

**GUIDE TO PEOPLESOFT SELF SERVICE**  
**FOR STUDENTS**



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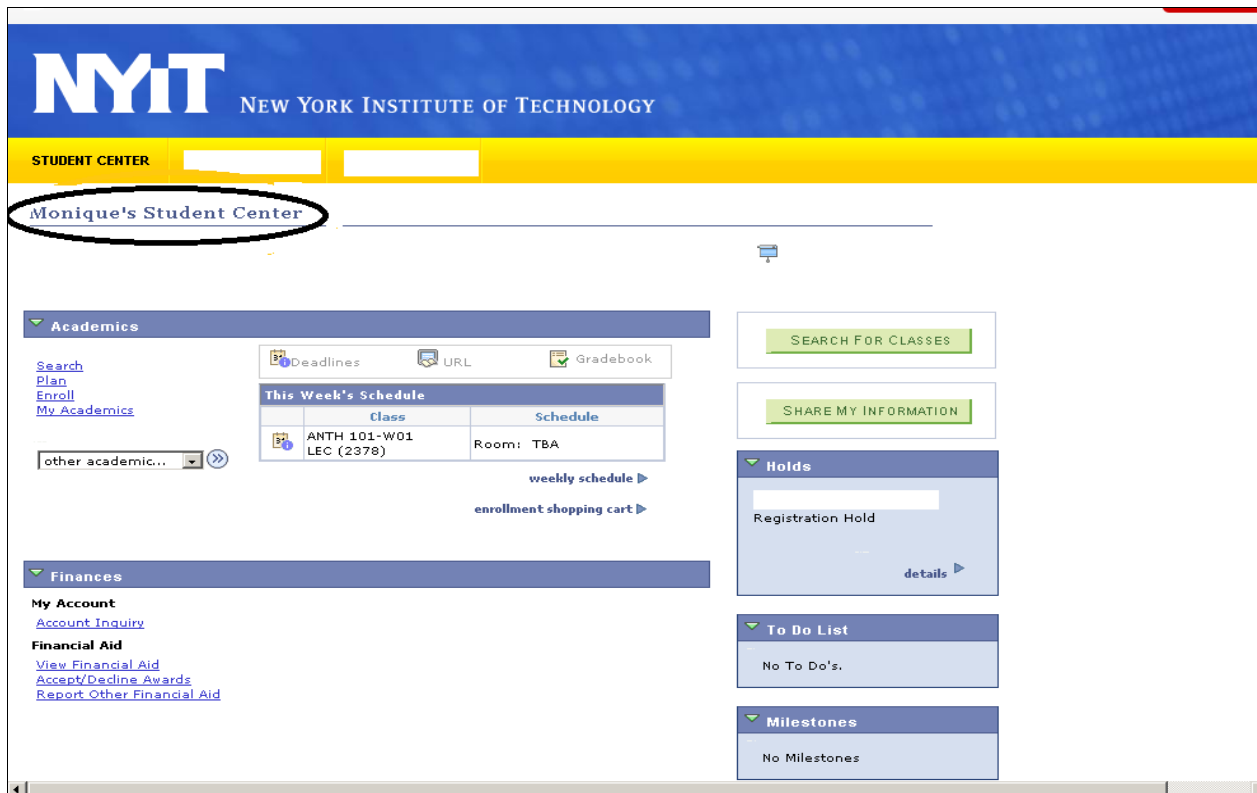
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## INTRODUCTION

PeopleSoft's Self Service module is a fully integrated portal that organizes services such as registration, viewing financial aid, billing and advisement. This information is available to students anywhere with internet access.

## STUDENT CENTER

Welcome to "Student Center." You must log in with your NYIT username and password. Once you are logged in your name will appear below:

