STUDENT SELF ENROLLMENT

1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:

2. Login to PeopleSoft using the User Id and Password provide to you in the letter.
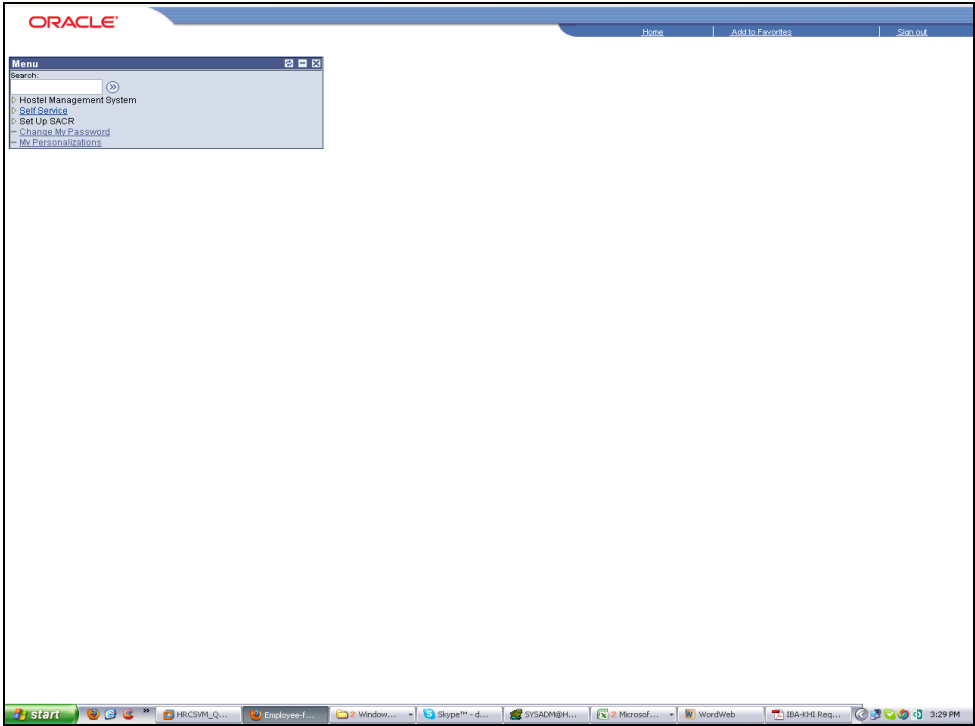
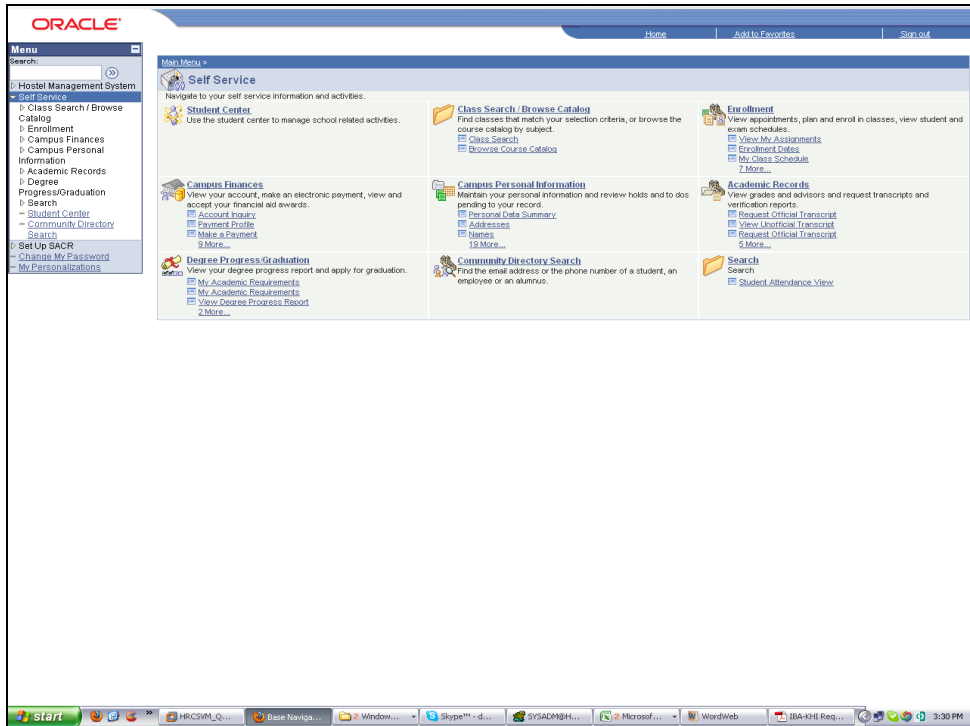# Table of Contents

Student

Student Center

Procedure

PeopleSoft Student Ceter feature provides students flexibility to view his academic information on one page. This feature also provides students access to various links to view/edit their academic information, etc.

Step	Action
1.	Click the **Sign In** button.

Step	Action
2.	Click the **Self Service** link.

Step	Action
3.	Click the **Student Center** link.
	Student Center

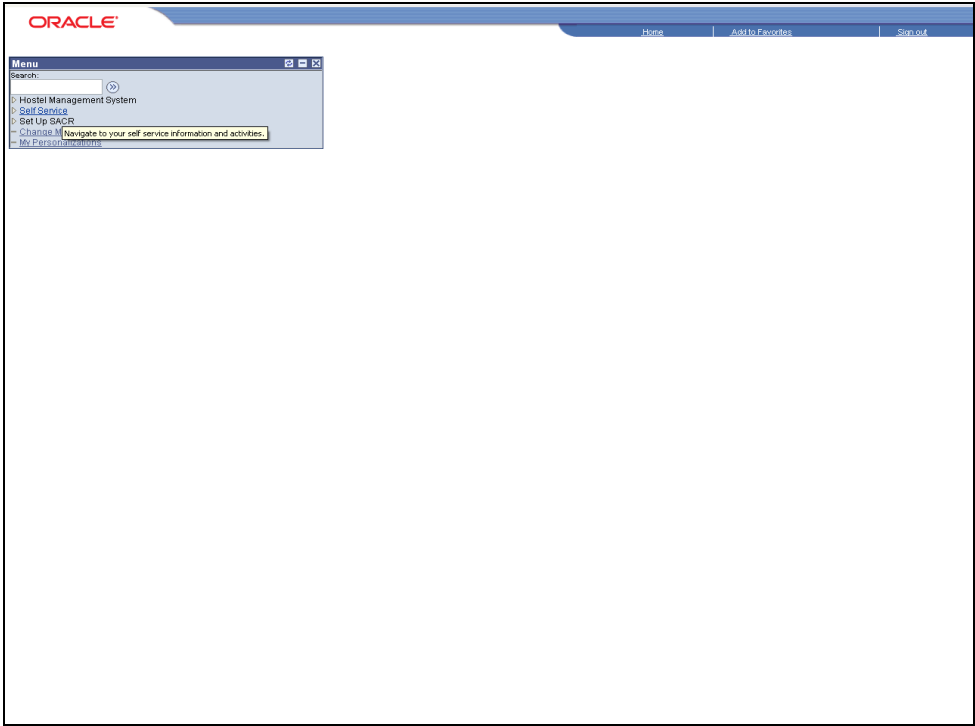| Step	Action
4.	Point to the **Academic Information** object. **Academics**
5.	Point to the **Student's Finances Information** object. **Finances**
6.	Point to the **Student Biographic and Demographic Information** object. **Personal Information**
7.	Point to the **Search for Classes** object. SEARCH FOR CLASSES
8.	Point to the **Student's Advisor** object. **Advisor**
9.	Point to the **Links to External Web Pages** object.
10.	**End of Procedure.**

Student - Biographic & Demographic Info

Procedure

Using Personal Campus Information, student can view/edit their biographic, and demohraphic data.
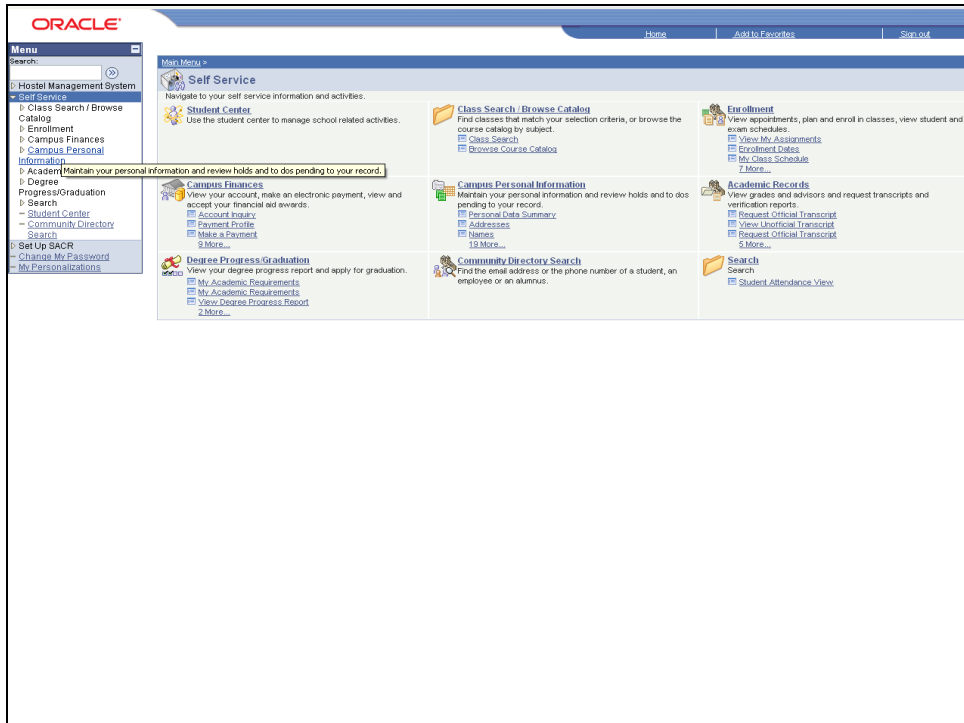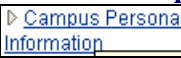
Step	Action
1.	Click the **Sign In** button.
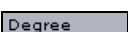
Step	Action
2.	Click the **Self Service** link. Self Service

Step	Action
3.	Click the **Campus Personal Information** link. ▷ Campus Persona Information
4.	Click the **Names** link. Names
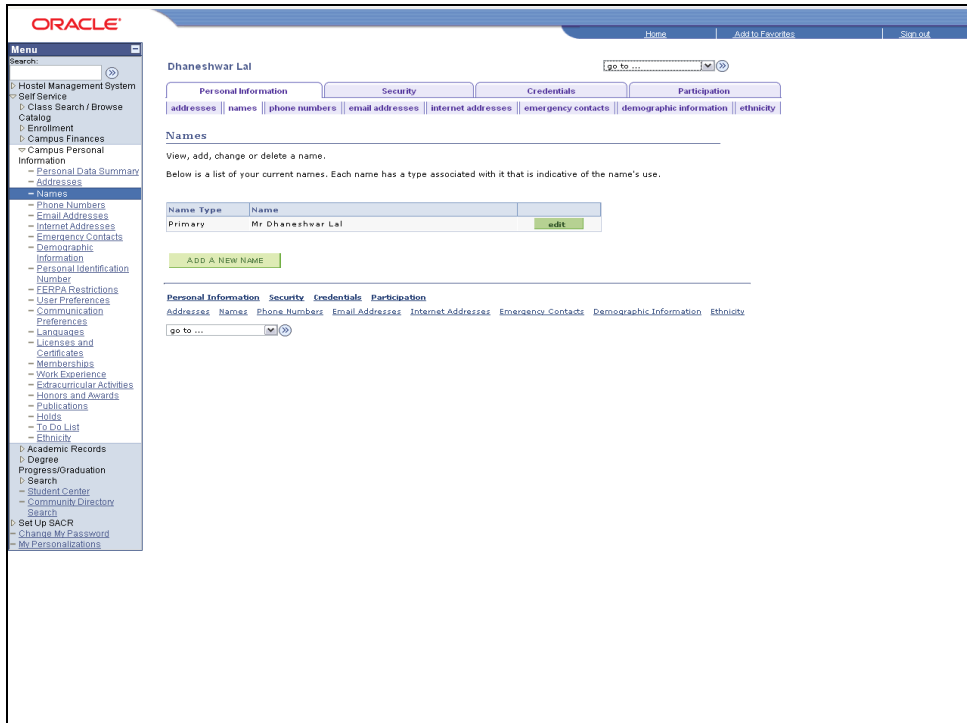
Step	Action
5.	Click the **Modify this Name** button. [edit]
6.	Click the **Save** button. [SAVE]
7.	Click the **OK** link. [OK]
8.	Click the **Add a New Name** button. [ADD A NEW NAME]
9.	Click the **Name Type:** list. [⌄]
10.	Click the **Degree** list. [Degree]
11.	Click the **Mr** list. [Mr]
12.	Click the **Save** link. [SAVE]
13.	Click the **OK** link. [OK]
14.	Click the **phone numbers** link. [phone numbers]

Step	Action
15.	Enter the desired information into the field. Enter "**92033467414253**".
16.	Click the **Save** link. SAVE
17.	Click the **OK** link. OK
18.	Point to the **Peronsal Information** object. **Under Personal Information Tab, Student can view/edit their's email address, internet addresses, etc.**
19.	Click the **Credentials** link. Credentials
20.	Point to the **Credentials** object. **Under Credentials Tab, student can view/edit their licenses, certificates, etc.**
21.	Click the **Participation** link. Participation
22.	Point to the **Participation** object. **Under Participation Tab, student can view/edit their publication, extracurricular activities, etc.**
23.	**End of Procedure.**

Student - My Weekly Schedule

Procedure

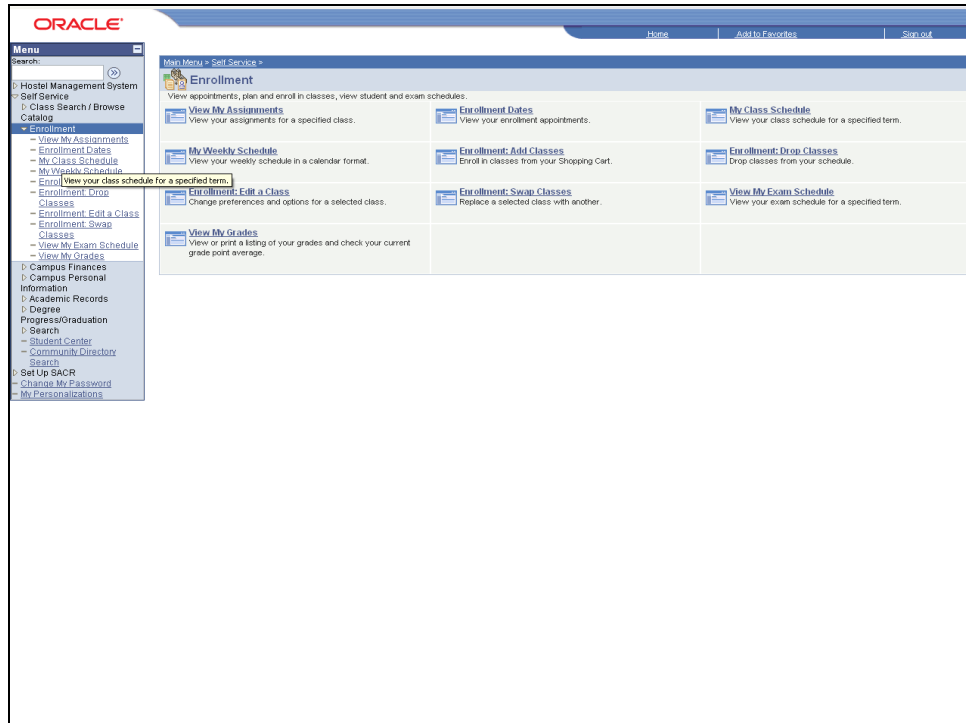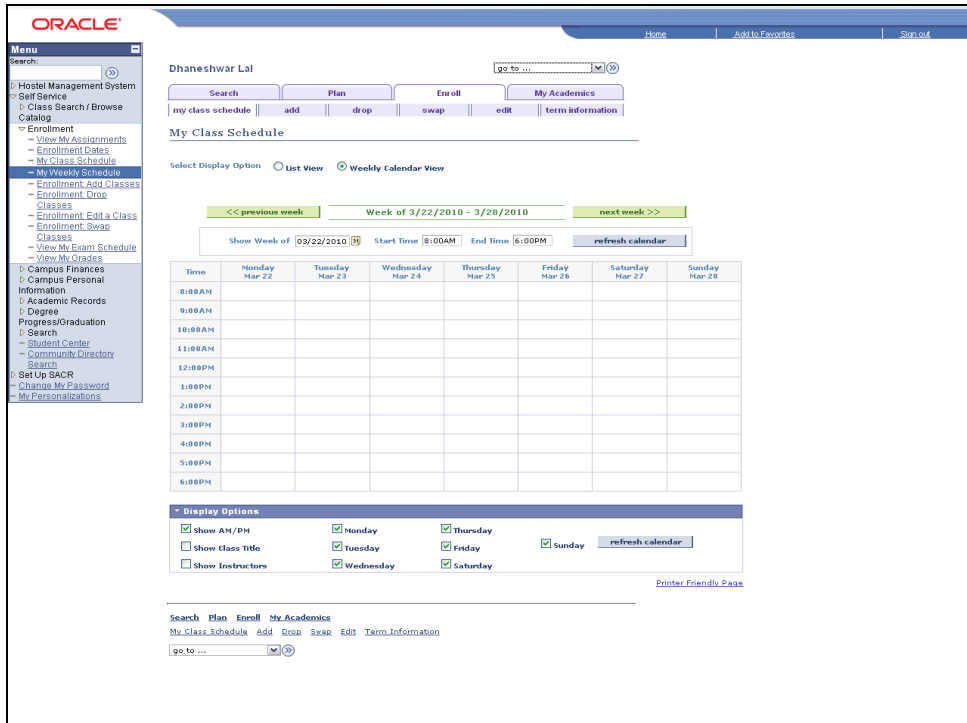**Student can view weekly schedule of their classes.**

Step	Action
1.	Click the **Sign In** button. Sign In

Step	Action
2.	Click the **Self Service** link. Self Service

Step	Action
3.	Click the **Enrollment** link.
	Enrollment

Step	Action
4.	Click the **My Weekly Schedule** link.

