MyUNLV BASICS & NAVIGATION
USER GUIDE

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Created for UNLV, University of Nevada, Las Vegas

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Module Overview

PeopleSoft Student Administration (PeopleSoft-SA) MyUNLV, is one part of a common suite of integrated software that manages a variety of functions. PeopleSoft-SA-MyUNLV is comprised of six functional modules, which support the business processes associated with the administration of a student's academic history:

1. Campus Community: Where names, addresses, and other biographic and demographic (Bio/Demo) data about the people connected with the campus (prospects, applications, students, faculty, staff, and alumni) are maintained. Campus Community also provides common features such as communications to members of various campus groups, identification of outstanding items required for application to the university, the ability to place service indicators (holds) on student records, and other broad functions.

2. Admissions: Manages and tracks all of the received applications. The admissions module includes a wide variety of pages that allow you to view summary information on both prospective students and applicants such as test scores or transcript data.

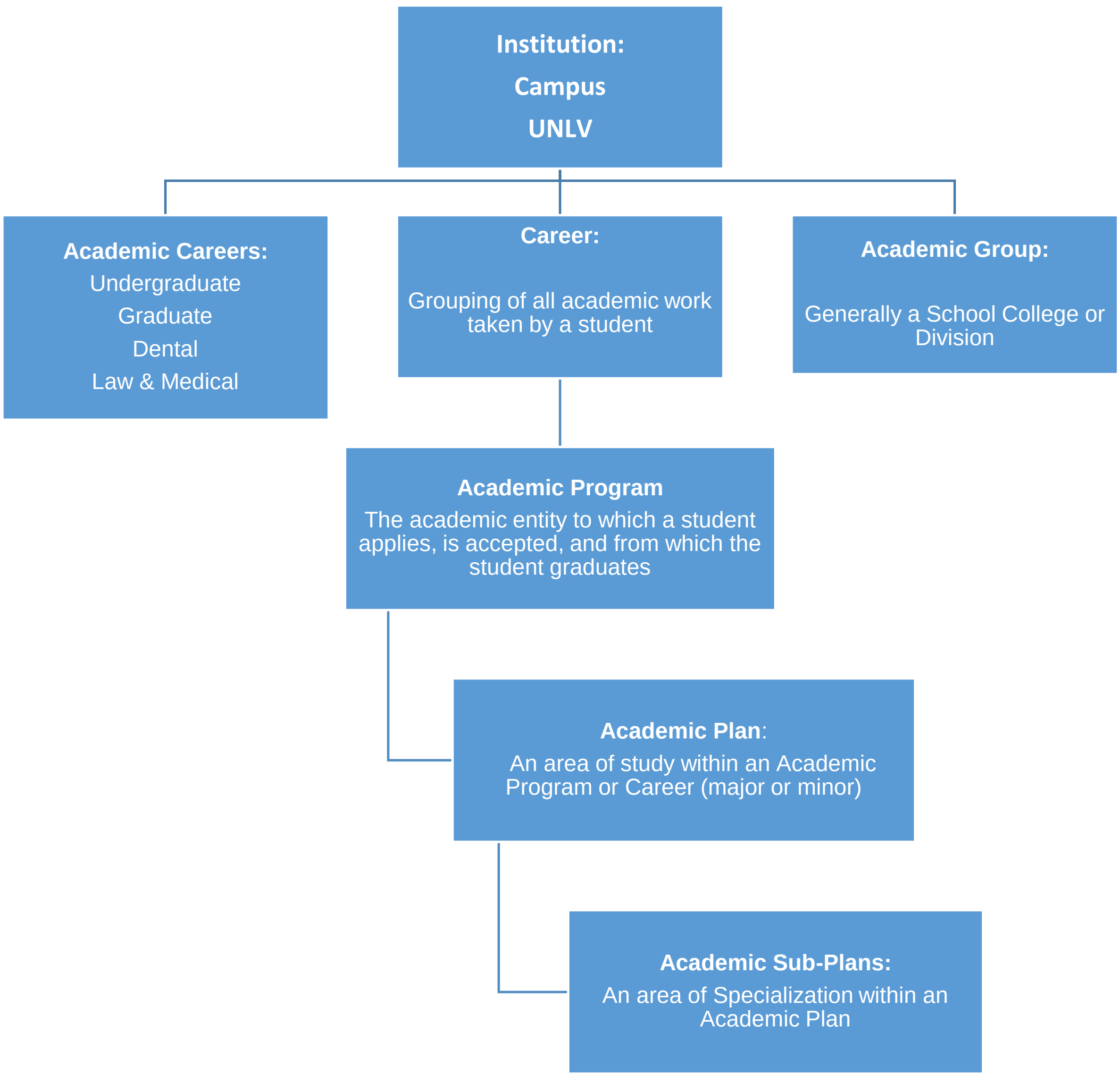
3. Student Records: Tracks students from matriculation to graduation. In student records, all academic information, such as student program and plan, enrollment and grades, is captured and tracked to compile a complete educational history at the University of Nevada.