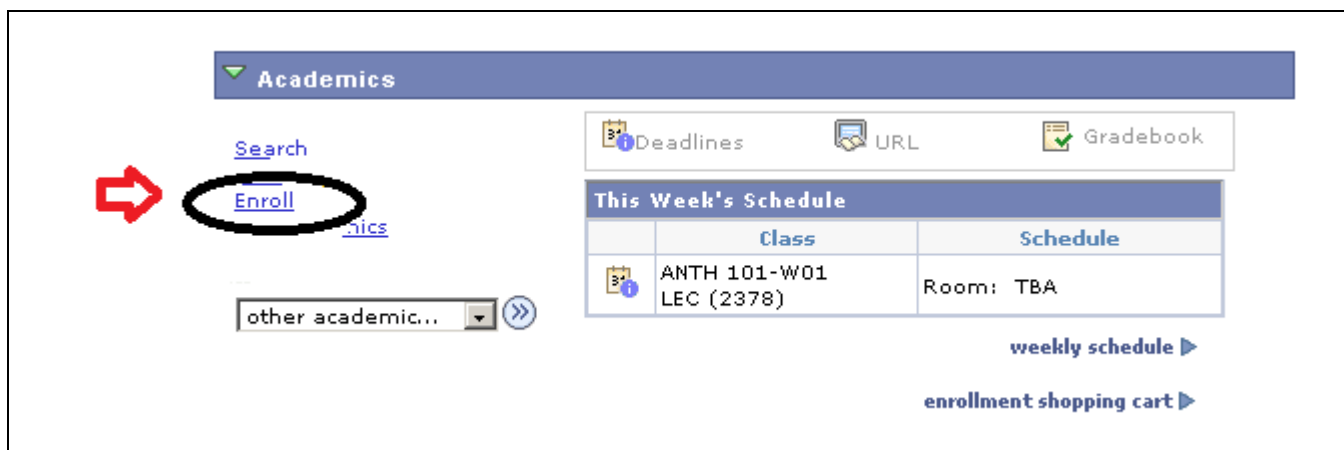


The screenshot shows the NYIT Student Center homepage. At the top, the NYIT logo and "NEW YORK INSTITUTE OF TECHNOLOGY" are displayed. Below this is a yellow navigation bar with "STUDENT CENTER" and a search box. The user's name, "Monique's Student Center", is circled in black. The main content area is divided into several sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A search box contains "other academic...". There are icons for Deadlines, URL, and Gradebook. A "This Week's Schedule" table shows a class: ANTH 101-W01 LEC (2378) in Room: TBA. Links for "weekly schedule" and "enrollment shopping cart" are present.
- Search:** A button labeled "SEARCH FOR CLASSES".
- Share My Information:** A button labeled "SHARE MY INFORMATION".
- Holds:** A section titled "Holds" with a "Registration Hold" and a "details" link.
- To Do List:** A section titled "To Do List" with the text "No To Do's".
- Milestones:** A section titled "Milestones" with the text "No Milestones".
- Finances:** A section titled "Finances" with sub-sections for "My Account" (Account Inquiry) and "Financial Aid" (View Financial Aid, Accept/Denial Awards, Report Other Financial Aid).

## REGISTRATION

Before registration please meet with your advisor to open your registration. To register for classes click on "Enroll" under Academics on your Student Center homepage. Under the enroll link you will have the ability to add/drop class or swap classes. (Use the "Swap" function when you do not want to drop a class until a new class is successfully added.)



This is a close-up screenshot of the Academics section from the previous image. A red arrow points to the "Enroll" link, which is circled in black. The "Enroll" link is part of a list of links: Search, Enroll, and My Academics. Below these links is a search box containing "other academic...". To the right, the "This Week's Schedule" table is visible, showing the class ANTH 101-W01 LEC (2378) in Room: TBA. Links for "weekly schedule" and "enrollment shopping cart" are also visible.

The courses in which you are enrolled appear at the bottom of the page. To view your schedule click on “Weekly Schedule.”

### Search for sections

To search for a section click “Search” under Academics on your student homepage. You must select or enter at least two search criteria and then click “Search”.

The screenshot shows the 'Monique's Student Center' interface. The 'Academics' section is expanded, and the 'Search' link is circled in black with a red arrow pointing to it. Other links in the Academics section include 'Enroll', 'My Academics', 'Deadlines', 'URL', and 'Gradebook'. A 'This Week's Schedule' table is visible, showing a class 'ANTH 101-W01 LEC (2378)' with a room of 'TBA'. There are also buttons for 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION'. The 'Finances' section is also visible, with a message stating: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.'

For additional search criteria enter the campus, meeting time, instructor information or days of week for the class to narrow your search.

The 'Class Search' form includes the following fields and options:

- Course Subject:** A dropdown menu with 'select subject' selected.
- Course Number:** A dropdown menu with 'is exactly' selected.
- Course Career:** A dropdown menu.
- Mode of Instruction:** A dropdown menu.
- Campus:** A dropdown menu with 'Manhattan, New York' selected.
- Location:** A dropdown menu.
- Additional Search Criteria:**
  - Meeting Start Time:** A dropdown menu with 'greater than or equal to' selected.
  - Meeting End Time:** A dropdown menu with 'less than or equal to' selected.
  - Days of Week:** A dropdown menu with 'include only these days' selected, followed by checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, and Sun.
  - Instructor Last Name:** A dropdown menu with 'begins with' selected.
  - Class Nbr:** A text input field with a question mark icon.
  - Course Keyword:** A text input field with a question mark icon.
  - Minimum Units:** A dropdown menu with 'greater than or equal to' selected.
  - Maximum Units:** A dropdown menu with 'less than or equal to' selected.
  - Course Component:** A dropdown menu.
  - Session:** A text input field with a magnifying glass icon.