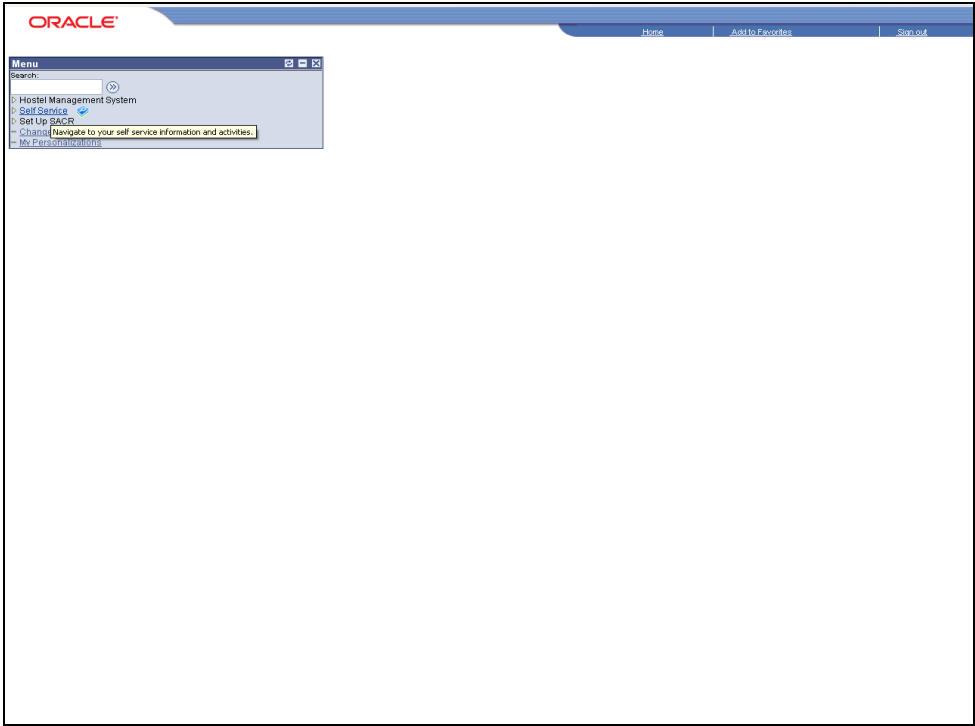| Step	Action
5.	Point to the **My Class Schedule** object. My Class Schedule
6.	Enter the desired information into the **Show Week of** field. Enter "**08/01/2008**".
7.	Click the **refresh calendar** link. refresh calendar
8.	Click the **Show Instructors** option.
9.	Click the **refresh calendar** link. refresh calendar
10.	Click the **Show Class Title** option.
11.	Click the **refresh calendar** link. refresh calendar
12.	Enter the desired information into the **End Time** field. Enter "**12:00PM**".
13.	Click the **refresh calendar** link. refresh calendar
14.	**End of Procedure.**

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View My Assignments

Procedure

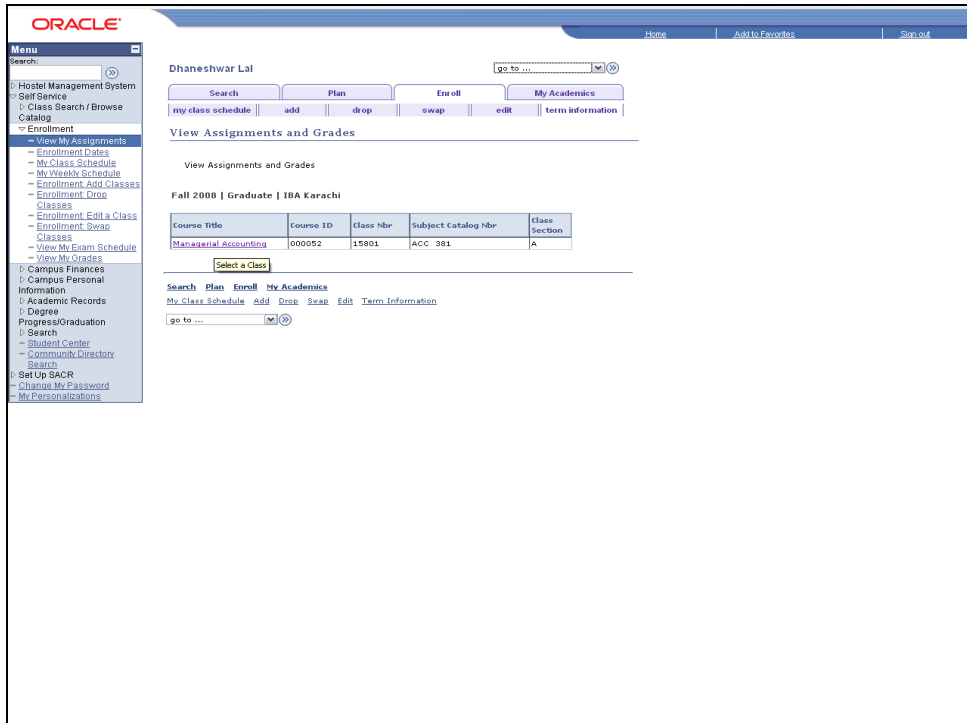**Student can view assignments, marks and equivalent grade for a class of current term.**

Step	Action
1.	Click the **Sign In** button.

Step	Action
2.	Click the **Self Service** link.
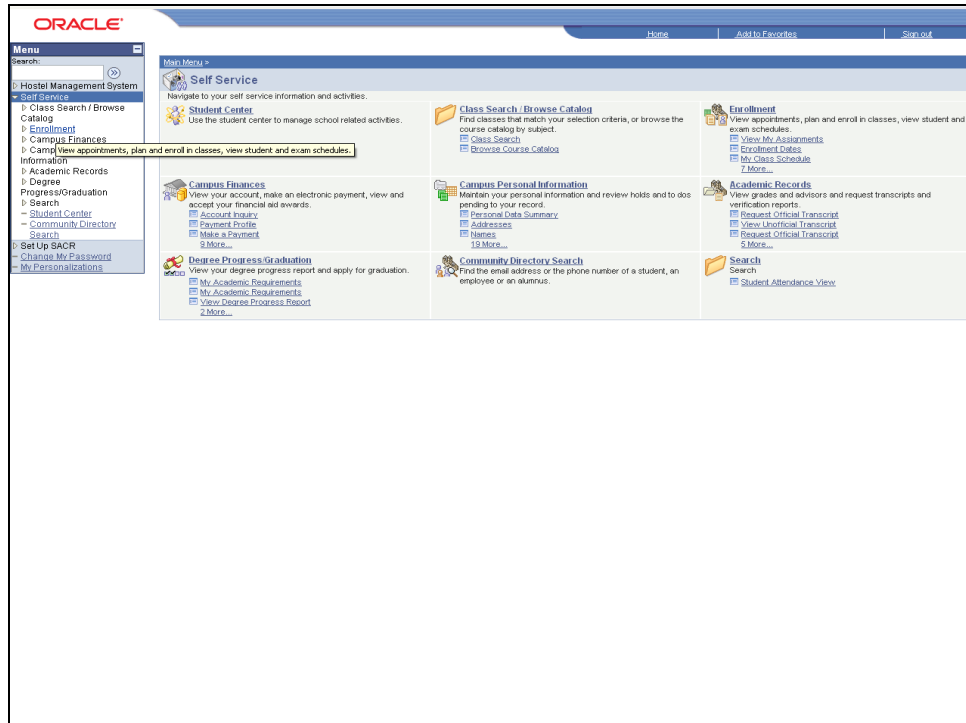
Step	Action
3.	Click the **Enrollment** link. Enrollment
4.	Click the **View My Assignments** link. View My Assignments
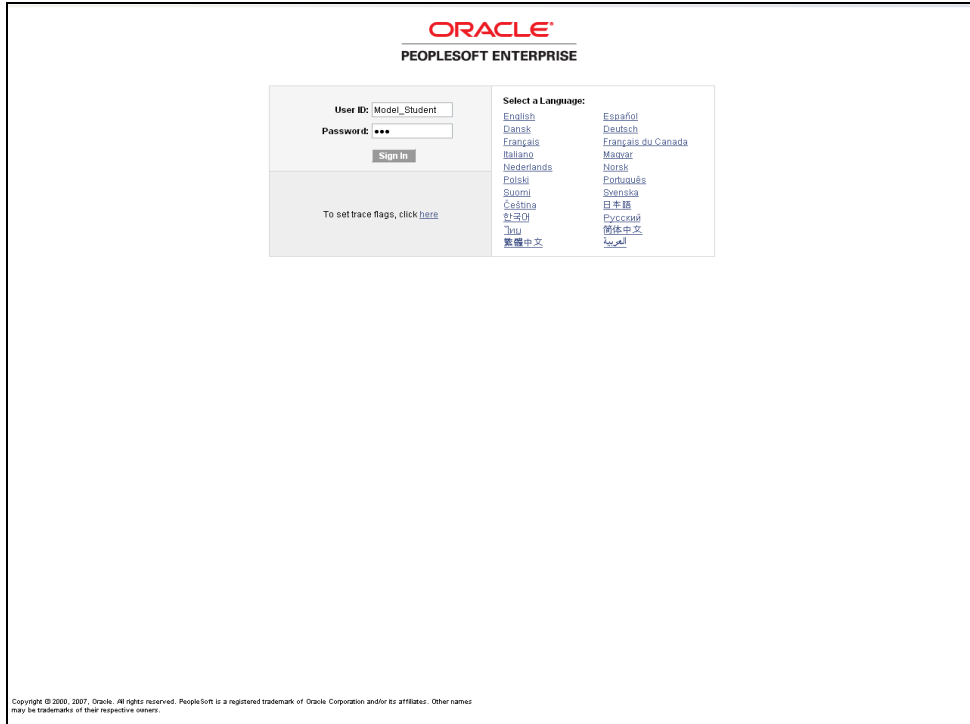
Step	Action
5.	Click the **Managerial Accounting** link. Managerial Accounting
6.	Point to the **Expand Assignment Categories section** object.
7.	Click the **Expand Grade Scale section** graphic.
8.	Press the left mouse button and drag the mouse to the desired location.
9.	Click the **Expand Instructor Comments section** graphic.
10.	Press the left mouse button and drag the mouse to the desired location.
11.	Press the left mouse button and drag the mouse to the desired location.
12.	**End of Procedure.**

View My Grades

Procedure

Student can view grades of courses of current term.

Step	Action
1.	Click the **Sign In** button.
2.	Click the **Self Service** link.

Step	Action
3.	Click the **Enrollment** link. Enrollment
4.	Click the **View My Grades** link. View My Grades

Step	Action
5.	Point to the **Fall 2008 Stats** object.
	**Fall 2008	IBA Karachi**
6.	**End of Procedure.**

My Course History

Procedure

Student can view history of their attempted courses.

Step	Action
1.	Click the **Sign In** button.
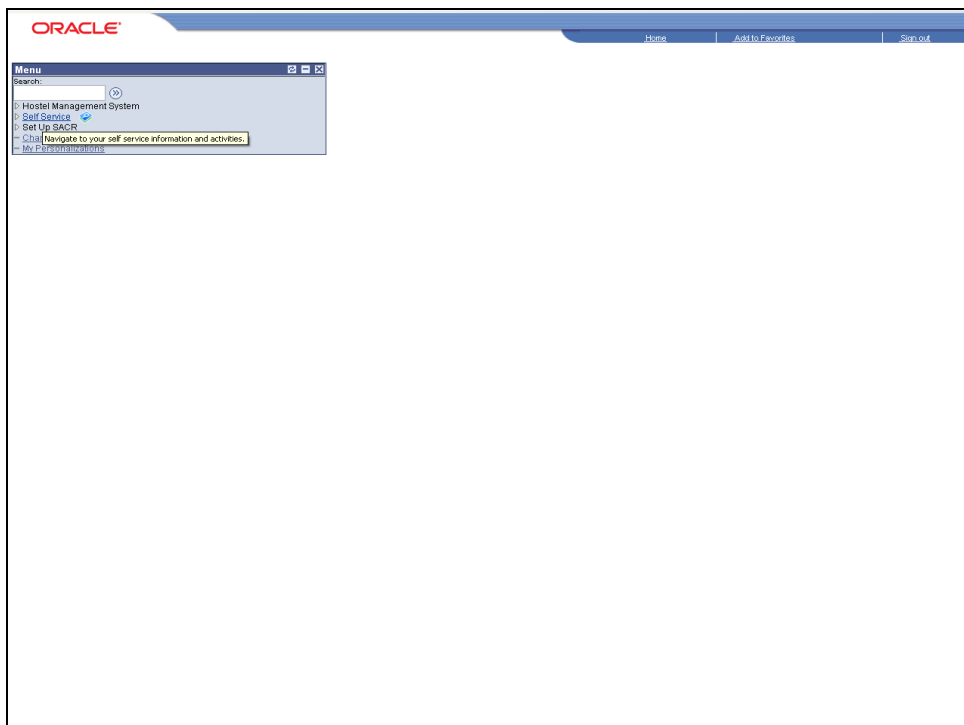
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Step	Action
2.	Click the **Self Service** link. Self Service

Step	Action
3.	Click the **Academic Records** link. Academic Records
4.	Click the **My Course History** link. My Course History

Step	Action
5.	Click the **Sort results by** list.
6.	Click the **Term** list.

Training Guide
PeopleSoft CMS - Self Service
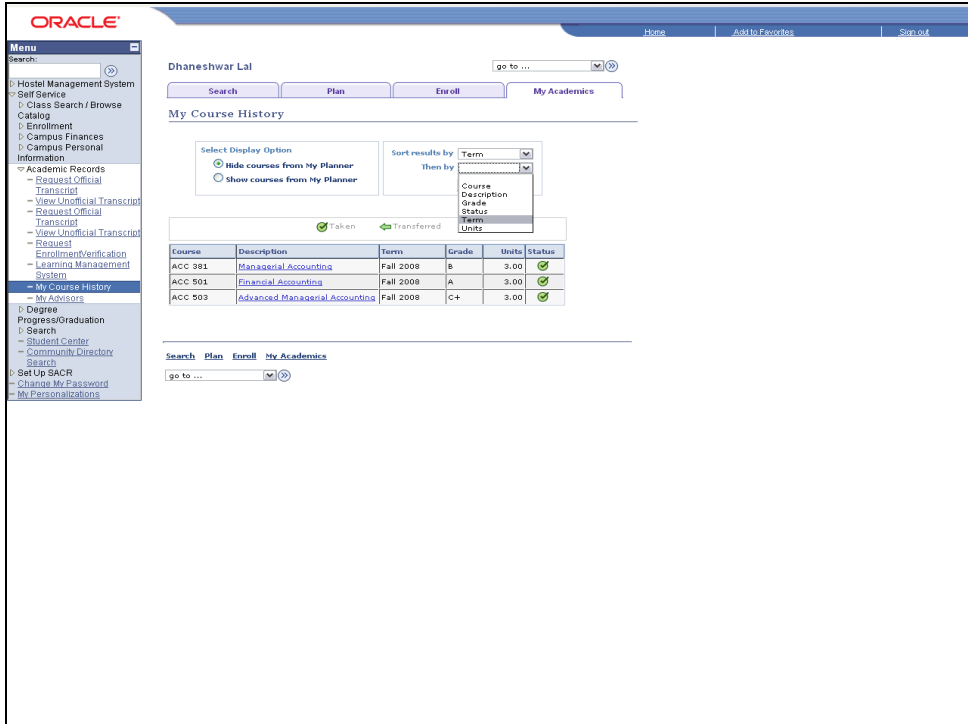
Step	Action
7.	Click the **Course** list.

Page 26
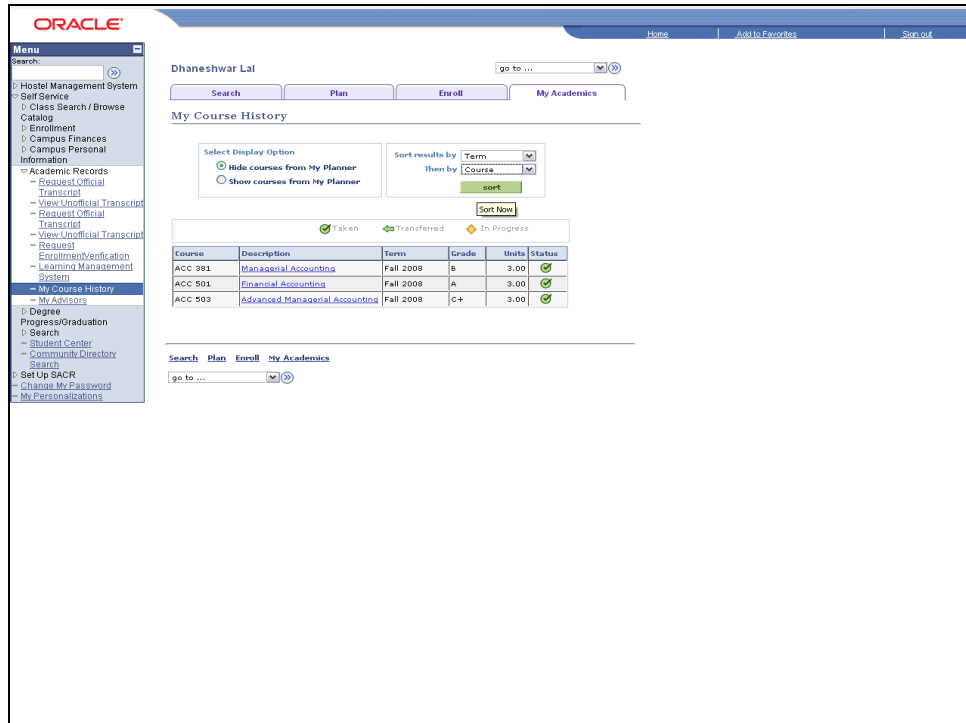
Step	Action
8.	Click the **sort** link.
9.	Point to the **Course Status** object.
10.	**End of Procedure.**

Online Enrollment - Add Classes

Procedure

To Enroll into a class without lab follow the steps given in this lesson.

Step	Action
1.	Please enter the **User ID** and **Password** provided to you in your letters instead of "Model_Student". Enter the desired information into the **User ID:** field. Enter "**Model_Student**".
2.	Enter the desired information into the **Password** field. Enter . "**Model_Student**"
3.	Click the **Sign In** button.

Step	Action
4.	Click the **Self Service** link.

