



Computing Connection

Meet the Staff



1st row left to right: Jenni Price, Balwant Singh, Josephin Michel & Kenneth Gaston
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Implementation of PeopleSoft Project

"PeopleSoft Student Administrative System has Enhanced Administrative Services"

The PeopleSoft Student Administrative system is in its second year of existence and administrative services are being improved throughout the campus. There are many new enhancements and robust features of the system that are being utilized by the UMES community. Students are provided with self service features to view their own information such as grades, financial aid, class schedule, etc. During the registration period, students prepared their class schedule at home, in the dorms, and even outside on campus lawns where wireless network capabilities exists. Faculty now post grades which records the information instantly which is much improved from the manual process of the past. Administrative Computing, has developed a lot of customized reports enhancing the administrative offices ability to view and report on student information displayed right at their desk tops. PeopleSoft has been integrated with other external systems such as Web- CT, Housing, UMCP Finances and HR, and the ID card system.

Administrative Computing along with PeopleSoft Project Team has been strongly involved with the implementation of this product. As a result of their hard work, UMES is one of the leading schools at the forefront of the USM system to embrace PeopleSoft. There are still other features and plans to implement including Degree Audit, Portal, data warehouse, image document systems, etc. PeopleSoft has made life a little easier in areas throughout the institution.

Welcome Aboard!



Meet our newest member,
Dona Zaczkiewicz

New Enhancements

The Administrative Computing department is constantly and carefully evaluating and improving the services they deliver to the UMES community. Every service enhancement or initiative is intended to assist staff in moving forward to develop and deliver services more effectively and efficiently for the good of the UMES Community. The program enhancements include:

ROLE AUDIT REPORT REQUIRED BY LEGISLATIVE AUDITOR

The legislative auditor required Administrative Computing to develop a program to capture any changes to functional users security. We have created a new program titled Role Name Audit. This program puts an audit on the creation of users in the PeopleSoft System. It keeps track of the roles that are given to a specific user and whom is doing the action. The report includes the Username, Operator who made the action, the date, and what action (s) was made.

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New Enhancements, continued from page 1

WEBCT IS NOW INTEGRATED WITH PEOPLESOFT

UMES is one of thousands of colleges and universities in more than 70 countries worldwide who are expanding the boundaries of teaching and learning with WebCT. E-learning presents a host of new opportunities for UMES to cost-effectively expand access to education and improve educational outcomes. With WebCT, UMES is implementing successful strategies for engaging students, providing more convenient and personalized learning options for students and faculty, increasing enrollment capacity without making major facilities investments, and serving diverse student populations. WebCT's e-learning solutions will become truly transformative when Administrative Computing utilizes student activity data to revolutionize their methods for assessing learning outcomes and academic program quality.

FACULTY CLASS ROSTERS HAVE MORE INFORMATION

In order to enhance more of our service to UMES community, Administrative Computing came up with a web based official record of Class Roster. This program is designed to empower UMES management to keep track of student's enrollment status at the beginning of every term. The record of class form is used to verify at the census date that the student within each department has enrolled in the class, to verify if that the student is absent or has never attended, and also to verify student membership hours. In an effort to make the class roster more user friendly, it was important to use a Unpaid Flag indicator to be placed on each student who has not paid for a certain semester. At the bottom of the class roster, the indicator references students who did not pay for a particular term.

ADVISORS HAVE NEW GRADE REPORT

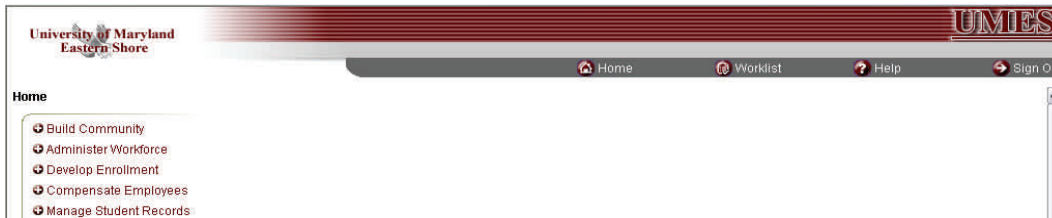
This program lists grade information of students within a selected department. This report allows the advisor to keep track of their student's grades, semester by semester in order to know the progress of the students in all their classes and to know how best to help those who are not performing well in class.

PEOPLESOFT GETS A FACELIFT

Administrative Computing has improved the look of the pages in the PeopleSoft system. You can now see the Hawk soaring high. We have incorporated the UMES logo and color scheme along with enhancing the images on the pages. Now that we have a new face we will be working on a new personalized system name.



NEW WEBPAGE!
www.umes.edu/admincomp



Upcoming Projects

UMES IS GOING PAPERLESS

Throughout the institution, multiplying paperwork is creating ineffectiveness in storage space, productivity and accessibility. In order to create a more efficient method and expedite access to documents, UMES has decided to implement a paper-less solution. Therefore, Administrative Computing will be implementing an image document system that will capture and organize documents. This system will be integrated with our PeopleSoft Student Administrative system. The first phase of implementation will include Human Resources, Admissions, Registrar and Financial Aid offices.