4. Academic Advising: Defines and tracks student graduation requirements, along with which transfer courses satisfy which degree requirements so that students and their advisors know which requirements have been met and which remain outstanding. This module replaces DARS on the University of Nevada, campus.

5. Financial Aid: Tracks financial aid data. This module allows an institution to track the entire aid cycle from application processing to the actual disbursement of aid.

6. Student Financials: Handles student accounts. The Student Financials module enables the calculation of tuition and fees, and creates student bills. A complete history of a student's account can be found within Student Financials. In addition, Student Financials includes a collections system to track and manage overdue accounts.

Flowchart of Academic Structure



Confidentiality and Release of Information-FERPA

Office of the Registrar

FERPA

FERPA is the Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.

If you're a student, it's important for you to understand your rights under FERPA. If you're a parent, you'll need to understand how the law changes once your student enters a post-secondary institution. If you're an employee of UNLV with access to student education records, you're obligated to comply with FERPA and to protect those records according to the law.

Students' Rights under FERPA

FERPA gives students five basic rights with respect to their education record:

- The right to control disclosure of their education record
- The right to review their education record
- The right to request amendment of inaccurate or misleading portions of their education record
- The right to request a hearing
- The right to file a complaint regarding non-compliance of FERPA with the Family Policy Compliance Office of the U.S. Department of Education

Directory & Non-Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the University of Nevada, Las Vegas to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must request this through your MyUNLV account. The University of Nevada, Las Vegas has designated the following information as directory information:

Directory

Address
Telephone Number(S)
Campus
Admission/ Enrollment
Class Level
Major
Enrollment Dates
Degrees Received
School or Division
Email Address

Non-Directory Information

NSHE ID Number
High School(S) and Marital Status
Academic Status (I.E. Probation)
Grades/ GPA/ Hours
Testing Information
Class Schedule

Education Records

Any record that directly relates to a student and is maintained by the institution or a party acting on behalf of the institution is considered an education record. Protected education records can be maintained in paper, digital/electronic or other formats. Examples include, but are not limited to the following.

- Transcripts
- Class schedules
- Daily attendance
- Degree audit reports
- Class rosters
- Grades
- Advising notes
- Financial records

The following records are excluded from the definition of education records:

- "Sole possession" records made by faculty and staff for their own use as reference or memory aids and not shared with others
- Personal observations
- University law enforcement records
- Medical and mental health records used only for the treatment of the student
- Alumni records
- Peer graded papers and exams prior to the grade being recorded in the instructor's grade book

When FERPA Rights Begin

Any person who attends or has attended UNLV is considered a student. A student is considered to be an "attending student" if he or she

- has been admitted;
- is currently attending UNLV classes (either as an on-campus or distance student); or
- is a continuing education student.

Persons who have applied for admissions, but have NOT been admitted to UNLV are NOT covered by FERPA.