Step	Action
5.	Click the **Enrollment** link. Enrollment
6.	Click the **Enrollment Add Classes** link. Enrollment: Add Classes

Step	Action
7.	Select the term for which you want to enroll into a course. Click the **Summer 2010** option.
8.	Click the **Continue** button.
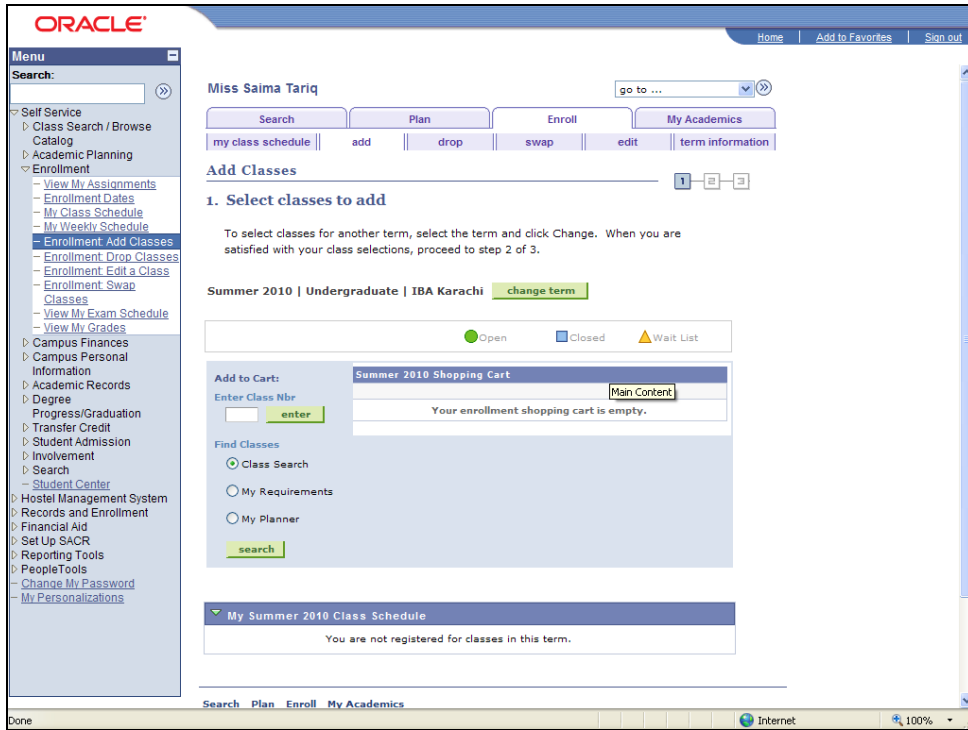
Step	Action
9.	Click the **Search** button.
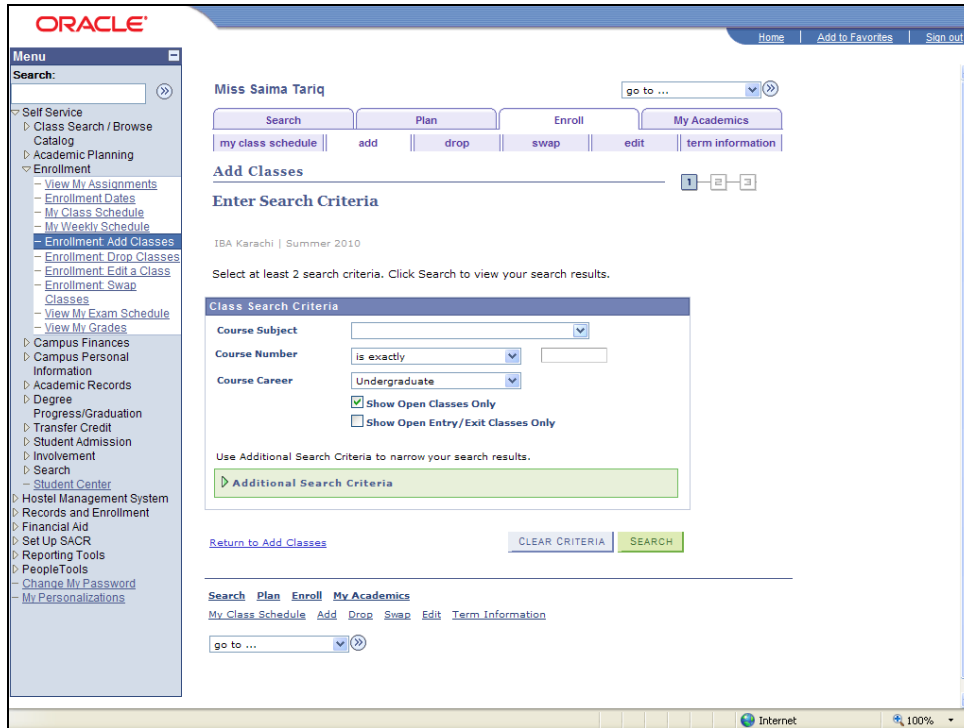
Step	Action
10.	Click the **Course Subject** list.
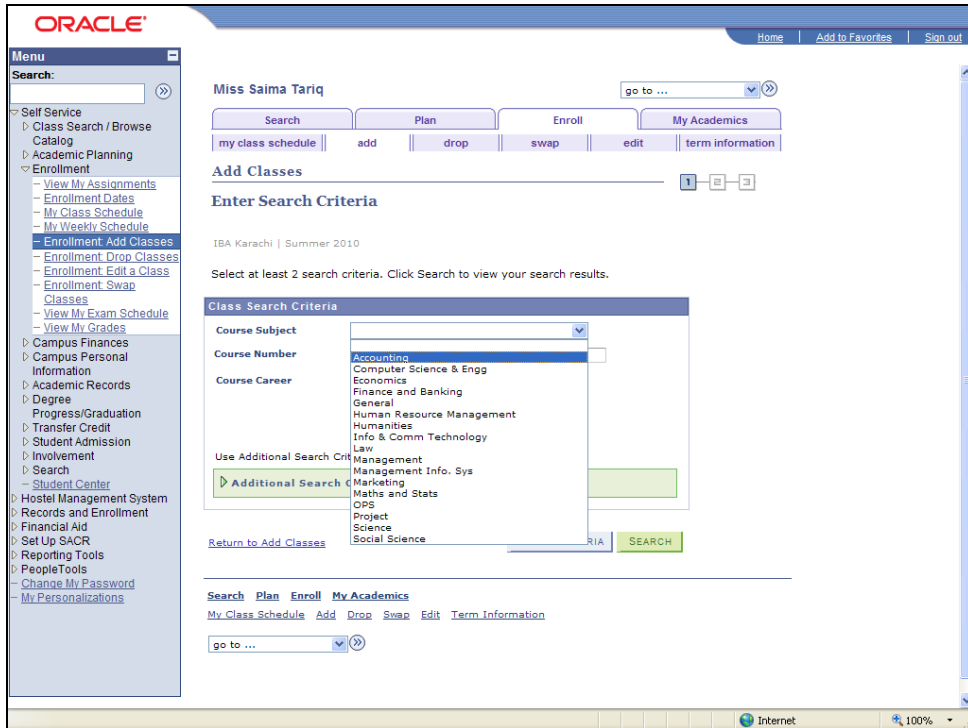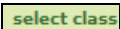
Step	Action
11.	Select the **Course Subject** of the class in which you want to enroll. Click an entry in the list.
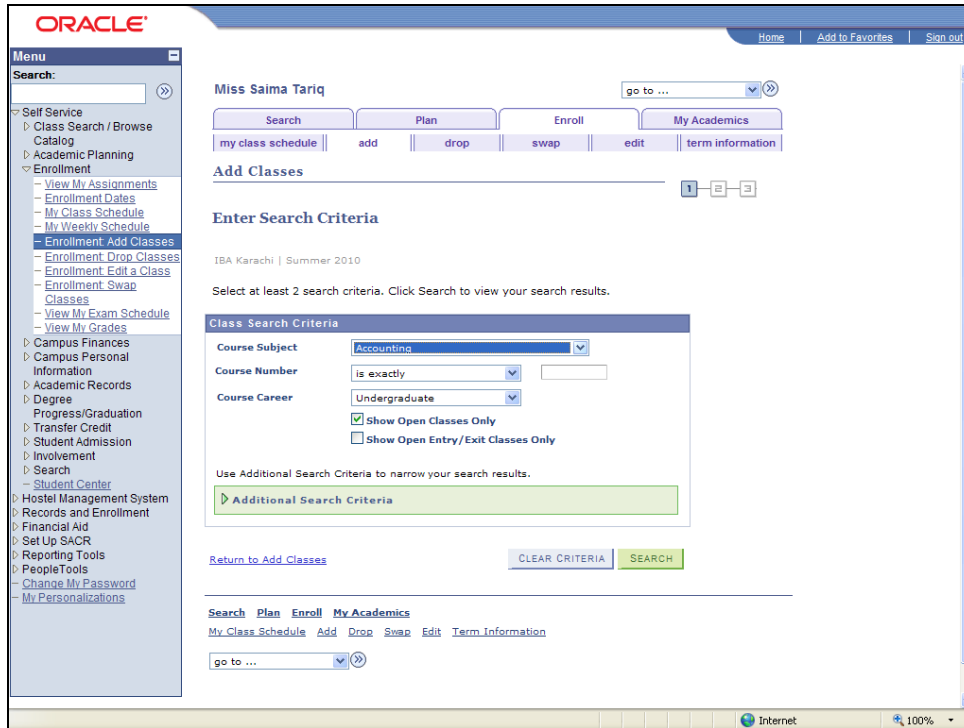
Step	Action
12.	If you know the Coruse Number/Catalog Number then enter it here else, click on the **search** button. Click in the **Course Number** field.
13.	Click the **Search** button.
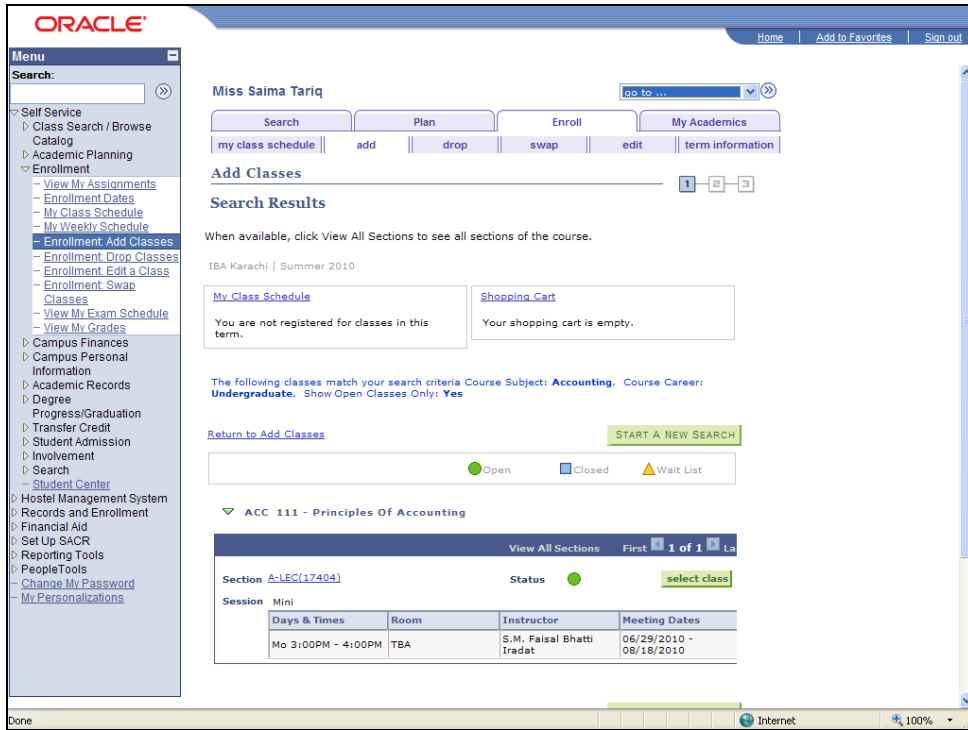
Step	Action
14.	To select a course Click the **Select Class** button. select class

Step	Action
15.	Check details of the Course that you selected and to continue Click the **Next** button.
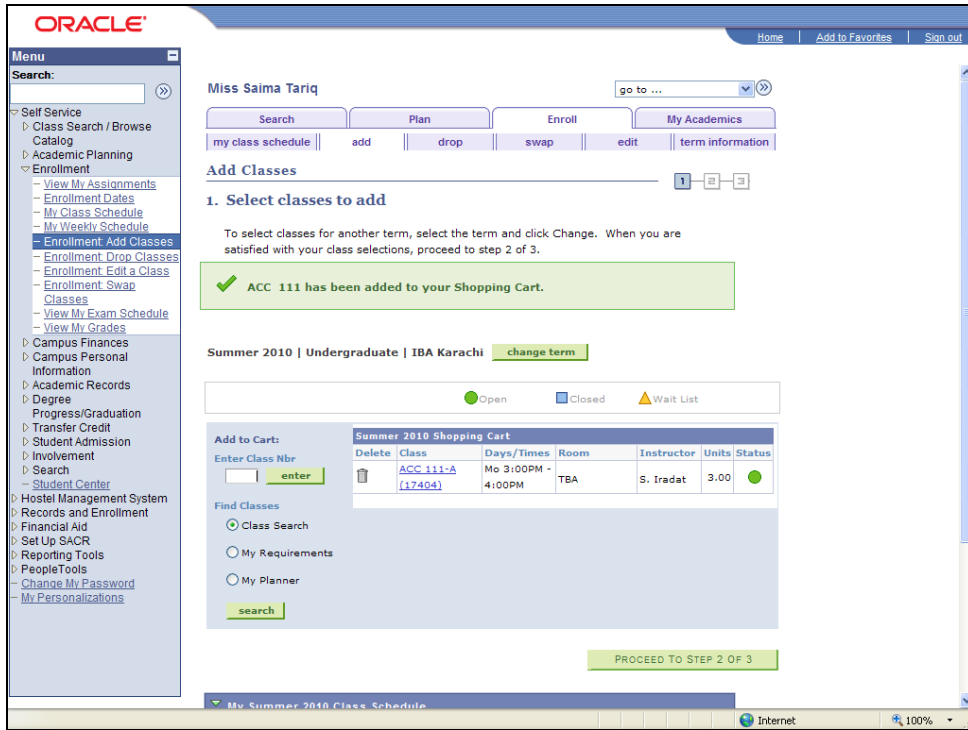
Step	Action
16.	The course that you selected has been added to your cart. Click the **Proceed to Step 2 of 3** button. PROCEED TO STEP 2 OF 3

Step	Action
17.	Status of your class is shown here. Now Click the **Finish Enrolling** button.

Step	Action
18.	If Status of the class is **Success** that means you are successfully enrolled in the class. If Status of the class is **Error** that means you are unable to enroll in this class. Please see the message against the class for details. To enroll into another course click 'Add Another Class' button. To see the schedule of your classes, Click the **My Class Schedule** button. MY CLASS SCHEDULE

Step	Action
19.	Your Class Schedule is shown here. If enrollment is successfull, you could see the selected course here. To see only the Enrolled courses uncheck **Show Dropped Classes** and **Show Waitlisted Classes** option. Click the **Show Dropped Classes** option.
20.	To unchek Show Waitlisted Classes, Click the **Show Waitlisted Classes** option.
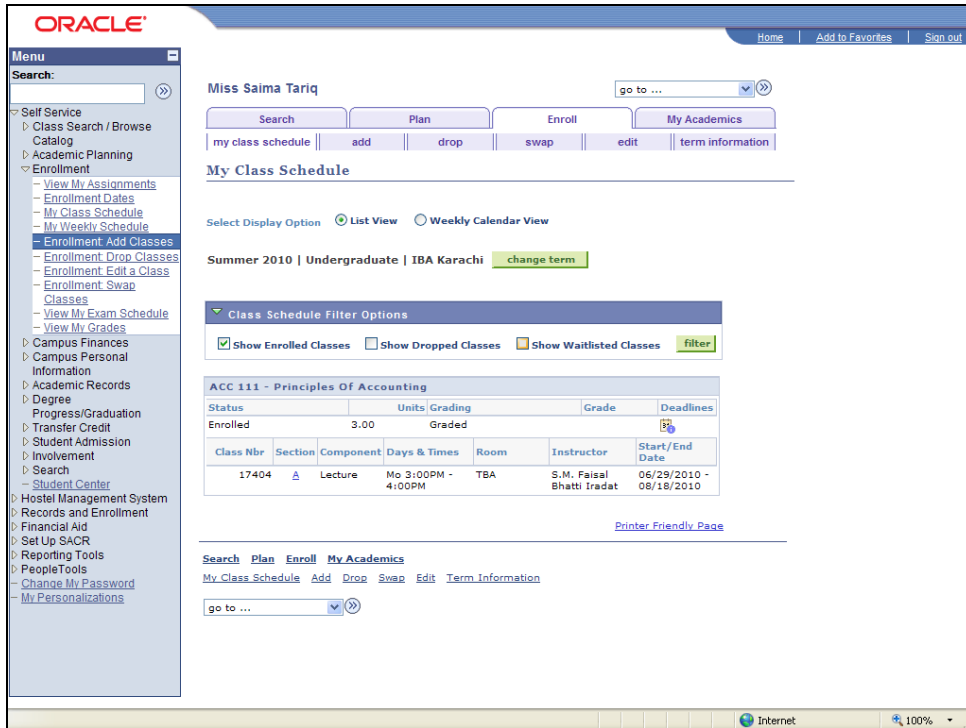
Step	Action
21.	Click the **filter** button. ![filter]
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. **End of Procedure.**

