



UNIVERSITY *of*
NEW ORLEANS

PeopleSoft – Student Records

Basic Academic Support Training

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TRAINERS

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Permissions (Blue Slip Functions)

UNO uses student-specific permissions. That means that a student's ID is added to a class (preventing a student from sharing a permission "number"). This function will be done in the colleges.

Also, assigning a permission to a student does just that – assigns the permission. It does NOT add the class to their schedule. Once you have assigned a student permission to add a class, they still must add the class to their schedule.

Navigate: **Home > Manage Student Records > Establish Courses > Use > Class Permission Numbers**

This opens up a window so you can search for the course.

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Class Permission Numbers](#)

[New Window](#)

Class Permission Numbers

Find an Existing Value

Academic Institution:	<input type="text" value="UNOLA"/>
Term:	<input type="text" value="0790"/>
Subject Area:	<input type="text" value="ACCT"/>
Catalog Nbr:	<input type="text" value="2100"/>
Academic Career:	<input type="text"/>
Campus:	<input type="text"/>
Description:	<input type="text"/>
Course ID:	<input type="text"/>
Course Offering Nbr:	<input type="text"/>
<input type="checkbox"/> Case Sensitive	
<input type="button" value="Search"/>	<input type="button" value="Clear"/> Basic Search

Academic Institution: will default to UNOLA.

Term: Enter the 4-digit semester for the course, or select it from the lookup list.

Subject Area: Enter the abbreviation for the subject area of the course (e.g. ENGL, CHEM) or select it from the lookup list.

Catalog Nbr: Enter the four-digit catalog number for the course. (If you know you are looking for "Intro to Entrepreneurship" but do not know the catalog number for that course, you may simply enter BA as the subject area, and then click Search on the right. All available courses for that semester and that subject will appear, and you can simply find the course that goes along with the description "Intro to Entrepreneurship")

Click Search.

Class Permission Numbers

Course ID: 000025
Academic Institution: University of New Orleans
Term: 2004 Summer
Subject Area: ACCT
Catalog Nbr: 2100

Course Offer:
 Undergrad
 Accounting
 Principles of Accounting

If there is already one or more student ID's that have been given a permission for this section, you must click the Add a New Row button to add a new ID row to enter the new student's ID. **DO NOT** type over an existing ID here.

View All First 1 of 4 Last

Session: Regular Academic Session **Class No:** 40003 **Class Status:** Active
Class Section: 001
Component: Lecture Student Specific Permissions
Class Type: Enrollment Section
Default Date: 07/22/2004 Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	
1	Used	04/26/2004	04/27/2004	A	2282512	LeMeunier, Kathlyn Kelly
2	Used	05/05/2004	05/06/2004	A	2158290	Jatala, Aneela Rehman

Use the next row and previous row buttons to see the section of the course for which you are assigning this student permission.

In the bottom portion of this page, you will see all the students who have been assigned permission to enroll in this class, as well as whether or not they have used this permission and actually added the class.

***If there are already one or more students that appear for this section, you must click the Add New Row button to insert a new row to add additional students. Do NOT type over an existing ID number!!**



Default Date: will default to today's date



ID: This is where you will enter the student's ID.

If you must search for the student's ID, click the lookup button and search using SSN (National ID), and/or first and last name. For more information, look in the "Finding an ID" section.

Expire Dt: This is when this permission expires. It defaults to tomorrow's date, and generally this should be left alone. However, in special circumstances, this date may be changed. *Clicking the calendar icon for this field will allow you to move the expiration date.*

Click Save.

To Remove a Permission

- To remove a permission, navigate to the Class Permissions Page for that course and scroll to the correct section.
- Locate the student's ID and name in the bottom portion of the page.
- Check next to the Seq # column to see whether or not the student has already added the class.
- To remove their permission before they've used it (to keep them from enrolling in the class):
 - Click the Delete Row icon, and delete the row. 
 - Click **Save**. 

Keep in mind that permissions can be quite powerful, so use them carefully.

Permissions can:

- Let a student into a full class
- Let a student into a consent of department class
- Let a freshman into a graduate course (or sophomore into a senior course, etc.)

Permissions will **not**, however, allow a student to take more classes than their unit load dictates. For most students the maximum unit load is 19 credit hours, and a permission will not allow them to take any classes over that limit.

Service Indicators: Including Holds & Flags

Service indicators are used to provide further information on a student. Often, they are used to stop the student from doing something (registering, for example).

Navigate: **Home > Manage Student Records > Manage Academic Records > Use > Service Indicator Data**

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Service Indicator Data](#) [New Window](#)

Service Indicator Data

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

Enter the student's ID or use the fields below to search for them by SSN (National ID), and/or first and last name.

Click **Search**.

A page will open that allows you to add or remove service indicators.

