


## PeopleSoft QuickGuide for Civil Engineering

### General Hints:

- The student ID must be cleared before you conduct a new name search.
- Keep an eye out for screens with multiple tabs.
- Term code examples: 2058 is fall 2005 (2 = millennium; 05 = year; 8 = fall); a 2 as the last digit means spring. Others are possible (use  then **Lookup** to view a list of available terms).
- Many settings can be set to your personal user defaults. This will help reduce the tedium.

### Sign In


<https://cmsweb.csuchico.edu/hchiprd/signon.html>

- Enter **User ID** in all caps (e.g., RMILLS)
- Enter **Password**

### User Defaults

Home > Design Student Administration > Specify User Defaults > Use > User Defaults

- Default 1: Institution, Academic Career, Subject Area, Term, Academic Program, Academic Plan
- Default 4: Transcript Output Destination and Type

Hint: Click  after each change to a default group.

### Transcript Request




Home > Manage Student Records > Manage Academic Records > Inquire > Transcript Request

- Click [Add a New Value](#)
- **Request Header**
- **Institution** select **CHICO**
- **Transcript Type** select **ADV** (advisor transcript = DPR+UNOFL), **DRP** (degree progress report), or **UNOFL** (unofficial transcript)

Hint: ADV is most complete but lengthy, and sometimes doesn't run properly.

- **Output Destination** select **PRINTER**


**Request Detail**

- Enter student **ID** or  to search; enter name, select **Lookup**, then click on desired student from list
- Hint: Click-drag and copy the student ID number in case you loose the student.
- Click   to add/remove students on the request detail, as desired
- Click **Process Request**

**Report Result**

You should now be able to view the transcript on screen.

You can also generate a pdf version of the transcript by using the following process:

- Click **Campus Transcript** (Repeat for each student desired)
- Click [Report Manager](#)
- **Report Distribution Manager** Click **Refresh** until the transcript is ready to view, then click [View](#)
- **Report/Log Viewer** Click desired pdf file (Transcript opens in new window)
- Hint: The transcript can be viewed, printed, or saved to you computer.
- **Report Distribution Manager** Click [Go back to Transcript Request](#)
- Click  **Return to Search** (Located at bottom of page – scroll down)

### Student Records

Home > Manage Student Records > Manage Academic Records > Inquire

Class Search

Enrollment Summary

Student Term Search

Catalog Search

Grade Change Audit

Transcript Request

Enrollment Request

Student Grades


**Student Program/Plan** (*Plan = Major, Catalog Year*)

Home &gt; Manage Student Records &gt; Track Student Careers &gt; Use &gt; Student Program/Plan

- Enter student **ID** or **Name**, then click **Search**


**Student Transfer Credit Summary**

Home &gt; Manage Student Records &gt; Process Transfer Credit &gt; Inquire &gt; Transfer Credit Summary

- Click [Add a New Value](#)
- Enter identifying text (anything, no spaces) in the **Run Control ID**, then click **Add** (in future searches, use this same identifier to **Find an Existing Value**, then click **Search**)
- Enter student ID in **EmplID** box or click  to search; select search mode, e.g., Name = *Last,First* (no spaces; *First* can be truncated), click **Lookup**, click on desired student from list, then click **Submit**  
*You should now be able to view the summary on screen.*  
*You can also generate a pdf version of the summary by using the following process:*
- Click **Generate Report**
- Click [Report Manager](#), then continue as in **Transcript Request** under Report Distribution Manager

**Student Transfer Credit Summary** (Chico version – harder to use than the preceding, but more comprehensive)

Home &gt; CSU Custom Rpts/Interfaces &gt; Chico Advising &gt; Reports &gt; Transfer Credit Summary

- Click [Add a New Value](#)
- Enter identifying text (anything, no spaces) in the **Run Control ID**, then click **Add** (in future searches, use this same identifier to **Find an Existing Value**, then click **Search**)
- Enter student ID in **EmplID** box or click  to search; select search mode, e.g., Name = *Last,First* (no spaces; *First* can be truncated), click **Lookup**, then click on desired student from list
- Click **+ -** to add/remove students, as desired, then click **Run**
- **Process Scheduler Request** Select **Server Name PSUNX**, then click **OK**
- Click [Report Manager](#), then continue as in **Transcript Request** under Report Distribution Manager

**Student Grades** (*and Study List*)

Home &gt; Manage Student Records &gt; Manage Academic Records &gt; Inquire &gt; Student Grades


*Hint: Enrollment Summary will provide the same information, but without the grades.*

- Enter student **ID** or **Name**, the desired **Term**, then click **Search**
- Click [Detail](#) to get class information, including GE status in **Class Attributes** (*Apparently not fully operational yet*)

**Quick Enroll** (*and Study List*)

Home &gt; Manage Student Records &gt; Manage Academic Records &gt; Use &gt; Quick Enroll

*Hint: Quick Enroll is the most complete way to view a student's study list – otherwise use Student Grades or Enrollment Summary.*

- Enter student **ID** or  to search; enter name, select **Lookup**, then click on desired student from list
- Enter **Term**, then click **Add**
- Click [Study List](#)

**Class Information**

Home &gt; Manage Student Records &gt; Establish Courses &gt; Use

Course Catalog

Schedule of Classes

Grade Roster

Course Equivalencies

Class Sections

Instructor Schedule

**Class Roster**

Home &gt; Manage Student Records &gt; Establish Courses &gt; Inquire &gt; Class Roster

- Enter **Academic Institution**, **Term**, **Subject Area** and **Catalog Number**; then click **Search**
- Select desired class section from list