INSTITUTIONAL RESEARCH AWAITS DATA WAREHOUSE

Institutional Research along with other executive offices have been lacking a tool to consolidate, validate and provide customized analytics into business solutions to optimize performance.

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Upcoming Projects, continued from page 2

A data warehouse solution, integrated with PeopleSoft will provide Institutional Research with data consolidation and transformation. With the data warehouse, Institutional Research and Administrative Computing will provide streamline reporting and improve performance visibility through value-added analytics using less time crunching numbers for management and increasing accountability.

DEGREE AUDIT..... IT'S COMING SOON!

The development of the PeopleSoft Degree Audit Module is going successfully. Completion of the initial development is expected to be complete by and available for advising use by July 1, 2005. With this module in place, advisors will be able to run academic advising reports for their advisees to determine if they are meeting degree requirements for graduation. The Degree Audit Module is an on going process that requires continuous maintenance to include changes and additions published in future catalogs. Questions and concerns about the degree audit process and the academic advising report are welcome and should be addressed with the Office of the Registrar.



Access Procedures & Report Requests

ACCESS TO PEOPLESOFT

In order to obtain student administrative systems access all new faculty or staff members' supervisors should first complete the online New Employee IT Assessment form (www.umes.edu/IT) This will setup their network and email accounts. This form does not give you access to PeopleSoft. In order to receive access to PeopleSoft an email must be sent per the supervisor to Kenneth Gaston and Balwant Singh that includes the employees name, SSN, birthdate, UMES email address and what type of access (ex: Faculty/Advisor, Dean/Chairperson or Administrative Assistant) to grant. Student access to PeopleSoft is provided online by going to www.umes.edu/newaccount.

REPORT & PROGRAM REQUESTS

Report requests are something our department receive and complete on a daily basis. If you need a report/program that is not already delivered in the PeopleSoft system a formal request can be made via email to the Director, Kenneth Gaston. Depending upon the report/program complexity determines when it will be available for use in the system.

LABEL REQUESTS

The most common type of requests are faculty, staff or student labels. The labels can include a particular group of employees or students and a specific address type such as: home, campus or to the parents of. A request for student data must first be sent (can be via email) to Edwina Morse in the Admissions Office for approval. Any employee information requests must be sent (can also be via email) to the Human Resources Department for approval. In turn, the approved requests will be forwarded to the Administrative Computing Office's Director to assign for completion within 1 week.

-We are in the process of creating an automated procedure for access and report requests to further enhance the campus community's efficiency.

Help Link



Beside the PeopleSoft login link is a question mark icon. This “?” icon is a link for PeopleSoft assistance. The link contains Frequently Asked Questions and procedures guides for PeopleSoft navigation as well as contact information and an online feedback form for further assistance.

PeopleSoft Help Desk: (410) 651-8488
Email: PeopleHelp@umes.edu

Faculty & Staff Tech Tips

SIGNING UP, ON & OUT

New faculty or staff members’ supervisors should first complete the online New Employee IT Assessment form (www.umes.edu/IT) to obtain their network and email accounts. This form does not give you access to PeopleSoft. In order to receive access to PeopleSoft an email must be sent per the supervisor to Kenneth Gaston and Balwant Singh that includes the employees name, SSN, birthdate, UMES email address and what type of access (ex: Faculty/Advisor, Dean/Chairperson or Administrative Assistant) to grant. We are in the process of creating an automated procedure. Go to www.umes.edu and click on the PeopleSoft icon link to sign on. When signing onto PeopleSoft the username should be in ALL CAPS with no spaces. You should personalize your password ASAP and use atleast 8 characters. In order to do so, once you’ve signed onto a *campus* computer press the Ctrl+Alt+Delete keys and select Change Password on the menu prompt. This will automatically change your network and PeopleSoft passwords. When signing out of PeopleSoft you should put into practice clicking on the Sign Out link at the top right corner of the screen instead of just clicking the X to close the screen.

RETRIEVING REPORTS

Do you know how to go back to a report that you ran in PeopleSoft within the last hour, day or week without running it again? There is a simple way to retrieving prior reports called Process Requests. You can enter the amount of days, hours or minutes from a drop down menu and click Refresh. *Navigation:*

PeopleTools> Process Monitor> Inquire> Process Requests

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List **Server List**

View Process Request For

UserID: JLPRICE Process Type: Last: 30 Days

Server Name: Process Instance: Run Status:

View Job Items Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
139283	SQR Report	SR201	JLPRICE	03/08/2005 8:48:58AM EST	Success	Details
138524	Crystal	ESSR0005	JLPRICE	03/04/2005 10:49:25AM EST	Success	Details
138521	Crystal	ESSR0005	JLPRICE	03/04/2005 10:45:21AM EST	Success	Details

Tech Tips

- PeopleSoft Help Link
- Signing Up, On & Out
- Retrieving Reports
- Enrollment Errors
- How to View Final Grades
- No Current Term Listed to enroll into Classes
- No Institution Set

Student Tech Tips

SIGNING UP, ON & OUT

All new accounts are now created online by going to www.umes.edu/newaccount You will need your PeopleSoft ID number, which is not your social security number. This can be found on your acceptance letter or UMES photo ID. Follow the prompts and agreements, once you have completed the form it will display your username and default password. Go to www.umes.edu and click on the PeopleSoft icon link to sign on. When signing onto PeopleSoft the username should be in ALL CAPS with no spaces. You should personalize your password ASAP and use atleast 8 characters. In order to do so once you’ve signed onto a *campus* computer press the Ctrl+Alt+Delete keys and select Change Password on the menu prompt. This will automatically change your network and PeopleSoft passwords. When signing out of PeopleSoft you should put into practice clicking on the Sign Out link at the top right corner of the screen instead of just clicking the X to close the screen.