Online Enrollment - Add Classes with Labs

Procedure

Online Enrollment - Add Classes lesson shows the steps to Enroll in Classes without Labs. To enroll into classes with which labs are associated follow steps given in this lesson.
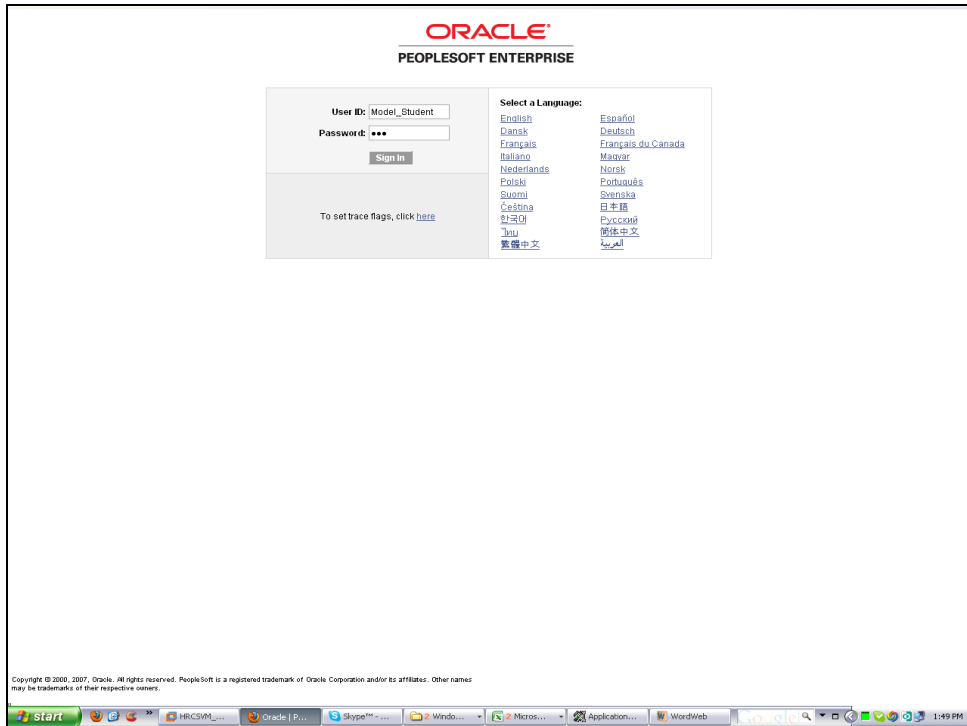
Step	Action
1.	Please enter the **User ID** and **Password** provided to you in your letters instead of using " Model_Student". Click the **Sign In** button.
2.	Click the **Self Service** link.
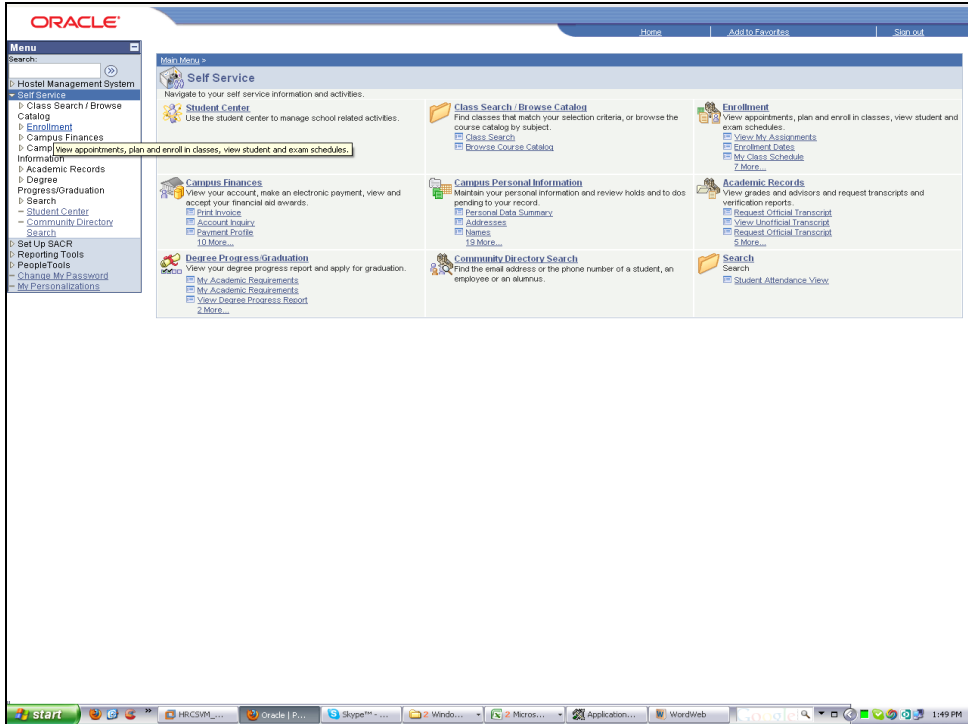
Step	Action
3.	Click the **Enrollment** link.
	Enrollment
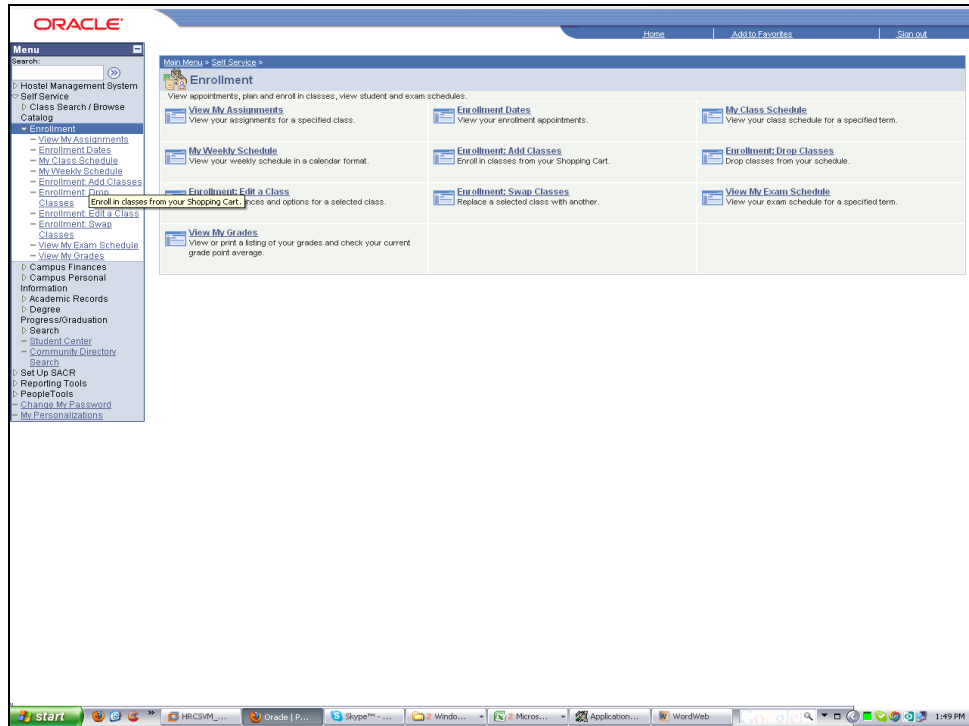
Step	Action
4.	Click the **Enrollment: Add Class** link. Enrollment: Add Classes
5.	Click the **Class Search** option.
6.	Click the **search** button. To enroll into.... search
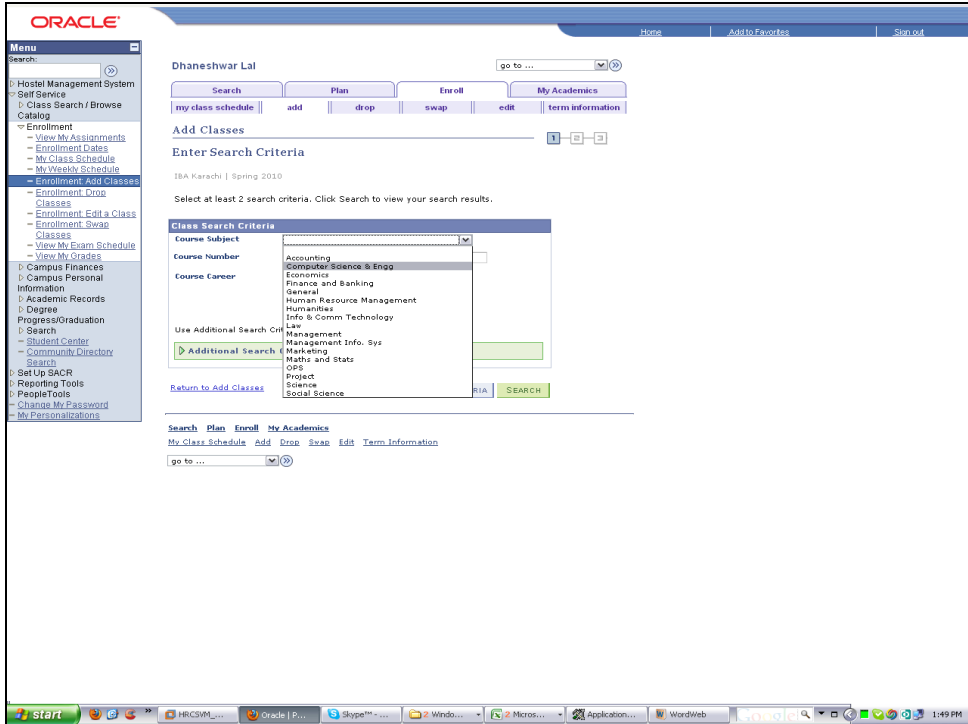
Step	Action
7.	Select the **Course Subject** of the class in which you want to enroll. Click an entry in the list.
	Computer Science & Engg

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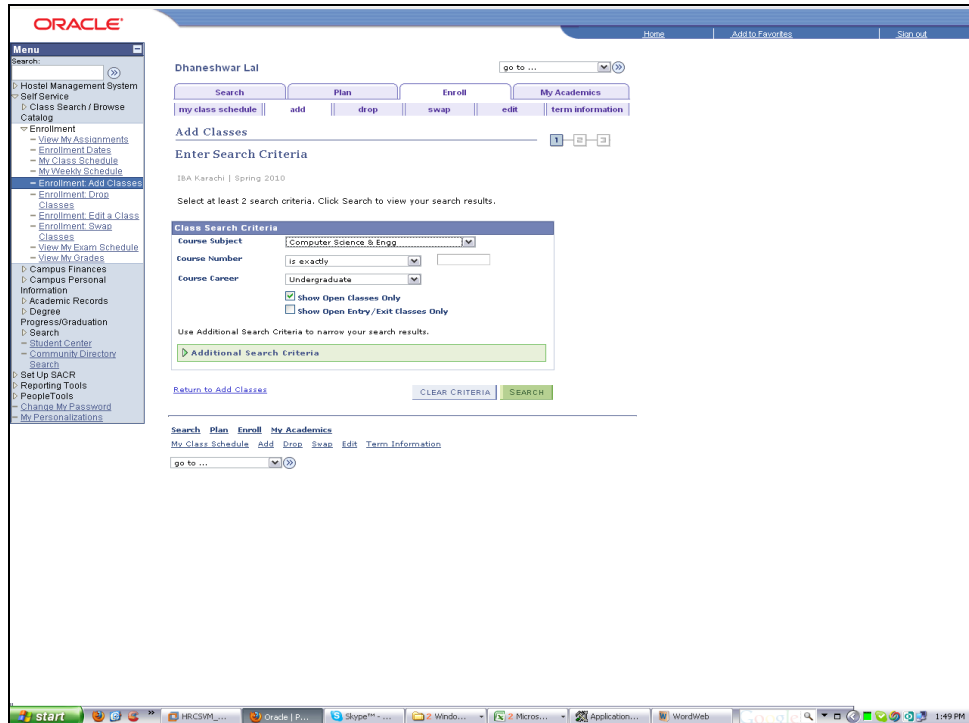
Step	Action
8.	Click the **Search** link. SEARCH
9.	View the list of classes by scrolling down. Scroll the object with the mouse wheel.
10.	Select the class in which you want to enroll. The lab associated with this class will be automatically added. Click the **select class** link. select class
11.	Select your required Laboratory section. Click the **Select this row** option.
12.	Click the **Next** link. NEXT
13.	You can see that both lecture and Labortary have been added in your shopping cart. Click the **Next** link. NEXT
14.	Click the **Proceed to Step 2 of 3** link. Added classes in shopping Cart will be registered!

Step	Action
15.	Status of your class and Lab are shown here. Click the **Finish Enrolling** link. FINISH ENROLLING
16.	If status of the class is **Success** that means you are successfully enrolled in the class. If Status of the class is **Error** that means you are unable to enroll in this class. Please see the message against the class for details. To add another class click on 'Add Another Class' button and to view your class Schedule click on ' My Class Schedule' button. Click the **Add Another Class** button. ADD ANOTHER CLASS
17.	**End of Procedure.**

Online Enrollment - Drop Classes
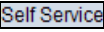
Procedure

You can Drop a class only if you are already enrolled into a class.

Step	Action
1.	Please enter the **User ID** and **Password** provided to you in your letters instead of "Model_Student". Enter the desired information into the **User ID:** field. Enter "**Model_Student**".
2.	Enter the desired information into the **Password:** field. Enter "**Model_Student**".
3.	Click the **Sign In** button. Sign In

Step	Action
4.	Click the **Self Service** link. Self Service

Step	Action
5.	Click the **Enrollment** link. Enrollment
6.	Click the **Enrollment: Drop Classes** link. Enrollment: Drop Classes
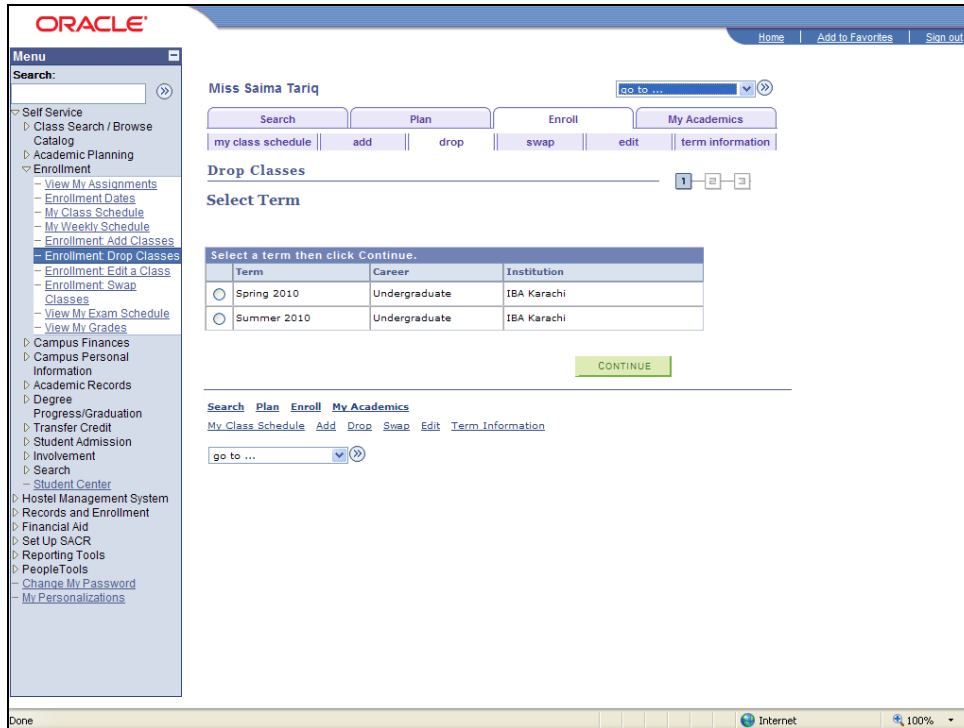
Step	Action
7.	Select your current term here for which you want to drop a class. Click the **Summer 2010** option. ⊙
8.	Click the **Continue** button. CONTINUE
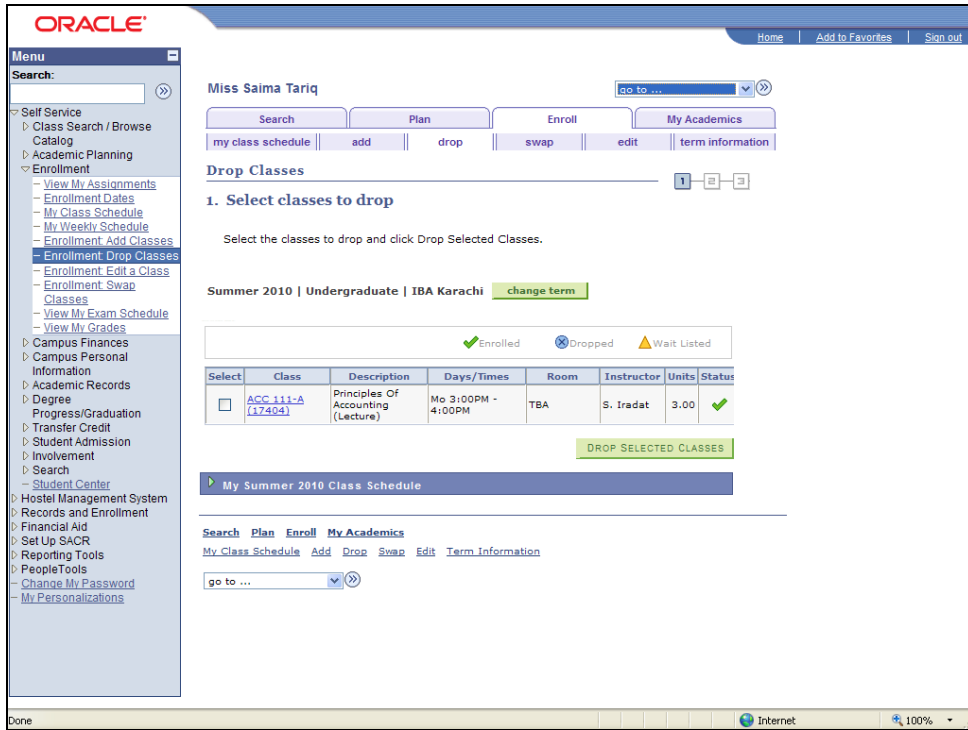
Step	Action
9.	Click the **Select** option. This will select the course to be dropped. ☐
10.	Click the **Drop Selected Classes** button. DROP SELECTED CLASSES

Step	Action
11.	Click the **Finish Dropping** button. FINISH DROPPING

Step	Action
12.	If Status against the class is **Success,** that means you have successfully dropped the class. If Status against the class is **Error,** that means you are unable to drop the class. Please see the message against the class for further details. Point to the object.
13.	You can also view the status of the course by clicking on **'My Class Schedule'** button. **End of Procedure.**

Online Enrollment - No More Capacity

Procedure

Student trying to enroll in a class, which doesn't belong to their program.

Step	Action
1.	Click the **Sign In** button.
2.	Click the **Self Service** link.

Step	Action
3.	Click the **Enrollment** link.
	Enrollment
4.	Click the **Enrollment: Add Classes** link.
	Enrollment: Add Classes

Step	Action
5.	Click the **search** link.
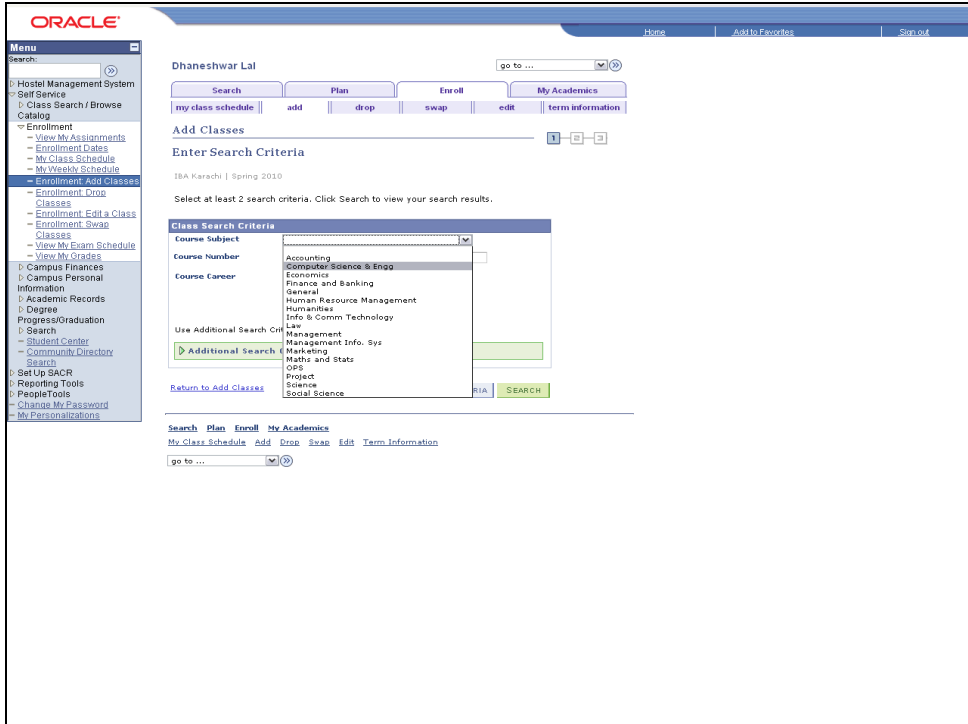
Step	Action
6.	Click the **Course Subject:** list. Computer Science & Engg
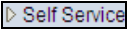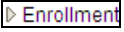
Step	Action
7.	Click the **Search** link. SEARCH
8.	Scroll the object with the mouse wheel.
9.	Click the **select class** link. select class
10.	Click the **Select this row** option.
11.	Click the **Next** link. NEXT
12.	Click the **Next** link. NEXT
13.	Click the **Proceed to Step 2 of 3** link. **Proceed to enrolling in classes added in the Shopping Cart**
14.	Click the **Finish Enrolling** link. FINISH ENROLLING
15.	**System stopped student from enrolling in the class by indicating reason that Available seats are reserved, and student doesn't meet the reserve capacity requirement.** **End of Procedure.**
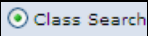
Online Enrollment - Pre Requisite Not Met