At the bottom of the form are 'CLEAR' and 'SEARCH' buttons.

To enroll in a class, first select the term, and then click continue.


Search	Plan	Enroll	My Academics		
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>	<a href="#">edit</a>	<a href="#">term information</a>

Add Classes 1 2 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2013	Undergraduate	NY Institute of Technology
<input type="radio"/>	Spring 2014	Undergraduate	NY Institute of Technology
<input checked="" type="radio"/>	Summer 2014	Undergraduate	NY Institute of Technology

[CONTINUE](#) 

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)  
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

## TERM INFORMATION

**Term Information** shows your enrollment appointment for the selected term and a list of open enrollment dates. To get to term information click on “Open Enrollment Dates” under Enrollment Dates on your homepage as below:

STUDENT CENTER	FACULTY CENTER	ADVISOR CENTER				
<b>Academics</b>						
<a href="#">Search</a> <a href="#">Plan</a> <a href="#">Enroll</a> <a href="#">My Academics</a>	<a href="#">Deadlines</a> <a href="#">URL</a> <a href="#">Gradebook</a>	<a href="#">SEARCH FOR CLASSES</a>				
other academic... <input type="button" value="»"/>	<b>This Week's Schedule</b>	<a href="#">SHARE MY INFORMATION</a>				
	<table border="1"><thead><tr><th>Class</th><th>Schedule</th></tr></thead><tbody><tr><td> ANTH 101-W01 LEC (2378)</td><td>Room: TBA</td></tr></tbody></table> <p style="text-align: right;"><a href="#">weekly schedule ▶</a> <a href="#">enrollment shopping cart ▶</a></p>	Class	Schedule	ANTH 101-W01 LEC (2378)	Room: TBA	<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>
Class	Schedule					
ANTH 101-W01 LEC (2378)	Room: TBA					
<b>Finances</b>		<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>				
<b>My Account</b> <a href="#">Account Inquiry</a> <b>Financial Aid</b> <a href="#">View Financial Aid</a> <a href="#">Accept/Decline Awards</a> <a href="#">Report Other Financial Aid</a>		<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>				
<b>Personal Information</b>	<b>Contact Information</b>	<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>				
<a href="#">Demographic Data</a> <a href="#">Emergency Contact</a> <a href="#">Names</a> <a href="#">User Preferences</a>	<table border="1"><tbody><tr><td><a href="#">Home Address</a> 1000 Main St. Elmhurst, NY 11373</td><td><a href="#">Mailing Address</a> 1000 Main St. Elmhurst, NY 11373</td></tr><tr><td><a href="#">Cell Phone</a> None</td><td><a href="#">NYIT Email</a> None</td></tr></tbody></table>	<a href="#">Home Address</a> 1000 Main St. Elmhurst, NY 11373	<a href="#">Mailing Address</a> 1000 Main St. Elmhurst, NY 11373	<a href="#">Cell Phone</a> None	<a href="#">NYIT Email</a> None	<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>
<a href="#">Home Address</a> 1000 Main St. Elmhurst, NY 11373	<a href="#">Mailing Address</a> 1000 Main St. Elmhurst, NY 11373					
<a href="#">Cell Phone</a> None	<a href="#">NYIT Email</a> None					
other personal... <input type="button" value="»"/>		<b>Enrollment Dates</b> <a href="#">Open Enrollment Dates</a>				
		<b>Advisor</b> <b>Program Advisor</b> Monika Schueren <a href="#">details ▶</a>				

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>
<a href="#">edit</a>	<a href="#">term information</a>		

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**Term Information**

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**Enrollment Dates**    [View my enrollment dates](#)

**Assignments**        [View my class assignments and grades](#)

**Learning Management**    [View learning management systems](#)

**Exam Schedule**        [View my exam schedule](#)

**Grades**                [View my grades](#)

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[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop](#)   [Swap](#)   [Edit](#)   [Term Information](#)

go to ...

You can also view term enrollment dates by clicking on the Details link in the Enrollment Dates box on the main Student Center screen.