Forms

Designating Access to Your Record

Student Request to Inspect Records

Related Links

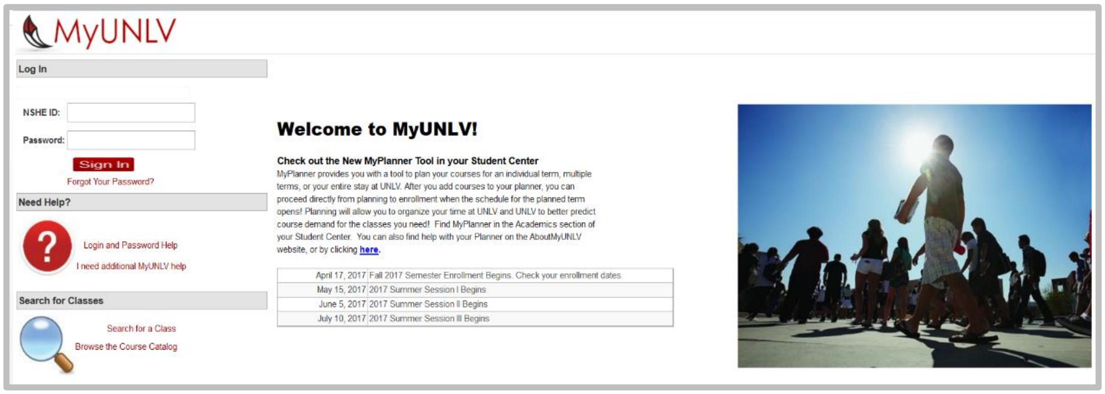
FERPA (U.S. Dept. of Education)

Student Rights

A student may inquire about restricting the release of directory information by contacting the Office of the Registrar & Admissions.

1.0 Understanding MyUNLV Menus and Navigation

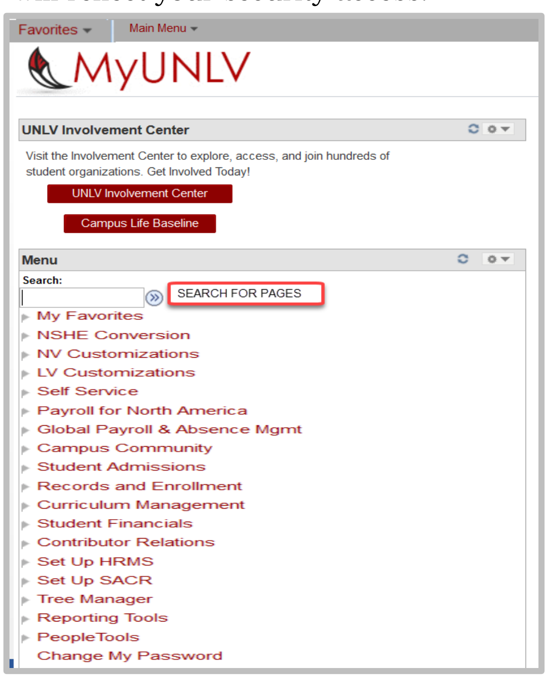
To Log In to MyUNLV requires 10 digit NSHE ID and Password.



- Able to request Password reset-using the Forgot Your Password link.
- Login and Password Help-instructions on what to do for New User Access.
- Need Additional Help link-takes you to About MyUNLV page.

Home page:

Your access to MyUNLV is tailored to provide you with only the tools that you need in your particular role at the UNLV. Therefore, your navigation menu will reflect your security access.



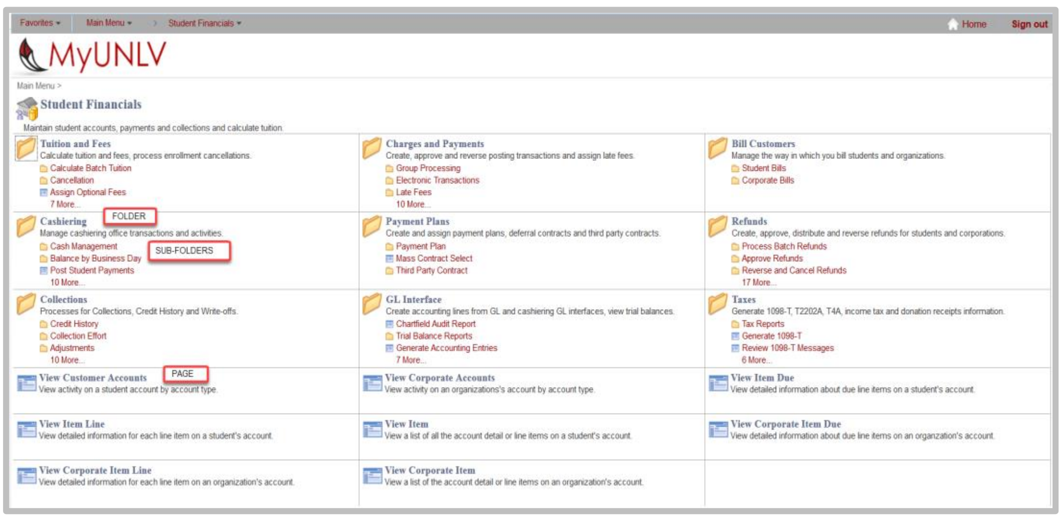
- The Menu Items on the left side of the page is referred to as your Menu.
- Able to add pages to Favorites for quick navigation.