Procedure
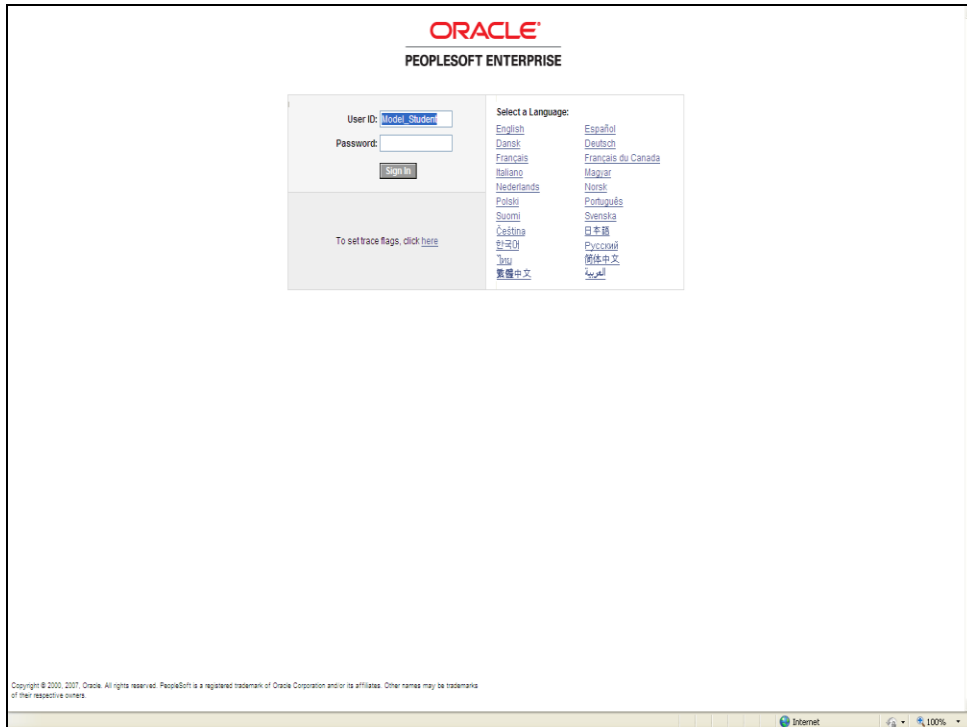
Step	Action
1.	Press **[Ctrl+V]**.
2.	Click the **Sign In** button.
3.	Click the **Self Service** link.
4.	Click the **Enrollment** link.
5.	Click the **Enrollment: Add Classes** link.
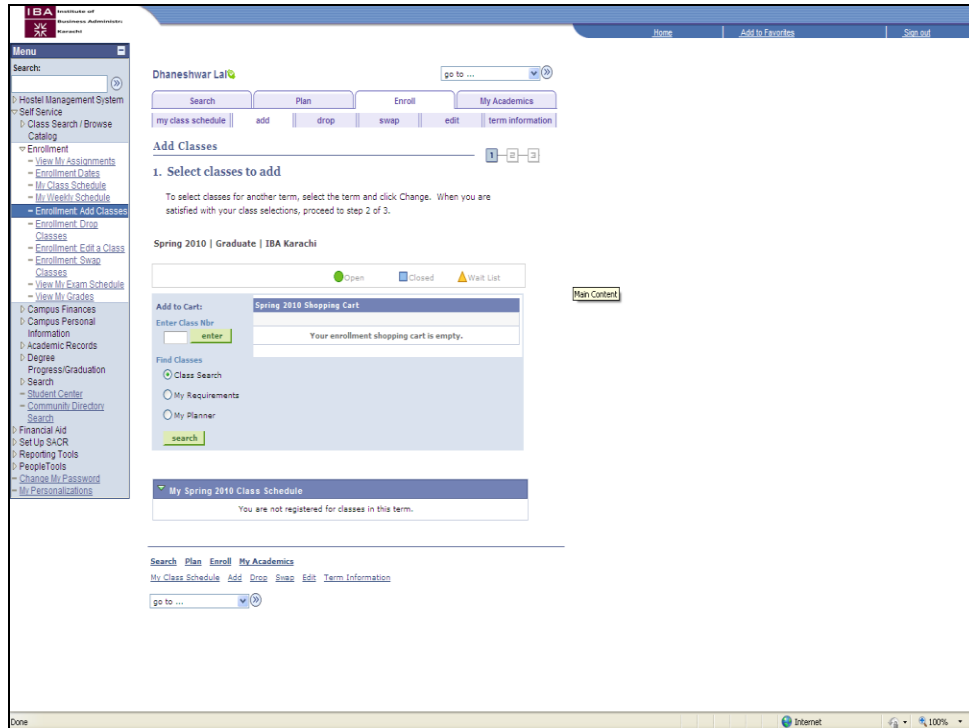
Step	Action
6.	Click the **Class Search** option.
7.	Click the **Search** button.
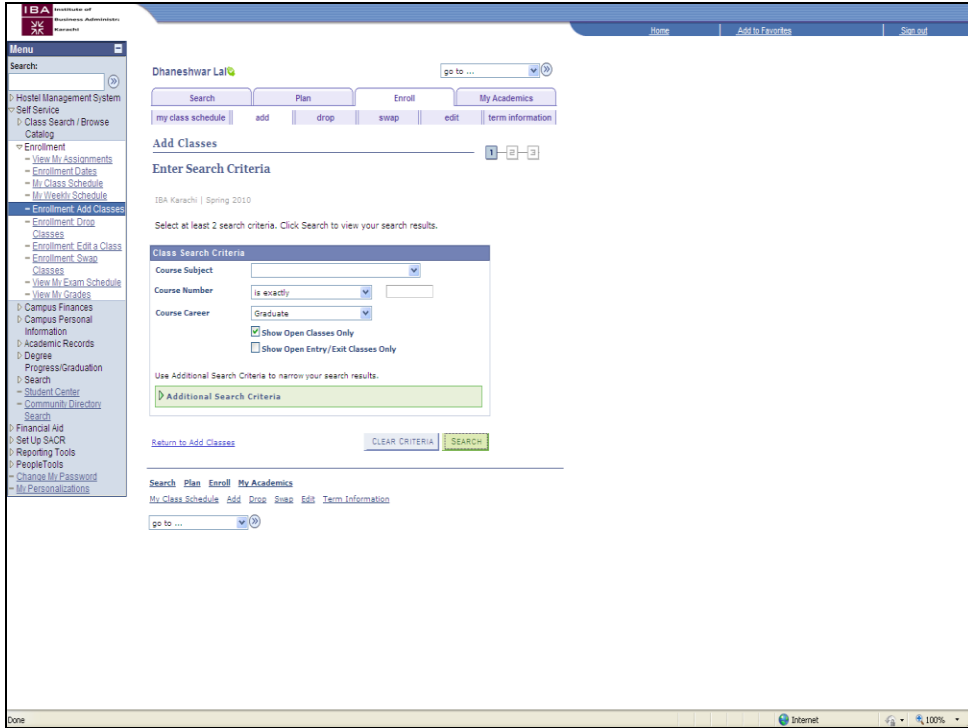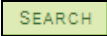
Step	Action
8.	Click the **Course Subject** list.
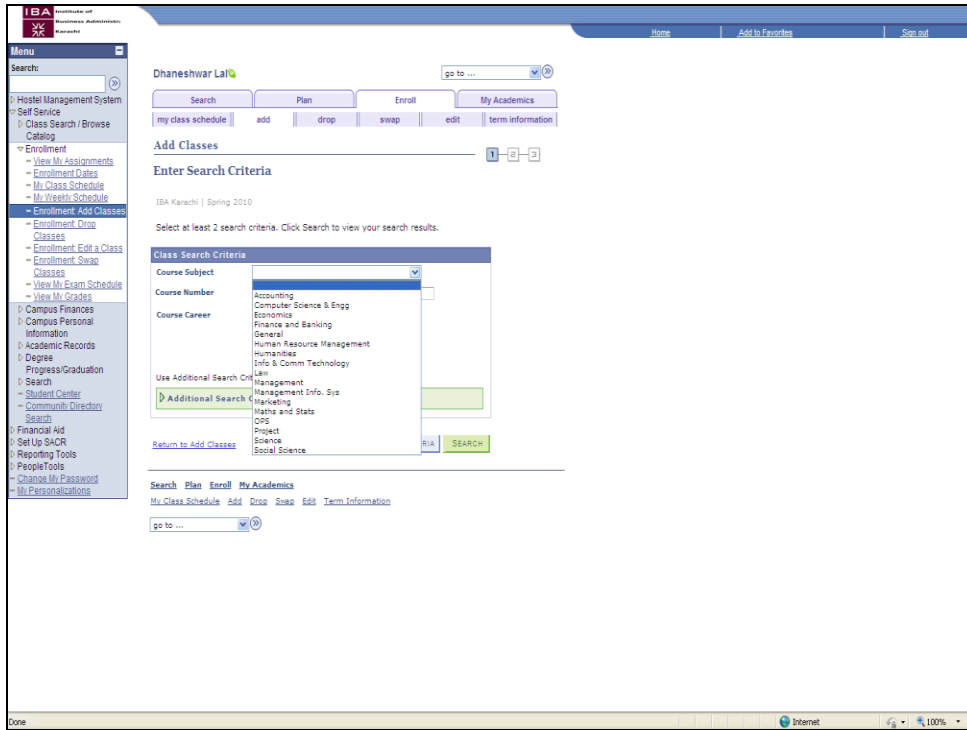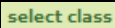
Step	Action
9.	Point to the **Management Info. Sys** object.
	Management Info. Sys
10.	Click the **Marketing** list item.
	Marketing
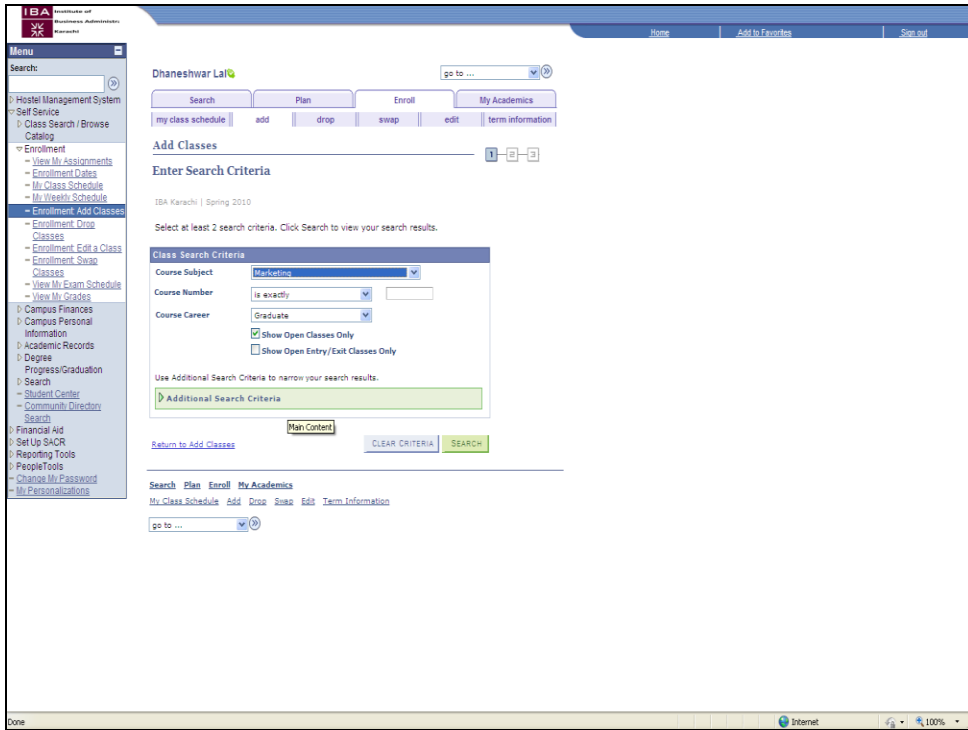
Step	Action
11.	Click the **Search** button. SEARCH

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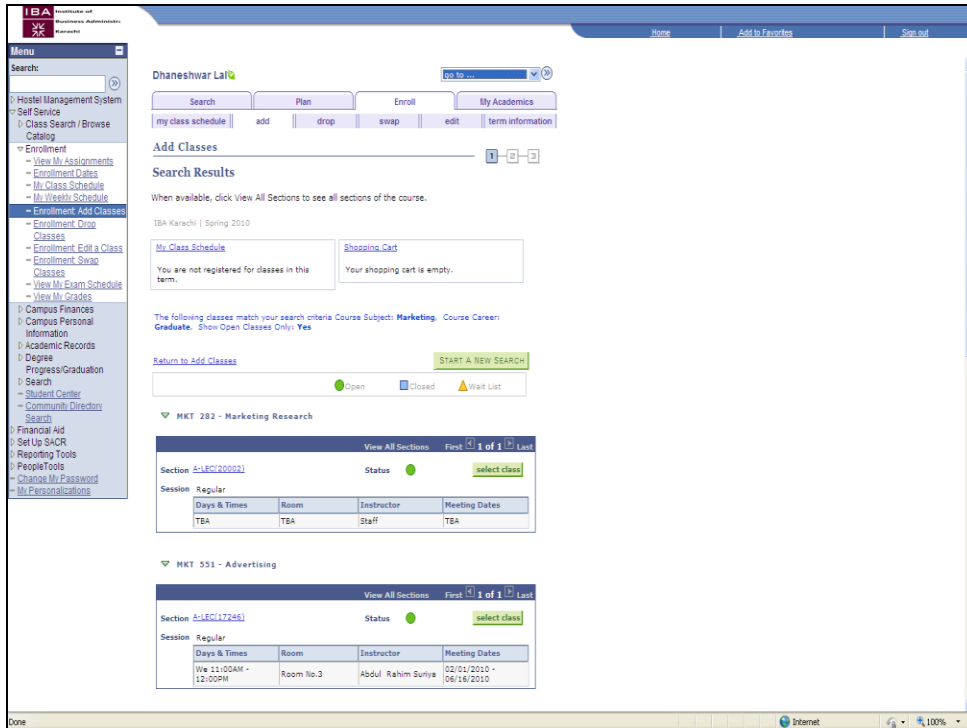
Step	Action
12.	Click the **Select Class** button. select class
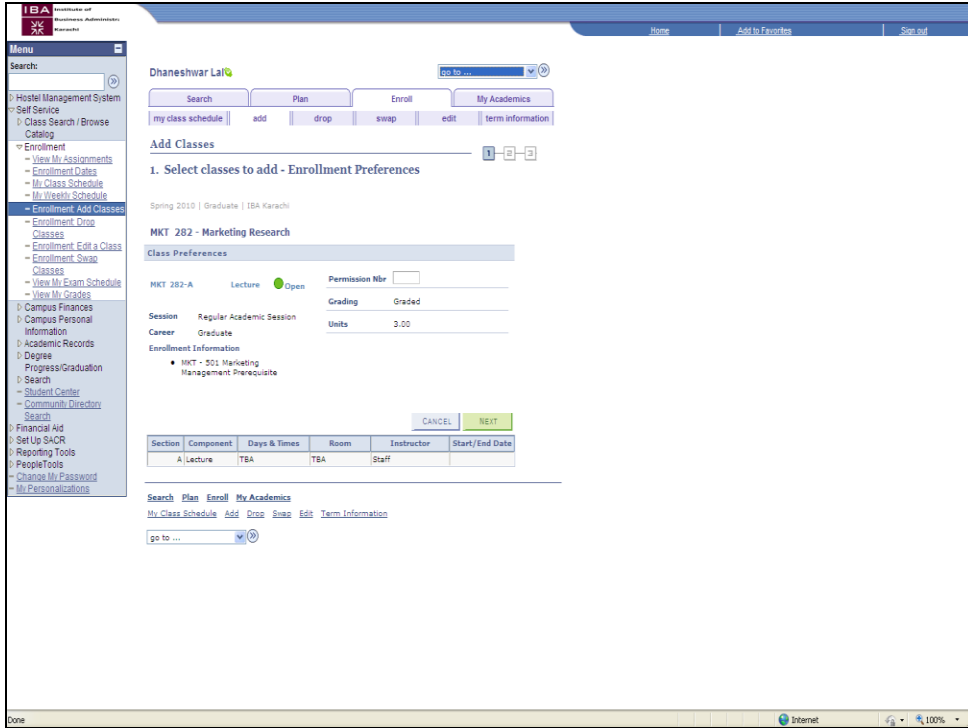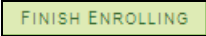
Step	Action
13.	Click the **Next** button.
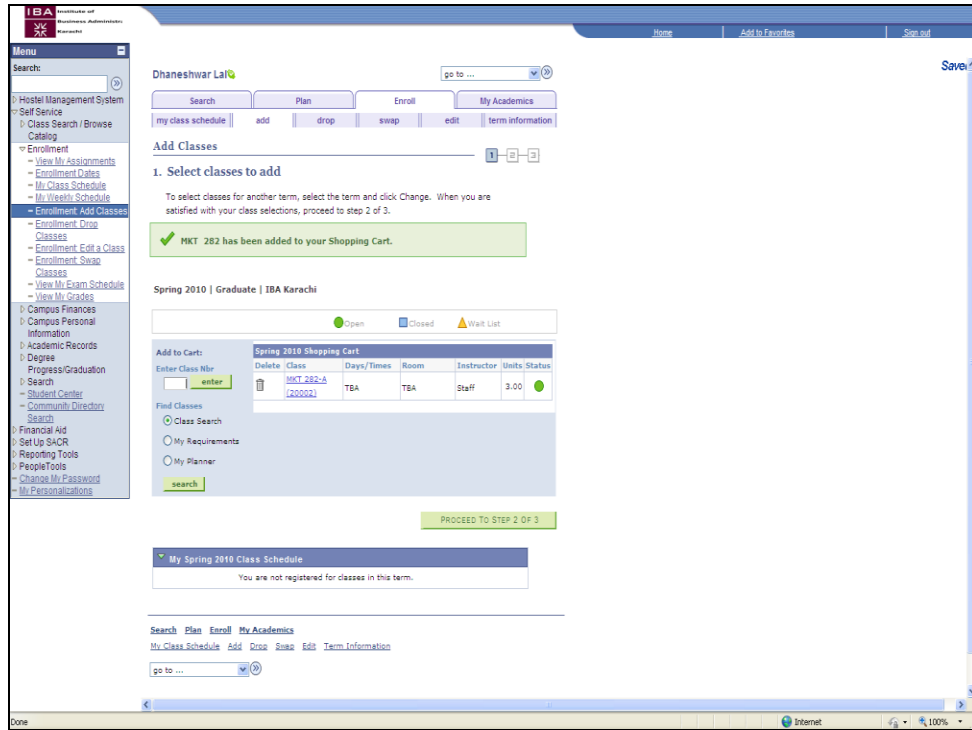
Step	Action
14.	Click the **Proceed to Step 2 of 3** button. PROCEED TO STEP 2 OF 3
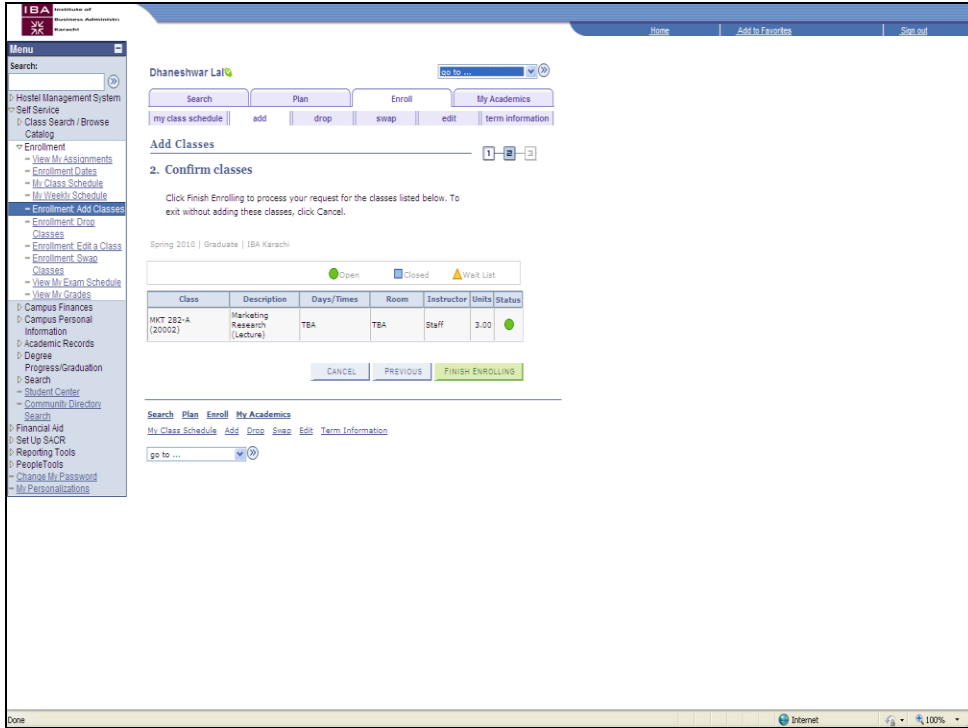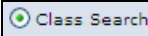
Step	Action
15.	Click the **Finish Enrolling** button.
16.	
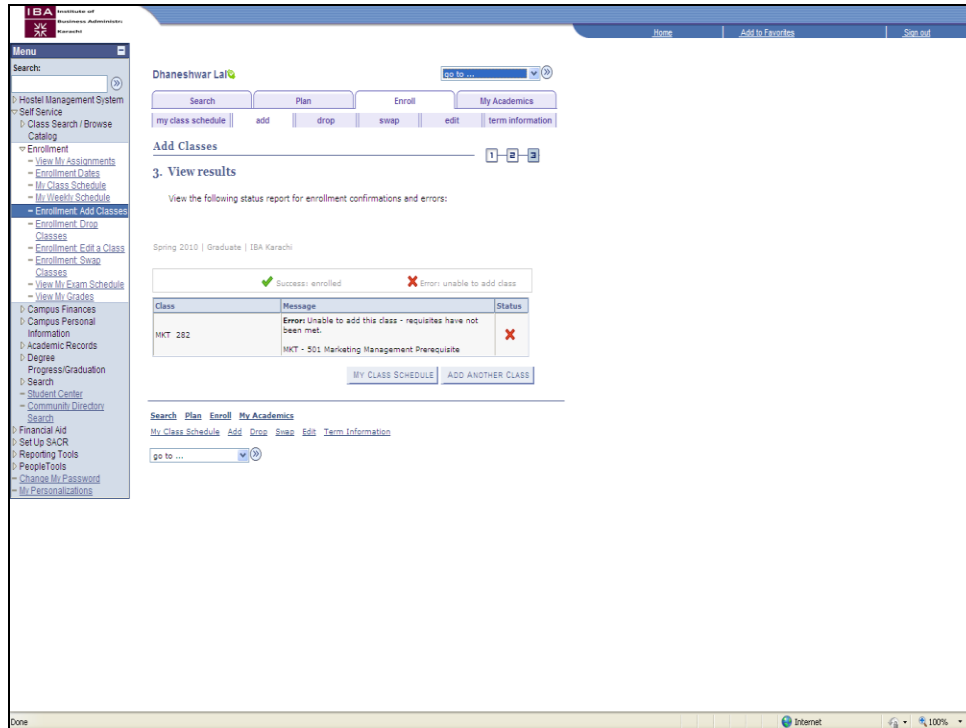
Step	Action
17.	Release the mouse button.
18.	**End of Procedure.**