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Student Tech Tips, continued from page 4

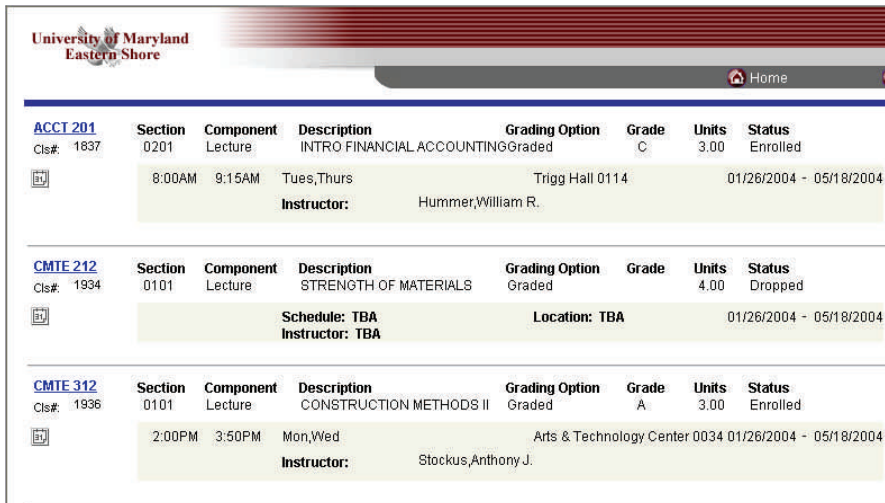
ENROLLMENT ERRORS

There are a lot of inquiries during the week of registration about enrollment errors. Please note that you first have to literally click on the word *Errors Found* for the error message to be displayed. This will help in troubleshooting your situation whether it be a permission number that is needed or a schedule conflict has occurred. If a *permission number* is needed to resolve this issue, once you have selected the class, click on the subject name. A screen will automatically be displayed to enter the number. Click OK and then click Submit again.

VIEWING FINAL GRADES

There is not a direct link to view final grades such as the link for viewing mid-term grades. Once the final grades have been posted by the *Instructor* and the *Registrar's Office* they can be viewed by going to your semester's class schedule and there is grade column with each corresponding class. This is where you will find the final grades posted. *Navigation:*

SA Self Service> Learner Services> Academics> Enroll in Class and select the term.



The screenshot shows the University of Maryland Eastern Shore website interface. At the top left is the university logo. A navigation bar includes a 'Home' link. Below this is a table listing three classes. Each class entry includes a link to the class name, a grid icon, and a detailed row with columns for Section, Component, Description, Grading Option, Grade, Units, and Status. Below the header row for each class, there is a detailed row with columns for time, days, location, and instructor.

ACCT 201	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1837	0201	Lecture	INTRO FINANCIAL ACCOUNTING	Graded	C	3.00	Enrolled
	8:00AM	9:15AM	Tues,Thurs	Trigg Hall 0114		01/26/2004 - 05/18/2004	
			Instructor: Hummer,William R.				
CMTE 212	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1934	0101	Lecture	STRENGTH OF MATERIALS	Graded		4.00	Dropped
			Schedule: TBA	Location: TBA		01/26/2004 - 05/18/2004	
			Instructor: TBA				
CMTE 312	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 1936	0101	Lecture	CONSTRUCTION METHODS II	Graded	A	3.00	Enrolled
	2:00PM	3:50PM	Mon,Wed	Arts & Technology Center 0034		01/26/2004 - 05/18/2004	
			Instructor: Stockus,Anthony J.				

NO CURRENT TERM# LISTED TO ENROLL INTO CLASSES

If you do not have the current term listed in order to enroll into classes there are a few steps you must take. First, verify that you have met with your advisor, completed a schedule form and the Advisor has *activated your registration* through PeopleSoft. If that has been completed, have your advisor contact the Registrar's Office because it is possible that you need to be *term activated*. An active career must be entered into the system (*matriculation*) by the Admissions Office before *term activation* can take place.

NO INSTITUTION SET ASSIGNED

It is always important to check your account summary (bill). If you receive the message "No Institution Set Assigned. Please contact the Bursar's Office." and you can't view your bill; there is a setup issue that can easily be corrected in one phone call to the PeopleSoft Help Desk or email PeopleHelp@umes.edu. Please provide your name and PeopleSoft username when contacting the help desk. It is not necessary to contact the Bursar for this problem. *Navigation:*

SA Self Service> Learner Services> Finances > Account Summary