- The arrow on the top right corner of the Menu bar will Minimize or Expand the Menu bar, called a Pagelet Setting.

1.1 Navigation Pane

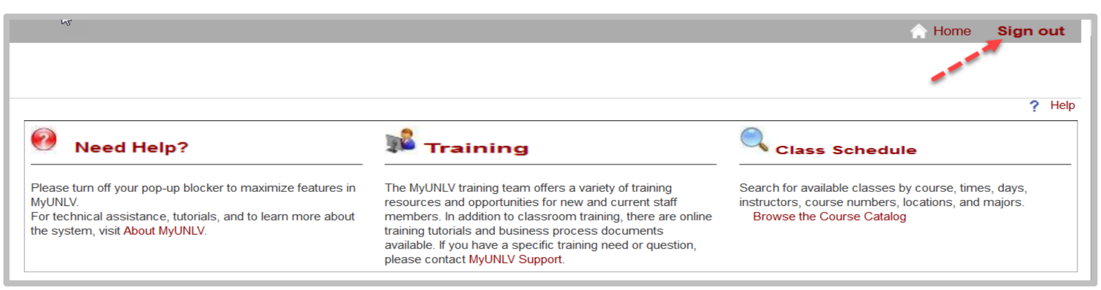
When a menu item is opened a navigation pane also appears, providing another way to navigate besides the menu. The Navigation Pane provides a graphical representation of the contents of a given folder and its related components.
When you select an area from your Home Menu, the area expands to display Folders, then within the folders there are sub-folders and pages.

- On the Main Menu bar “Breadcrumbs” display Main Menu > Folder > Sub Folder > Page.



Folder-Sub Folders and Pages.

1.2 Help Links on Home page

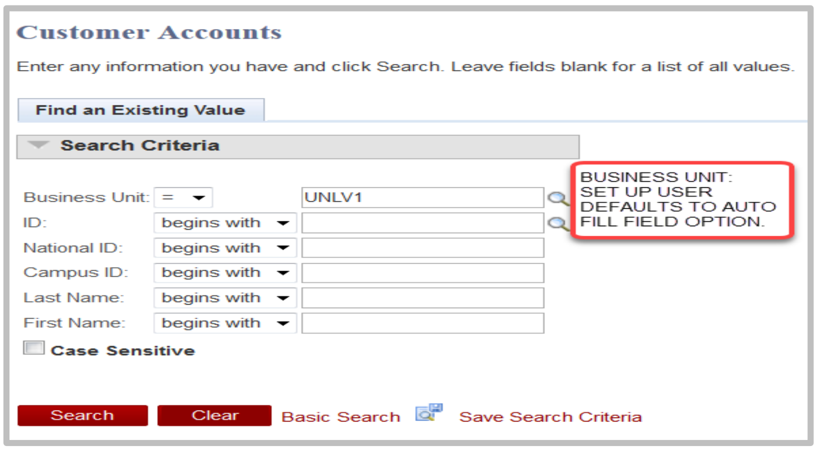


LINK	**DESCRIPTION**
HOME	Collapse all pages and folders in Menu.
SIGN OUT	Use this option to **END** your PeopleSoft session. **Always SIGN OUT**
NEED HELP & TRAINING	Takes you to About MyUNLV
CLASS SCHEDULE	SEARCH FOR CLASSES

2.0 Searching for Data in PeopleSoft

When you navigate to the first page of a component, a search page opens automatically so that you can specify what data should be retrieved. Typically, a search page displays various fields or “keys” you can use in your search. The more criteria you enter, the more specific your search becomes. The same holds true of the information you enter in a given field. One of the most common search keys is the student’s 10 digit ID. This ID is also often referred to as the NSHE ID.