Online Enrollment - With Negative Holds Applied

Procedure
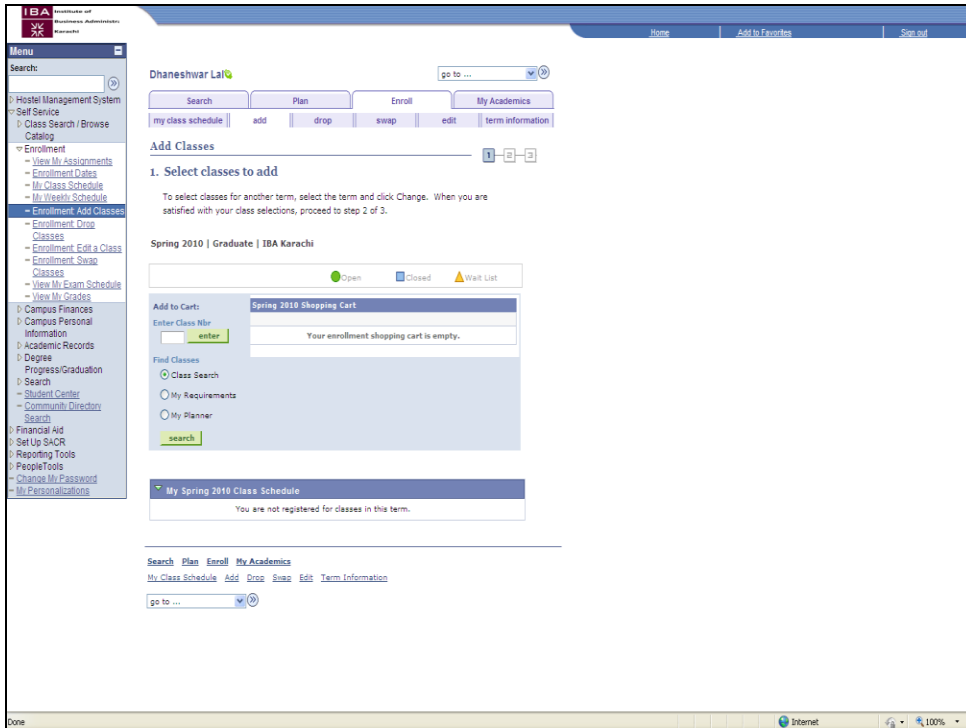
Step	Action
1.	Click the **Class Search** option. ⦿ Class Search
2.	Click the **Search** button. search
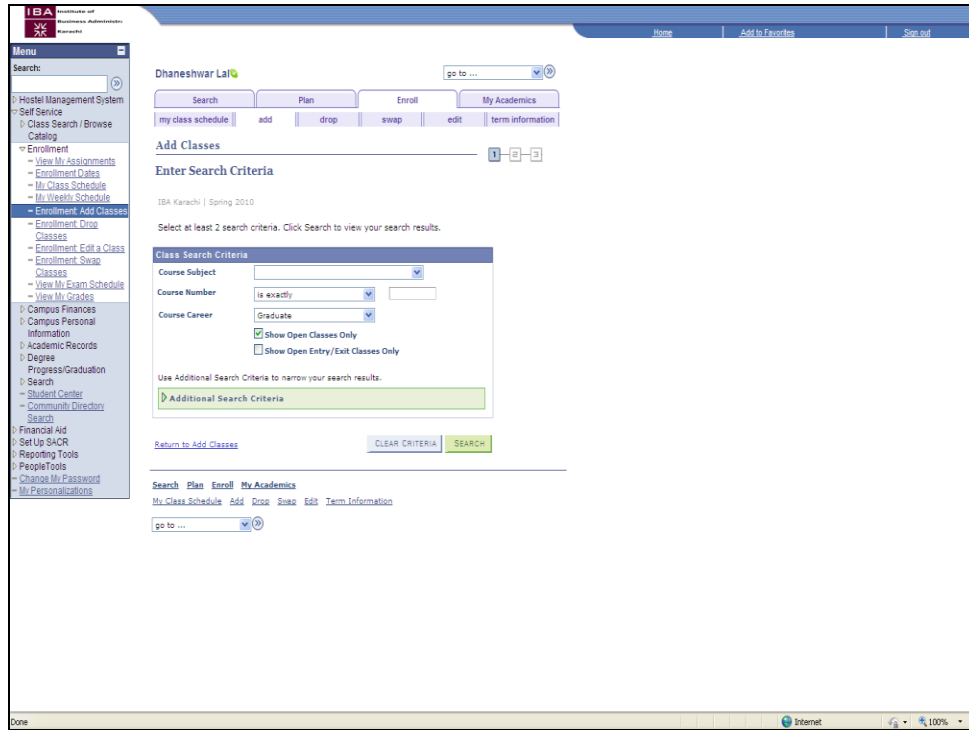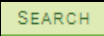
Step	Action
3.	Click the **Course Subject** list.
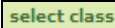
Step	Action
4.	Point to the **Marketing** object. Marketing
5.	Click the **Marketing** list item. Marketing
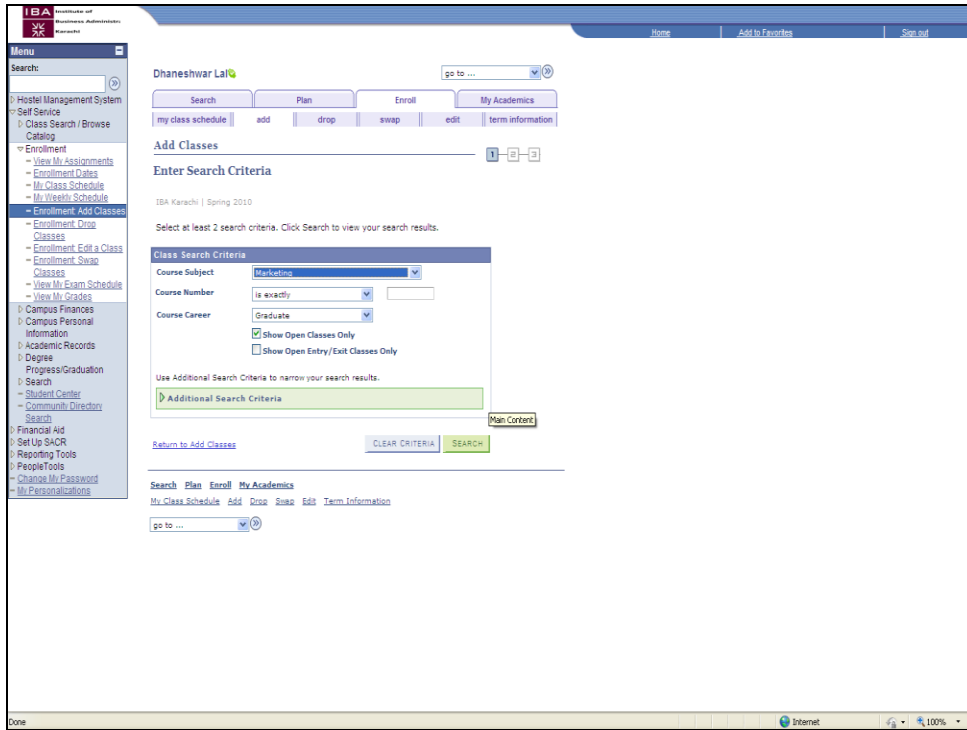
Step	Action
6.	Click the **Search** button.
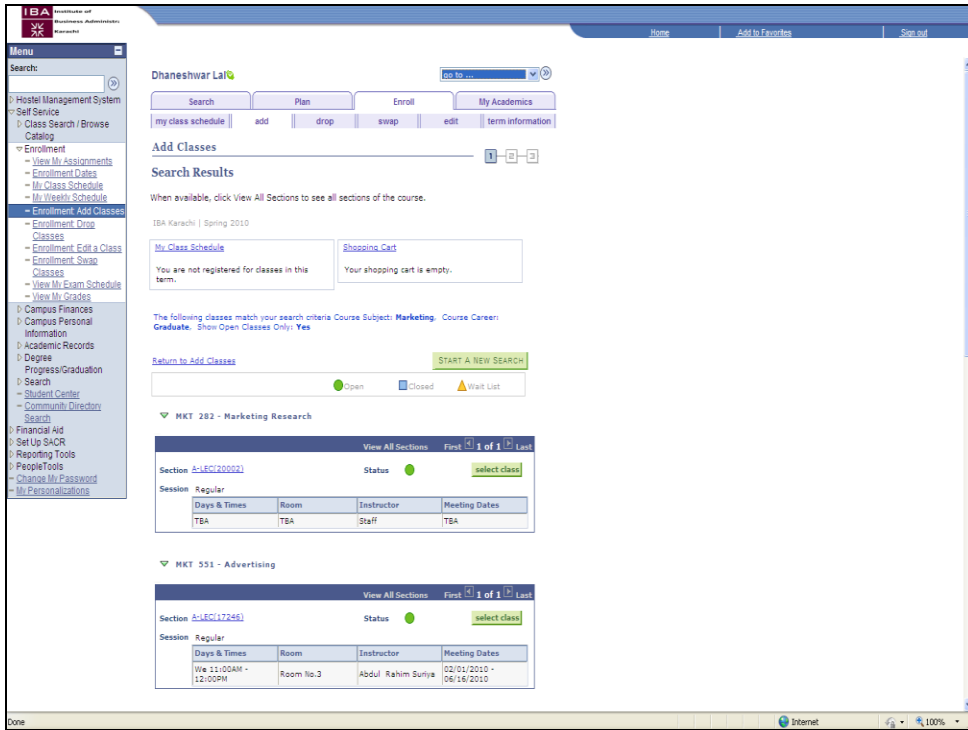
Step	Action
7.	Click the **Select Class** button.
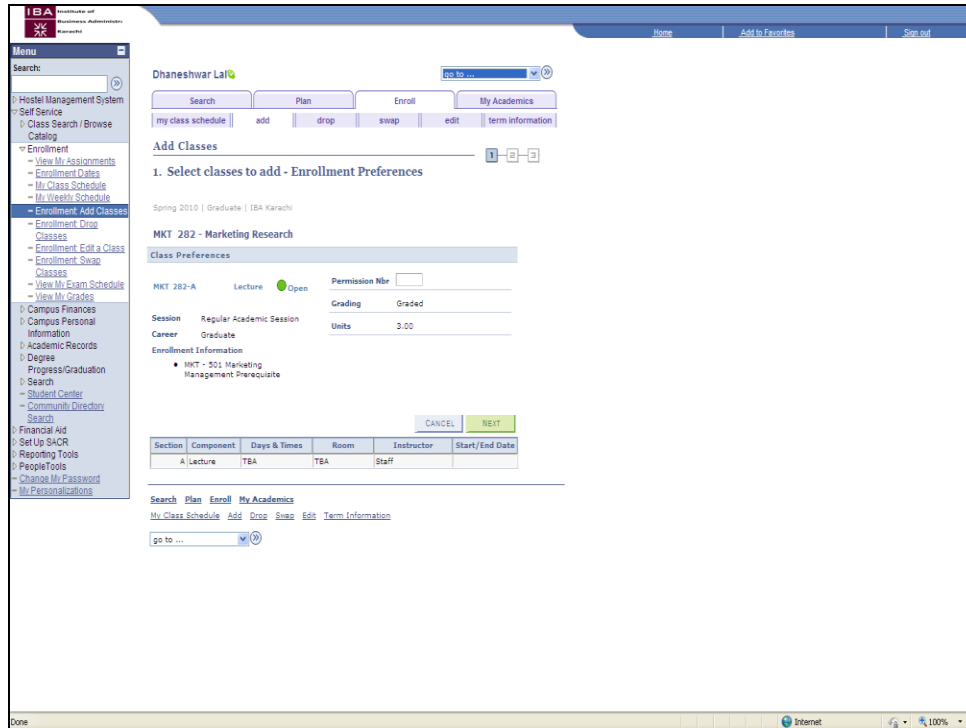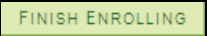
Step	Action
8.	Click the **Next** button. NEXT
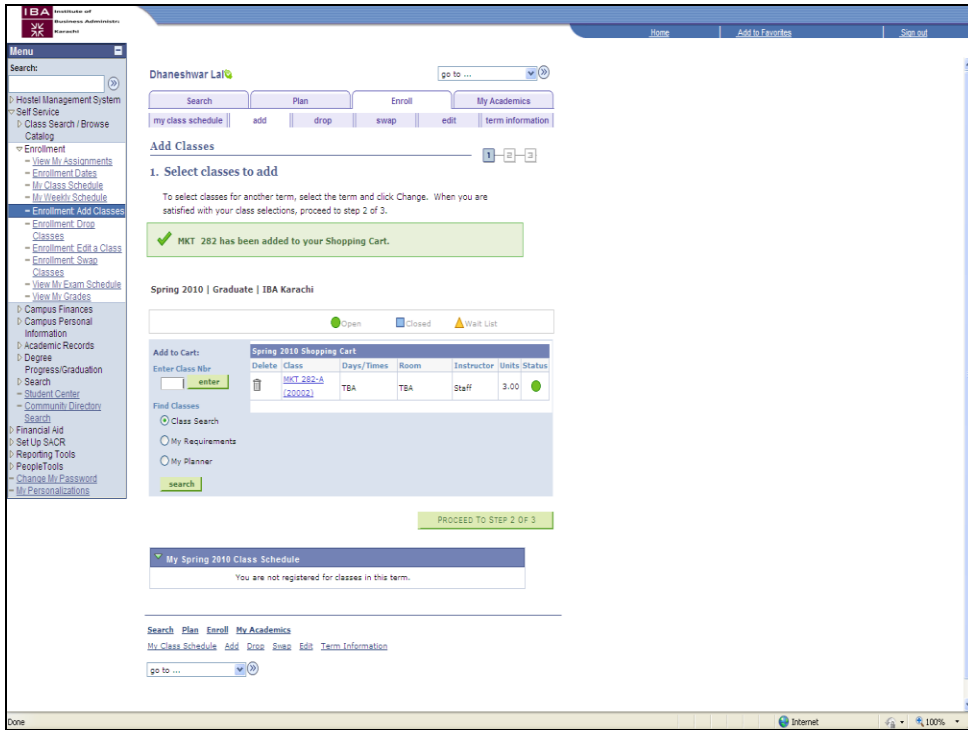
Step	Action
9.	Click the **Proceed to Step 2 of 3** button. PROCEED TO STEP 2 OF 3
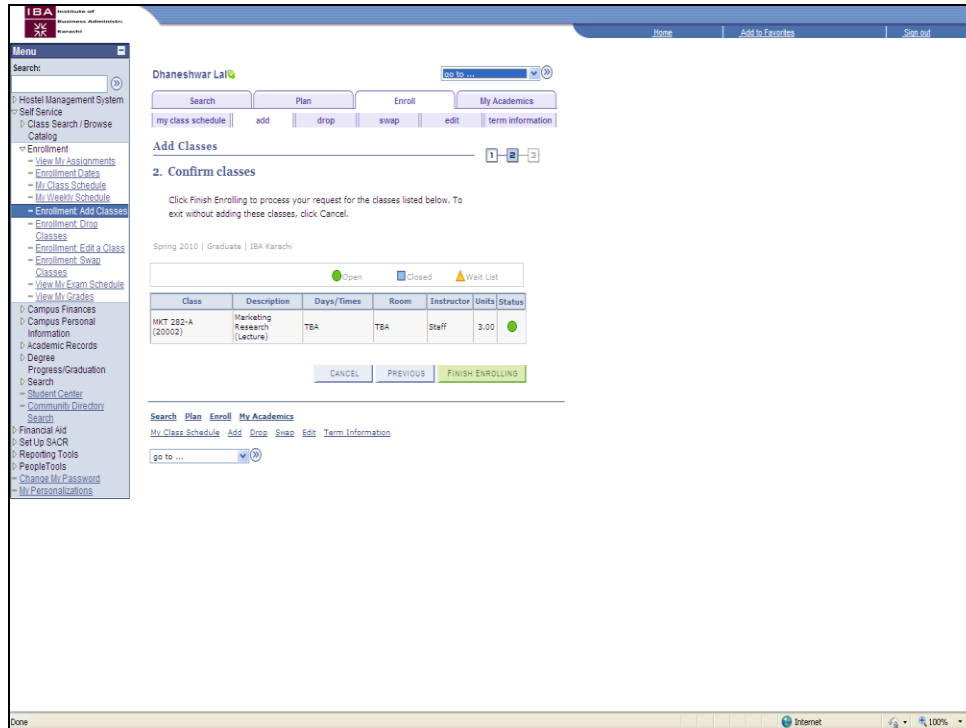
Step	Action
10.	Click the **Finish Enrolling** button. FINISH ENROLLING
11.	Click the object. ✖
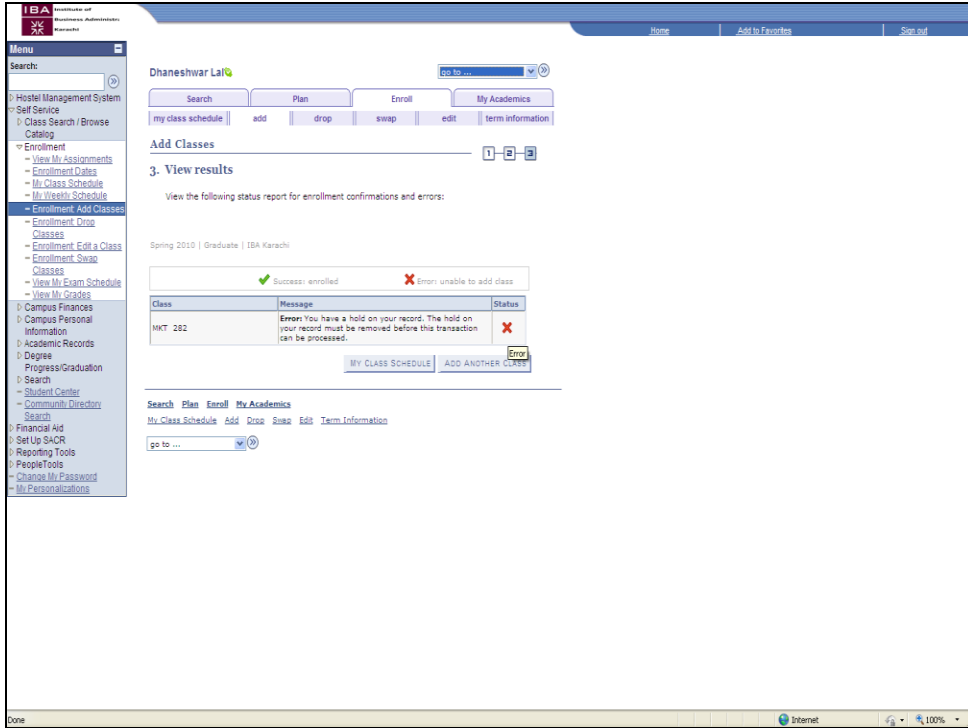
Step	Action
12.	Click the object. Student Center