[Home](#) > [Manage Student Records](#) > [Manage Academic Records](#) > [Use](#) > [Service Indicator Data](#)

[New Window](#)

Service Indicators

Jason Jennings

ID: 2193521

Service Indicator Data		View All	First	2 of 7	Last
Date Time:	11/01/2004 11:20:09AM	Institution:	UNOLA	UNO	
Service Ind Active Term:	0000	Begin Term - Svc Indicatr Use	*Active Dt:	11/01/2004	
*Service Indicator Cd:	ADV	Advising Required			
*Service Ind Reason Cd:	ADV	Advising Required			
Reference:					
Amount:	0.000	Currency:	USD	Dollar	
Contact ID:		Contact Person:			
Placed Person ID:	2130662	Placed By:	Vinturella, Sherry G		
*Department:	8200600000	Enrollment Management			
Comments:					

Delete
Row
Icon

Placed Method: Manual Placed Prcs: Release Prcs:
User ID: PS

 Save  Return to Search

Note: You can only add or remove those service indicators & / or reasons for which you have security permission levels.

To Add a Service Indicator

When you get to this page, if there is already a service indicator here, you must first insert a new row to add another one. Do NOT type over an existing service indicator code!!



Service Ind Active Term: The term will default to 0000, which means start now, but you can enter or select a specific starting term for this indicator.

Service Indicator Cd: Click the lookup button by the Service Indicator Cd and select the service indicator you wish to add. (Notice that some fields fill in, such as User ID and name, and Service Ind Reason Cd may fill in, depending on the Service Indicator Code entered.)

Contact ID/Name: If you would like to indicate a particular person that the student must see, enter that ID here. If you must search for the ID, click the lookup button. When you find the person, click on their name.

Click  Save.

To Delete a Service Indicator

- If there is more than one Service indicator for this student, use the next and previous buttons to find the one you wish to delete.
- For the **Service Ind Active Term** field click on the delete row icon. It will ask you “Are you sure you want to delete the selected row?” and click on OK.
- **Click Save.**

Viewing Student Addresses

To check a student's address or phone number:

Navigate: **Home > Build Community > Bio/Demographic Data > Use > Bio / Demo Data**

A window will appear where you can either enter the student's ID or use the fields below to search for their ID. Once you have found the student, click on the link.

[Home](#) > [Build Community](#) > [Bio/Demographic Data](#) > [Use](#) > [Bio Demo Data](#)

[New Window](#)

Bio Demo Data

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name: JENNINGS

First Name:

Case Sensitive

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

Search Results

[View All](#)

First 1-90 of 90

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First N
1808920	Jennings,Jarel Tramol	Female	08/27/1983	(blank)	434658225	USA	SSN		JENNINGS	JAREL	
1808921	Jennings,Jesse C.	Male	12/08/1983	(blank)	249574332	USA	SSN		JENNINGS	JESSE	
1808922	Jennings Kurt J	Male	12/13/1983	(blank)	436545789	USA	SSN		JENNINGS	KURT	

[Home](#) > [Build Community](#) > [Bio/Demographic Data](#) > [Use](#) > [Bio Demo Data](#)

[Bio/Demo Data](#) / [Addresses](#)

Jason Jennings

ID: 2193521



Address Type: Home

Address History: View All First 1 of 1 Last

Effective Date: 01/06/2003

Country: USA United States

Address 1: 443 St. Charles Ave.

Address 2:

Address 3:

Address Linkage: Linkage Type

City: New Orleans

County: Orleans

Postal: 70126

State: LA Louisiana

Maintain Manually: Address Other Data

The Addresses page will appear and display the addresses and phone numbers on file for that student. **Please note that it is possible for a student to have several different types of addresses: mailing, home, cell, so click the Next Row button to ensure you are viewing the desired address type.**

The Course Status Page

Navigate: [Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Inquire](#) > [Course Status](#)

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Inquire](#)



The screenshot shows a navigation menu for 'UNO Student Records'. On the left, there is a dropdown menu with options: 'UNO Student Records', 'Use', 'Process', 'Inquire', and 'Report'. On the right, there is a list of links: 'UNO Class Roster', 'Course Status', 'Term Summary', 'View Courses by Student', and 'Grade Roster Status'.

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Inquire](#) > [Course Status](#)

Course Status

Find an Existing Value

Academic Institution:

Term:

[Basic Search](#)

This search box will appear. Type in the four-digit code of the term for which you desire statistics and press ok.