2.1 Basic and Advanced Search Methods



- There are two types of search pages: Basic and Advanced.
- Basic allows you to search using only one field, such as EmplID/ID.
- Advanced Search allows you to search using a combination of fields, such as Last and First name.
- The Clear button will clear all criteria entered.
- Click the Search button for results.

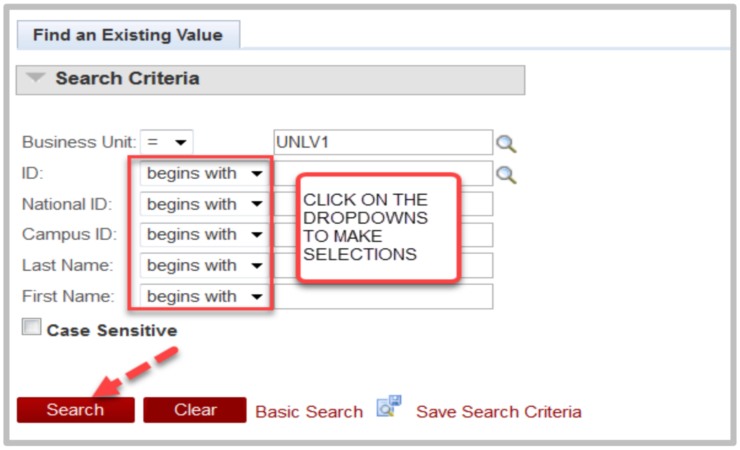
2.2 Wildcard Searches

Two different wildcard features help you search for data.

Wildcard	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.

2.3 Search Operators

For each search box, you are given a choice of the type of search operator you would like to use. To conduct the search, enter a full or partial value for any search field, depending upon the type of operator you use, including any wildcards. Click on the dropdown arrow to select operator functions needed.

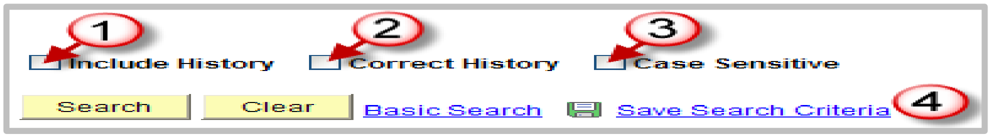


CAUTION **Warning!** Always enter some criteria, especially if you are searching for a person. Otherwise, the search process takes a very long time and won't produce the results you want.

BEGINS WITH FUNCTIONS:

OPTION	FUNCTION
= (Equal Sign)	Will only return those values that exactly match your search criteria.
Not =	Will only return those values that do not match your search criteria.
Begins with	Will return all values that begin with your search criteria.
Contains	Will return all values that contain your search criteria.
Between	Will display two boxes for you to indicate the upper and lower bounds of your search, and will return all data falling in between.
In	Used to perform "or" searches by listing multiple search criteria in one search field (e.g. subject search 1 or subject search 2)
<	Will return all values less than your search criteria. If you are searching for a higher value number, use this option.
< =	Will return all values less than or equal to your search criteria.
>	Will return all values greater than your search criteria.
> =	Will return all values greater than or equal to your search criteria.

2.4 Page Actions



1. Include History: Many search pages contain the INCLUDE HISTORY check box as a page action option. This option is included on effective dated records. It displays all rows of an existing effective dated record. History, Current, and Future rows will be displayed in chronological order. If this is not checked, you see current and future dates only.
2. Save Search Criteria: If you find yourself conducting the same search repeatedly, you can save those criteria for future searchers. This will help minimize data entry.
3. Clear: Clears entered text from all fields on the page (without saving) so you can enter new criteria.
4. After defining your search, click on the Save Search Criteria link just above your Search Results list, give the search a name, and Save. You have the option to delete saved Search Criteria, should you choose to do so later.

