

Select display option: Link to Photos Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				Graded	4.00	Info. Systems & Technology - Ph.D. in Info Systems & Tech	Graduate
2	<input type="checkbox"/>				Graded	4.00	Politics and Policy - Ph.D. in Political Science	Graduate
3	<input type="checkbox"/>				Graded	4.00	Info. Systems & Technology - Ph.D. in Info Systems & Tech	Graduate

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.