**MY ACADEMICS**

**My Academics** includes: transfer credit, course history, current program/plan, advisor notes, and an academic summary including GPA.

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines	URL	Gradebook
-----------	-----	-----------

This Week's Schedule	
Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**View My Transfer Credit Report**

The **Transfer Credit Report** allows you to view all of your transferred courses/credits. The first part of the page shows a summary of all transferred units. A detailed view of all of the transfer credits appears below the summary.

Search Plan Enroll My Academics

### View Transfer Credit Report

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▼ Course Credits

**Model Nbr** 1 Posted  
**Institution** NY Institute of Technology **Credit Source Type** Manual  
**Career** Undergraduate **Source Institution** Baruch College  
**Program** Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
Fall 1999		3.00	C+	Posted	WRIT 101	3.000	TC	
Fall 1999		3.00	C+	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	WRIT 151	3.000	TC	
Fall 1999		3.00	B-	Posted	GEEL ELEC	3.000	TC	
Fall 1999		3.00	B	Posted	LITR 410	3.000	TC	
Fall 1999		3.00	C	Posted	HIST 310	3.000	TC	
Fall 1999		3.00	B-	Posted	LAEL ELEC	3.000	TC	

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**Model Nbr** 2 Posted  
**Institution** NY Institute of Technology **Credit Source Type** Manual  
**Career** Undergraduate **Source Institution** Plaza Business Insti  
**Program** Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 1999		4.00	A	Posted	PSYC 101	3.000	TC
Fall 1999		4.00	A	Posted	GEEL ELEC	4.000	TC

### View My Course History

**My Course History** allows you to view all of the courses that you have taken, including transfer courses. You can sort the results using the sort functionality in the middle of the page.

Search Plan Enroll My Academics

### My Course History

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Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

✔ Taken   
 ← Transferred   
 ◆ In Progress

Course	Description	Term	Grade	Units	Status
ANTH 101	<a href="#">Intro to Anthrop</a>	Spring 2014		3.00	◆
ARCH 101	<a href="#">Des Fund I</a>	Fall 1999	W	5.00	✔
ARCH 161	<a href="#">Sur Hist Arch I</a>	Fall 1999	W	3.00	✔
GEEL ELEC	<a href="#">General Electives</a>	Fall 1999	TC	3.00	←
GEEL ELEC	<a href="#">General Electives</a>	Fall 1999	TC	3.00	←

Click **Return to My Course History** to go back.

## **Academic Requirements**

The **Academic Requirements** is an overview of your current academic objective.

Search Plan Enroll My Academics

### My Academic Requirements

Select Institution / Career NY Institute of Technology > Graduate [change](#)

This report last generated on 02/26/2014 2:09PM

[collapse all](#) [expand all](#) [view report as pdf](#)

✓ Taken   ♦ In Progress   ★ Planned

#### Cum GPA, Hours and Residency Requirement

**Not Satisfied:** RG-3079

##### Cum GPA and Hours

**Not Satisfied:** R-3139

▶ Cumulative GPA

▼ Residency

**Not Satisfied:** Residency

- Units: 15.00 required, 0.00 taken, 15.00 needed

#### Master of Communication Arts

**Not Satisfied:** RG-3077

- Units: 32.00 required, 0.00 taken, 32.00 needed
- GPA: 3.000 required, 0.000 actual

The Current Academic Summary section includes information on last term registered, academic standing, overall GPA (includes transfer courses), and NYIT GPA (does not include transfer courses).

## **CHANGING PERSONAL INFORMATION**

First click on Demographic Data on the Personal Information on your student center homepage.

### Personal Information

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

other personal... >>

#### Contact Information

<a href="#">Home Address</a> 1000 Main St. Elmhurst, NY 11373	<a href="#">Mailing Address</a> 1000 Main St. Elmhurst, NY 11373
<a href="#">Cell Phone</a> None	<a href="#">NYIT Email</a> None



On the Personal information section you can update your personal information such as address, phone number and emergency contacts.

Monique Del Valle go to ...

[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [internet addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#) | [ethnicity](#)

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	1000 Main St. Elmhurst, NY 11373	<a href="#">edit</a>
Mail	1000 Main St. Elmhurst, NY 11373	<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

---

[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#)

go to ...

To update your phone number, click on the phone number tab. Click on enter phone number use drop down menu to choose phone type and number, then click save.

[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [internet addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#) | [ethnicity](#)

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">delete</a>

[ADD A PHONE NUMBER](#)

[SAVE](#)

\* Required Field