The course status page will appear:

Home > UNO Student Records > UNO Student Records > Inquire > Course Status [New Window](#)

Course Status

Academic Institution: UNOLA
Term: 0810 2005 Spring

Academic Group
 Subject
 Class Section Range - From: to: Show secondary times

Term	Session	Room Capacity	Enrollment Capacity	Enrollment Total	Subject Area	Catalog Nbr	Class Section	Description
1								

The page permits the user to acquire real-time class enrollment statistics for:

- Academic Group** (equivalent to college)
- Or
- Subject** (department)
- Or
- Range of class section numbers** (used by Metro College)

An example of a search for Marketing classes:

Home > UNO Student Records > UNO Student Records > Inquire > Course Status [New Window](#)

Course Status

Academic Institution: UNOLA
Term: 0810 2005 Spring

Academic Group
 Subject
 Class Section Range - From: to: Show secondary times

Term	Session	Room Capacity	Enrollment Capacity	Enrollment Total	Subject Area	Catalog Nbr	Class Section	Description
1								

Check radial button for Subject and insert subject of **MKT**

Press "Sparky", the search icon, and wait for the results. There will be a slight delay because you are running a program to return the data

The results will appear as shown below:

Home > UNO Student Records > UNO Student Records > Inquire > Course Status [New Window](#)

Course Status

Academic Institution: UNOLA
 Term: 0800 2004 Fall

Academic Group
 Subject Marketing
 Class Section Range - From: to: Show secondary times

Term	Session	Room Capacity	Enrollment Capacity	Enrollment Total	Subject Area	Catalog Nbr	Class Section	Description
1 0800	Regular	230	160	136	MKT	2501	001	Principles of Marketing
2 0800	Regular	415	160	160	MKT	2501	002	Principles of Marketing
3 0800	Regular	230	125	75	MKT	2501	601	Principles of Marketing
4 0800	Regular	45	45	45	MKT	3505	001	Consumer Behavior
5 0800	Regular	40	40	41	MKT	3505	002	Consumer Behavior

The information will be returned in a search results box which can be copied to MS Excel. To move the results to Excel, highlight the information in your results box. The information will be shaded indicating that it can be copied. Do a **Control "C"** keyboard command and move the data to Excel where the **Control "V"** keyboard command will insert the data.

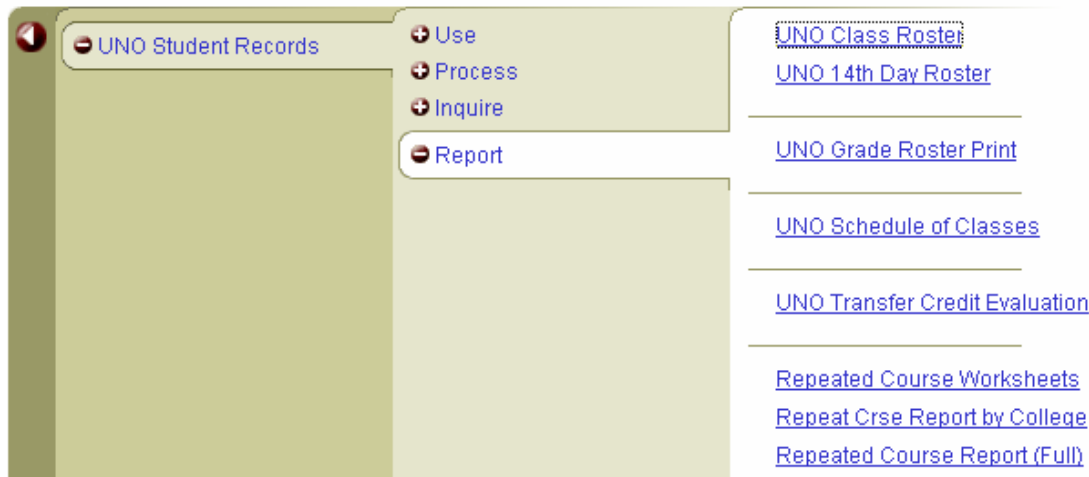
Print UNO Class Rosters

Navigate: [Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

Click [Add a New Value](#).*

***(NOTE: You will only need to add the Run Control ID the first time you do this.)**

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#)



Type a name for the Run Control ID that will print the rosters (no spaces).

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

UNO Class Roster

Add a New Value

Run Control ID:

[Find an Existing Value](#)

STEP 1

Printing a roster for one class only:

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

Class Roster

Run Control ID: Print_Roster

*Academic Institution: UNOLA University of New Orleans

*Term: 0790 2004 Summer

Scroll Area View All First 1 of 1 Last

Sequence Number: 1

Session:

Academic Organization:

Subject Area:

Specific Class:

Class Nbr: 40003 ACCT 2100 001 Principles of Accounting

Include:

Enrolled:

Waiting:

Drop:

Permissions:

Save

If it is not already populated, enter **UNOLA** into the Academic Institution field

Select the **Term**.

Select the **Specific Class** box.

Enter the **Class Number** (Call number) for the course. You must have this number entered here.