Step	Action
13.	Point to the **Details** object. details
14.	Click the **Details** link. details
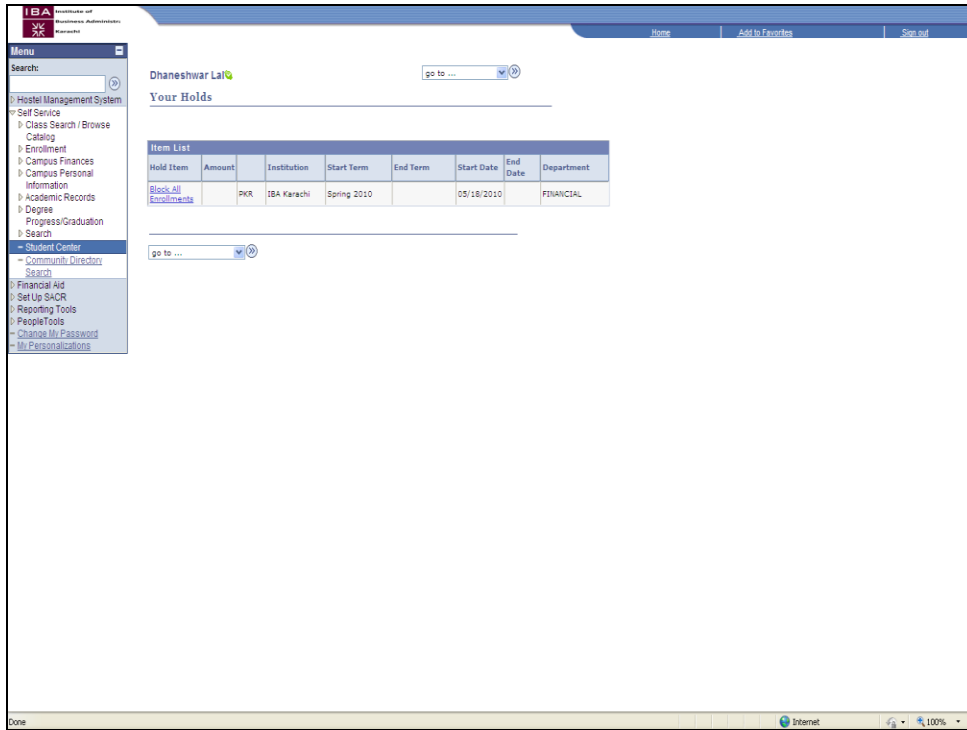
Step	Action
15.	Click an entry in the **Hold Item** column. Block All Enrollments
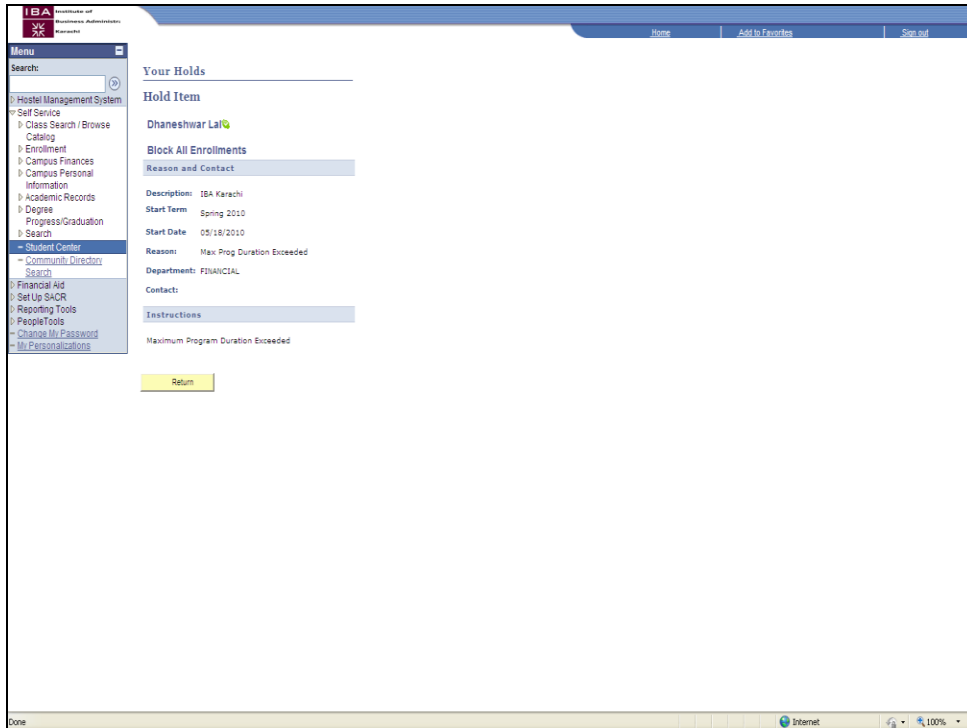
Step	Action
16.	Click the **Return** button.
17.	**End of Procedure.**

View Unofficial Transcript

Procedure

Student can view their provisional (unofficial) transcript.

Step	Action
1.	Click the **Sign In** button.

Oracle User
Productivity Kit

ORACLE'

| | Home | Add to Favorites | Sign out |

Menu
Search:

▷ Hostel Management System
▷ Self Service
▷ Set Up SACR
— Chang Navigate to your self service information and activities.
— My Personalizations

Step	Action
2.	Click the **Self Service** link. Self Service

Step	Action
3.	Click the **Academic Records** link.

Step	Action
4.	Click the **View Unofficial Transcript** link.
	View Unofficial Transcript
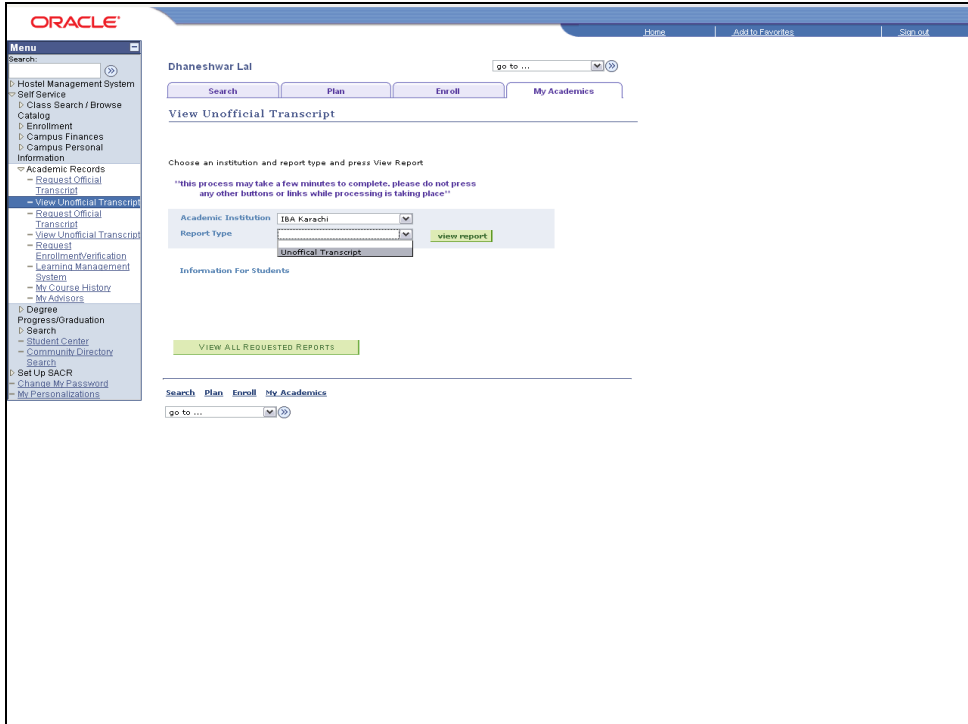
Step	Action
5.	Click the **Unofficial Transcript** list.
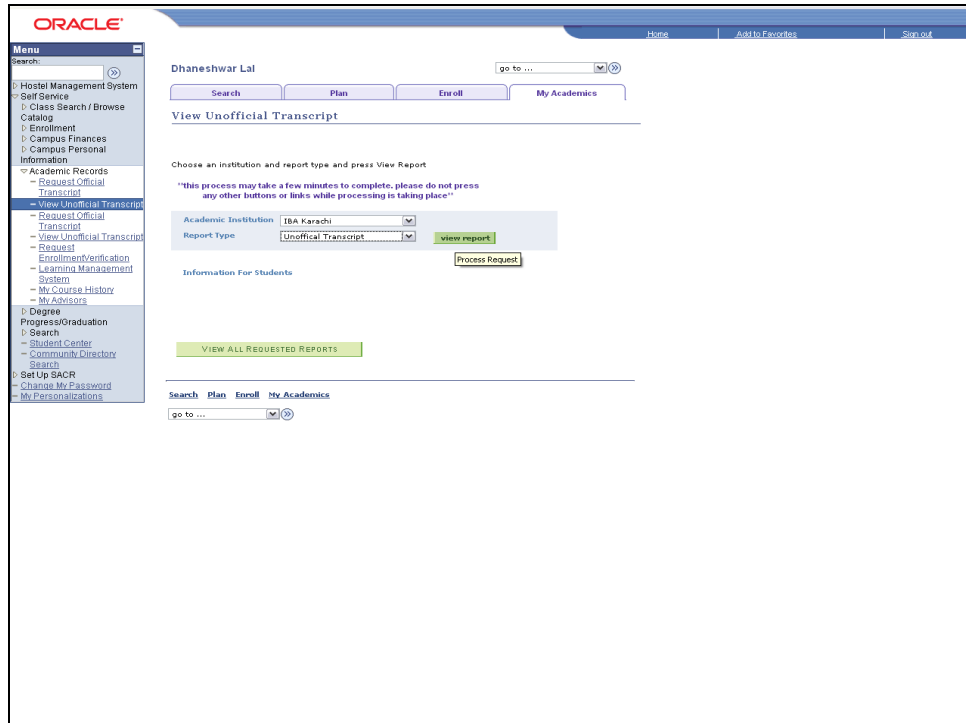
Step	Action
6.	Click the **view report** link.
	view report
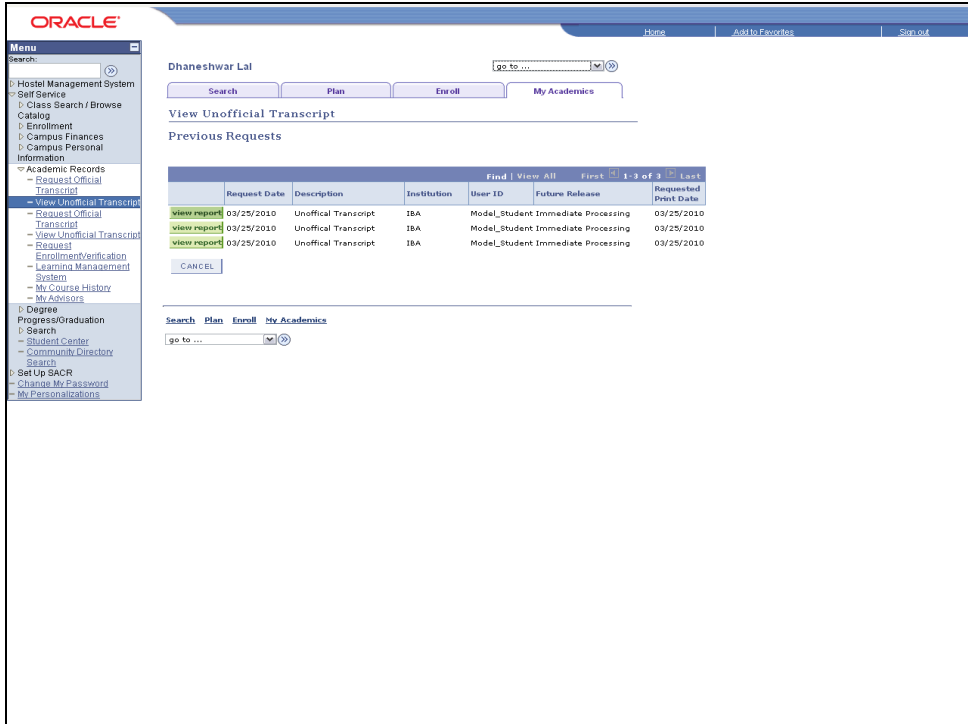
Step	Action
7.	Click the **view report** link. view report
8.	**End of Procedure.**

View Degree Progress Report

Procedure

Student can view their progress towards degree.
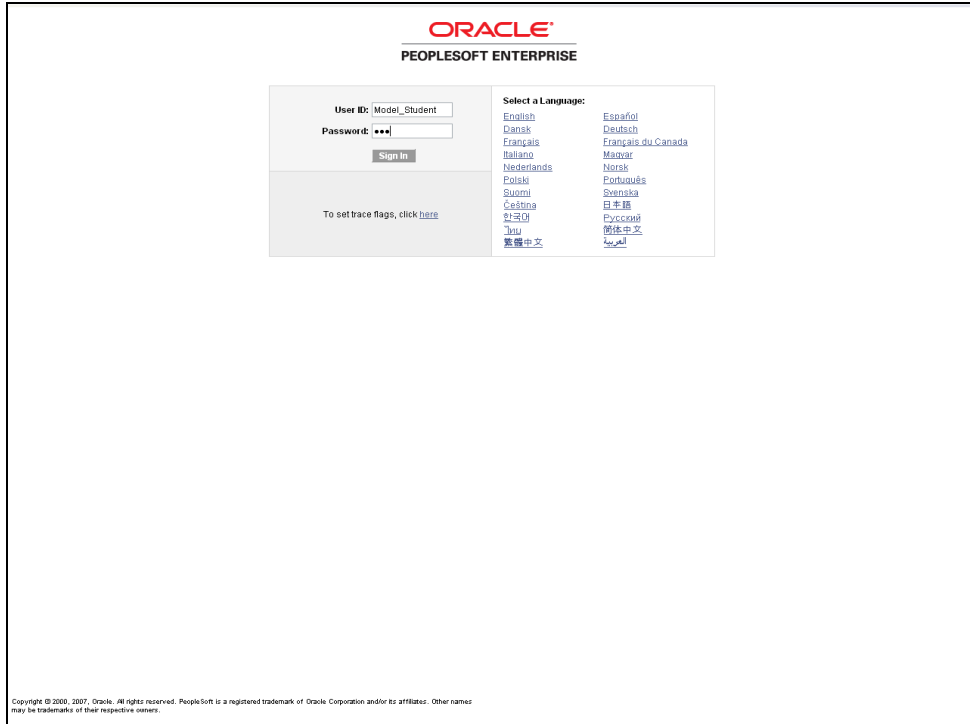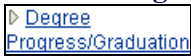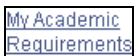
Step	Action
1.	Click the **Sign In** button.
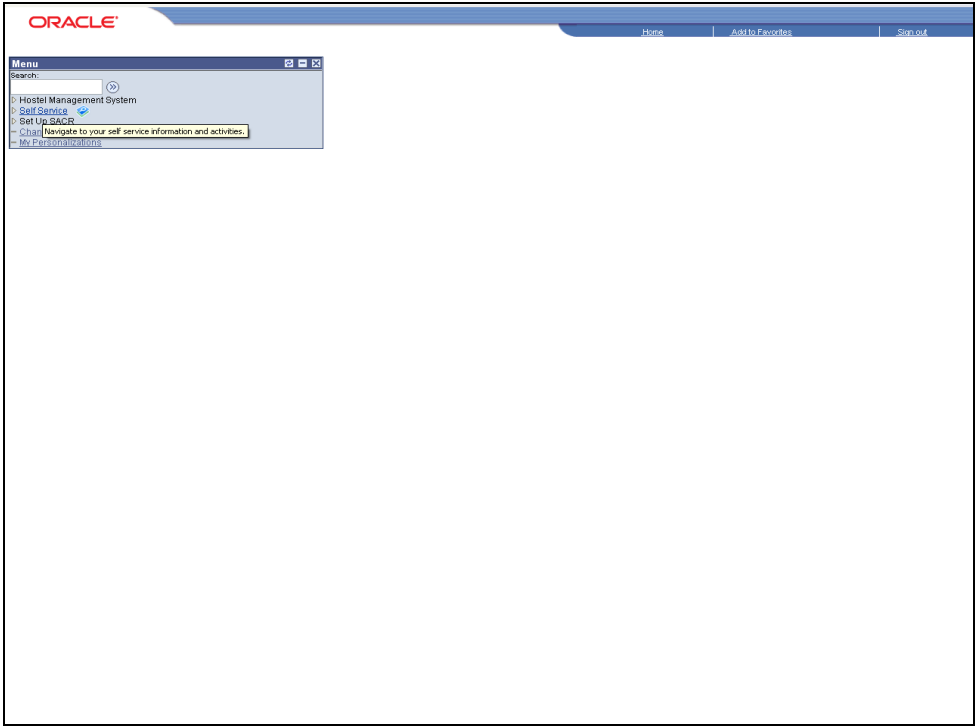
Step	Action
2.	Double-click the **Self Service** object.
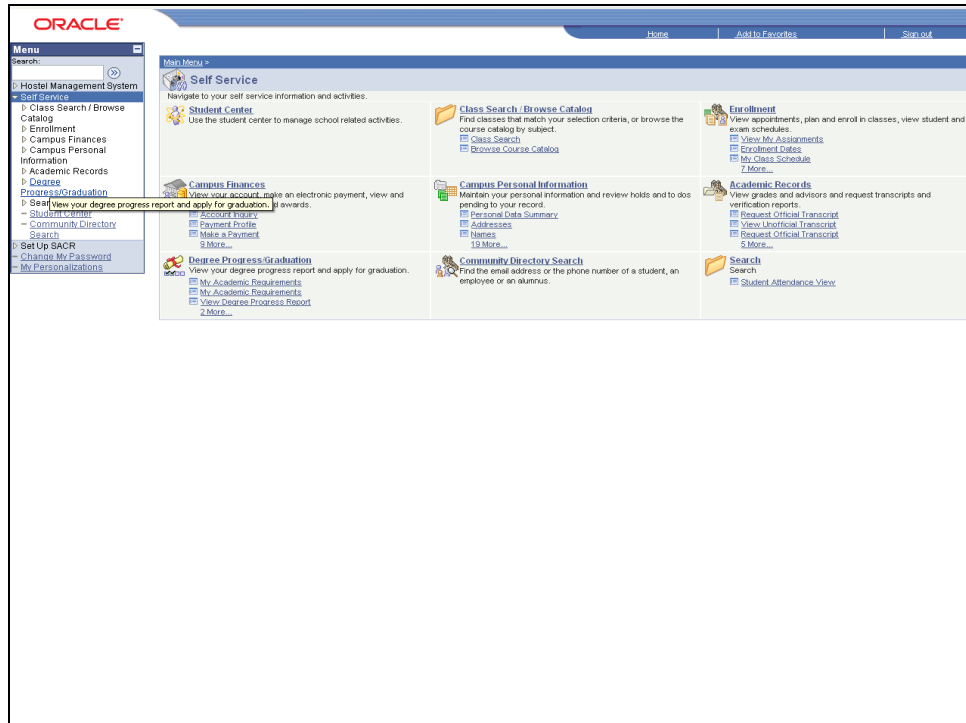
Step	Action
3.	Click the **Degree Progress/Graduation** link. ▷ Degree Progress/Graduation
4.	Click the **My Academic Requirements** link. My Academic Requirements

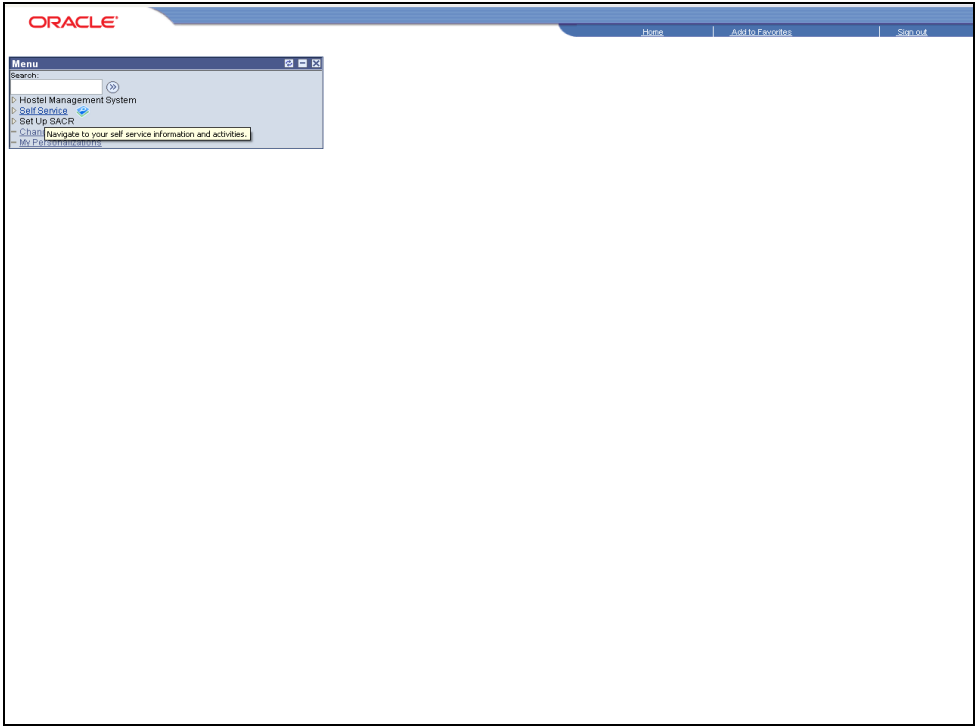| Step	Action
5.	Click the **collapse all** link. collapse all
6.	Click the **Expand section** graphic.
7.	Click the **Expand section** graphic.
8.	Click the **Show next row (Alt+.)** graphic.
9.	**End of Procedure.**

Account Inquiry

Procedure

Student can view their account details such as charges due, payments made, account activity by term, etc.
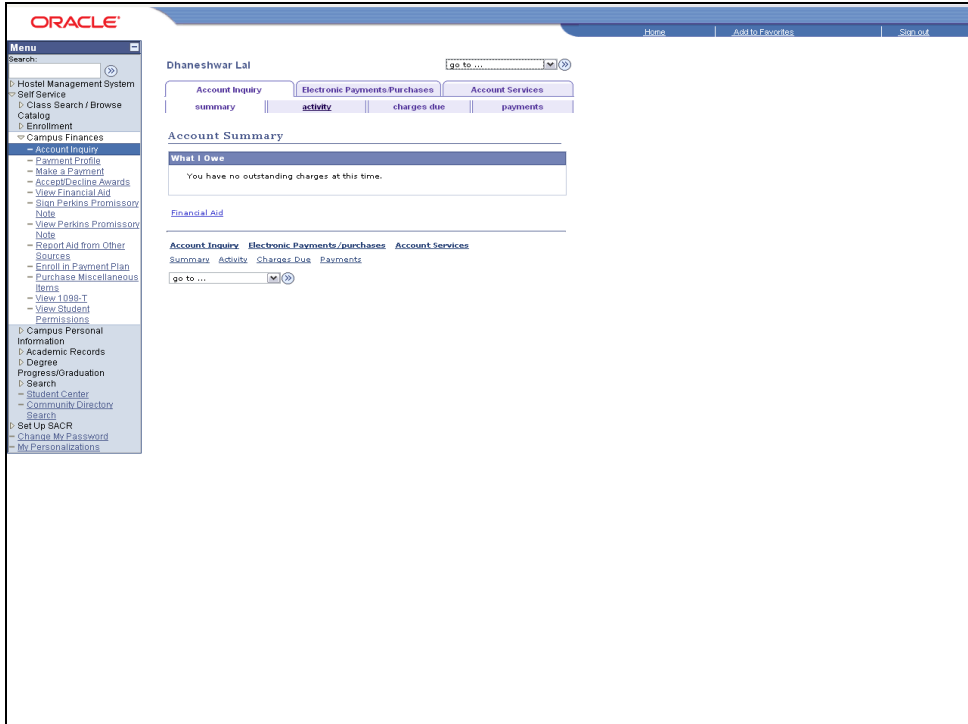
Step	Action
1.	Click the **Sign In** button.

Step	Action
2.	Click the **Self Service** link.

Step	Action
3.	Click the **Campus Finances** link. Campus Finances
4.	Click the **Account Inquiry** link. Account Inquiry

Step	Action
5.	Click the **Activity** link.

Step	Action
6.	Click the **Fall 2008** list.
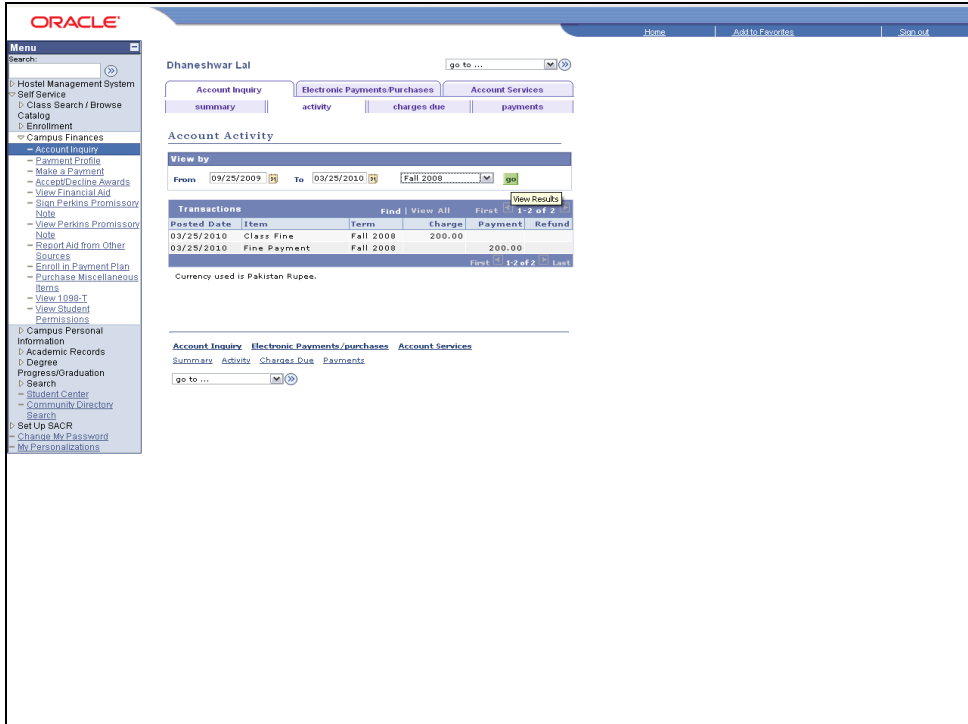
Step	Action
7.	Click the **go** link. go
8.	Click the **charges due** link. charges due
9.	Click the **payments** link. payments
10.	**End of Procedure.**

Print Invoice

Procedure

Student can print challan of billed charges.

Step	Action
1.	Click the **Sign In** button. ![Sign In]
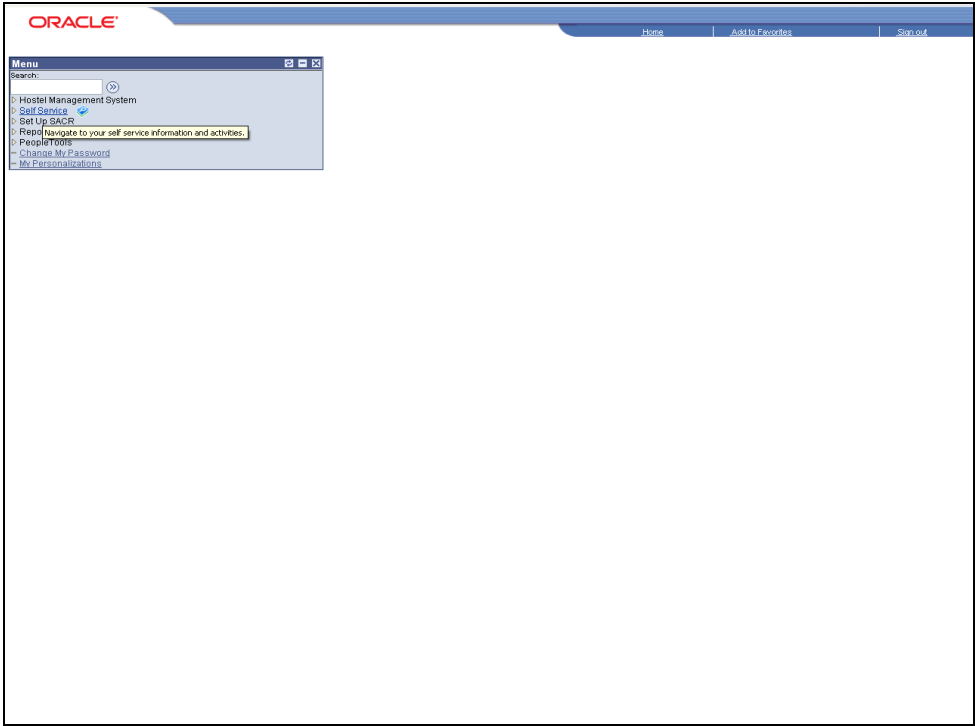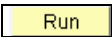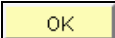
Step	Action
2.	Click the **Self Service** link. Self Service
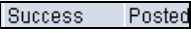
Step	Action
3.	Click the **Campus Finances** link. Campus Finances
4.	Click the **Print Invoice** link. Print Invoice
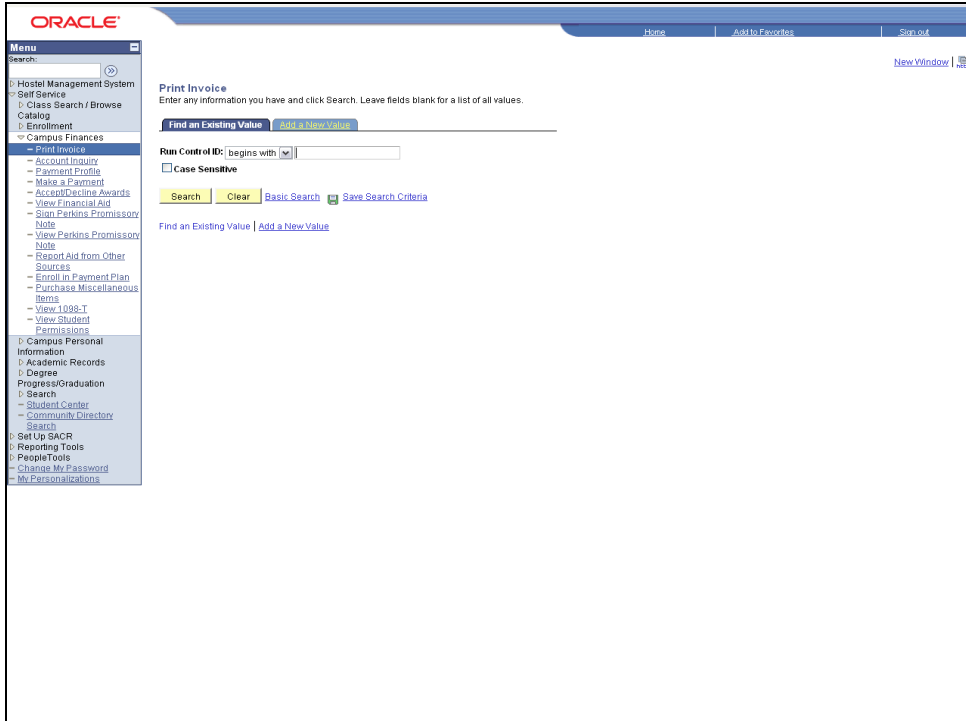
Step	Action
5.	Click the **dd a New Value** link. dd a New Value
6.	Enter the desired information into the **Run Control ID:** field. Enter "**print_challan**".
7.	Click the **Add (Alt+1)** button. Add
8.	Click the **Look up Invoice Number (Alt+5)** graphic.
9.	Click the **IBA-000000000000000009** link. IBA-000000000000000009
10.	Click the **Save (Alt+1)** button. Save
11.	Click the **Run** button. Run
12.	Click the **Server Name:** list. PSNT
13.	Click the **Ok (Enter)** button. OK
14.	Click the **Process Monitor** link. Process Monitor

Step	Action
15.	Click the **Refresh** button. Refresh
16.	Point to the **Report Stats** object. Run Status: Should be **Success** Distribution Status: Should be **Posted** Success Posted
17.	Click the **Go back to Print Invoice** link. Go back to Print Invoice
18.	Click the **Report Manager** link. Report Manager
19.	Click the **Administration** link. Administration
20.	Click the **Details** link. Details
21.	Click the **SSF_PRNT_INV.pdf** link. SSF_PRNT_INV.pdf
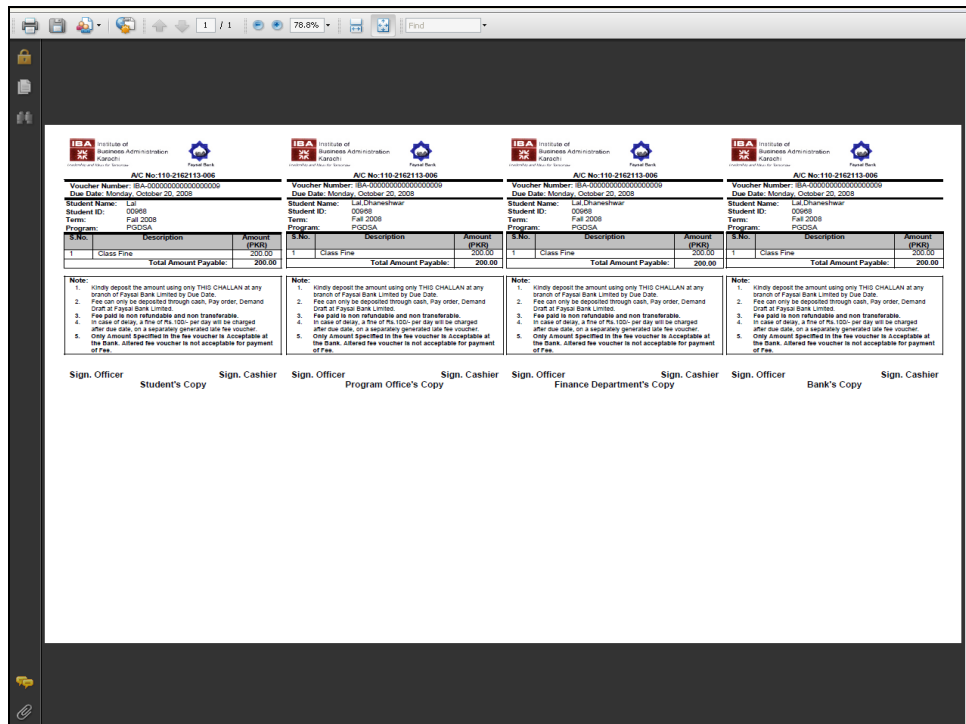
Step	Action
22.	Click the **zoom** graphic.
23.	**End of Procedure.**