Printing all class rosters for one department:

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

Class Roster

Run Control ID: Print_Roster

*Academic Institution: UNOLA University of New Orleans

*Term: 0790 2004 Summer

Scroll Area View All First 1 of 1 Last

Sequence Number: 1

Session: Regular

Academic Organization:

Subject Area: ACCT

Specific Class:

Class Nbr:

Include:

Enrolled:

Waiting:

Drop:

Permissions:

Save

If it is not already populated, enter **UNOLA** into the Academic Institution field

Select the **Term**.

Enter the **Subject Area**.

Select the **Session** number from the drop down box.

Choose **Regular** for normal semester terms and **Sum Min T1** or **Sum Min T2** for mini summer terms.

- Fall 36
- Fall 37
- Fall 38
- Fall 39
- Fall 40
- Mini
- OEE
- Regular
- Spring 01

STEP 2: Once you have made your printing selections, click the **Run** button to print the class roster.

[Report Manager](#) [Process Monitor](#) **Run**

UNOLA University of New Orleans
0790 2004 Summer

STEP 3: Process Scheduler Request Page:

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

Process Scheduler Request

User ID: PS Run Control ID: Print_Roster

Server Name: Run Date: 11/01/2004
Recurrence: Run Time: 2:33:52PM
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	UNO Class Roster	ZSRCLRST	SQR Report	Web	PDF	

Click **OK** to print the roster.

STEP 4: On the UNO Class Roster Page, click **Report Manager**.

[Report Manager](#)
[Process Monitor](#)
Run

University of New Orleans
 2004 Summer

STEP 5: In the Report List, your Class Roster should be listed. When the status reads “Posted”, click [View](#).

[Home](#) > [PeopleTools](#) > [Report Manager](#) > [Inquire](#) > [Report List](#) [New Window](#)

Report List Archived Reports

View Reports For

UserID: Process Type:
 Status: Last: Days Refresh

Report List							View All	First	1 of 1	Last
Select	Report ID	Prcls Instance	Report Description	Request Date/Time	Format	Status	Details			
<input type="checkbox"/>	256	566405	UNO Class Roster	03/04/2005 8:59:58AM	Acrobat (*.pdf)	Posted	Details View			

Delete Click the delete button to delete the selected report(s)

[Go back to UNO Class Roster](#)

Save

[Report List](#) | [Archived Reports](#)

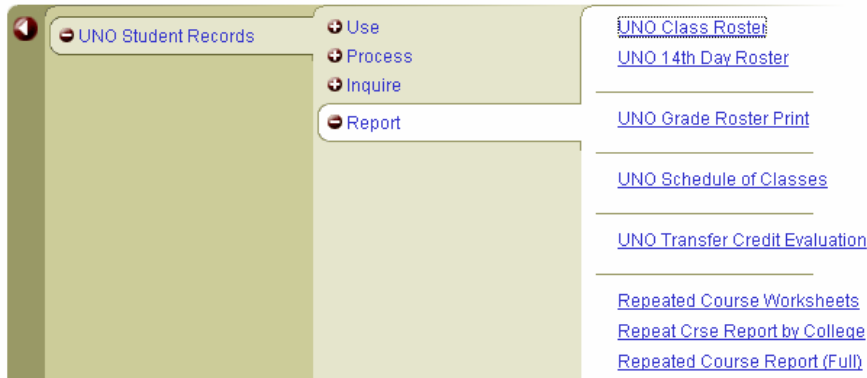
STEP 6: In the Report/Log Viewer window, click the PDF link. This will start Acrobat Reader and your UNO Class Roster will open. From here, you can print your roster to any printer that is installed on your machine.

To Print Additional Rosters Later:

Once you have closed the UNO Class Roster page and want to return later to print additional rosters, navigate:

Report – UNO Class Roster

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#)



The screenshot shows a web application interface for 'UNO Student Records'. On the left, there is a navigation menu with options: Use, Process, Inquire, and Report. The 'Report' option is selected. On the right, a list of reports is displayed, including: UNO Class Roster, UNO 14th Day Roster, UNO Grade Roster Print, UNO Schedule of Classes, UNO Transfer Credit Evaluation, Repeated Course Worksheets, Repeat Crse Report by College, and Repeated Course Report (Full).

Click **Search** to list the available Run Control IDs. Select the appropriate ID (the initial name you gave the Run Control ID).

[Home](#) > [UNO Student Records](#) > [UNO Student Records](#) > [Report](#) > [UNO Class Roster](#)

UNO Class Roster

Find an Existing Value

Run Control ID:

Case Sensitive

[Search](#) [Advanced Search](#)

[Add a New Value](#)

Search Results

View All First 1-14 of 14 Last

Run Control ID	Language Code
014217	English
DBA	English
ISIR_CORR	English
ISIR_IN	English
ISIR_OUT	English
PS	English
Print Roster	English
REGS20103	English
REGS20405	English
REGS3	English

After selecting the Run Control ID, follow STEPS 1 through 6 to print additional UNO Class Rosters.