2.5 Search Results

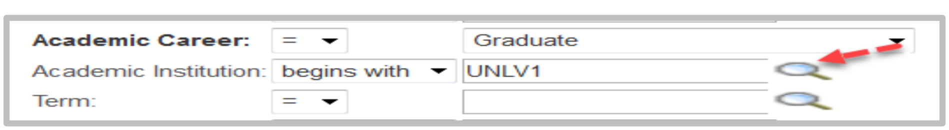
There are two possible results after running a search:

1. You go directly to the desired record if your search criteria exactly matched a specific record.
2. A Search Results List displays at the bottom of the search page with records that match your search criteria. To access a specific record, click any of the underlined links in the Search Results grid row for that record.

Note: The Search Results for the Advanced Search contains a link for each column entry, while the Basic Search page results will only display the first column as a link.

2.6 Using Field-Level Prompts to Search

You will notice that a small icon with a magnifying glass is located just to the right of several of the field boxes where data is entered. These fields are linked to database prompt tables, which store values used as shared information. Alternatively, if you know a partial value of the field, you can type that and then click the prompt button.

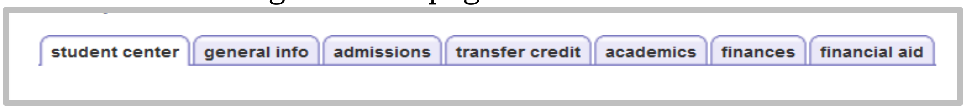


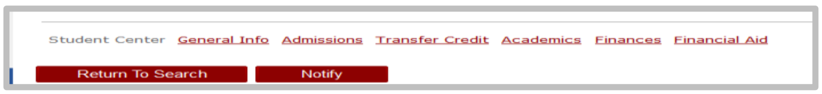
- Clicking on the magnifying glass opens a separate page that allows you to search the database for predefined valid values for the field in question.

3.0 Understanding Components and Pages

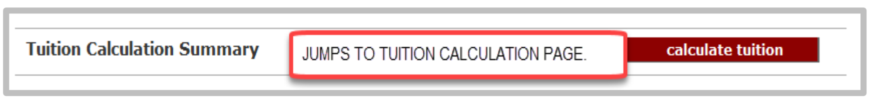
3.1 Components

Components consist of a single page or several pages within the same window that pertain to a specific task. Usually these are related pages and need to be completed together. Components contain page tabs with each tab containing a related page.





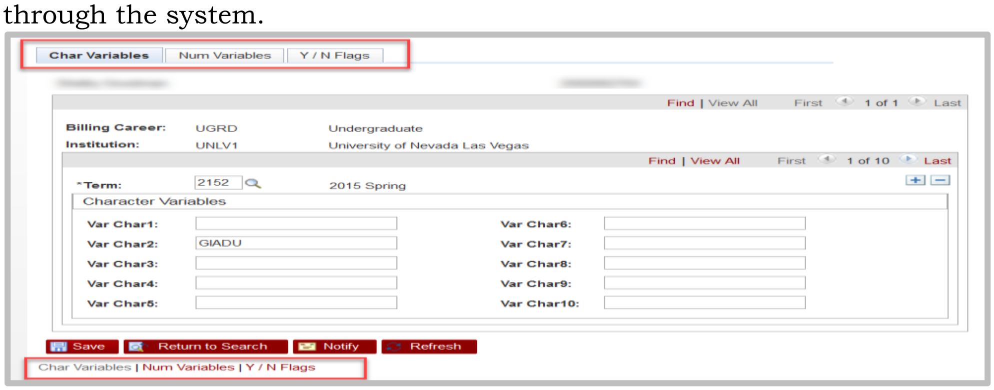
- Some pages have (1) Tabs, (2) Links or (3) Jumps to related components or pages not contained within the current component group. These links, tabs or jumps allow you to work on related pages without repeating the search process.



- These are “go buttons” that allow you to jump to another page.

3.2 Pages

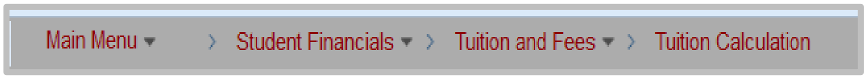
A page is the individual display and data-entry screen for each part of PeopleSoft. You’ll use pages to view, enter, and update data. Each page display also provides features in the form of buttons or links to help you navigate through the system.



Page tabs identify the page you are viewing and allow you to navigate through a component. To move between pages you can either click the appropriate page tab or click the page text links at the bottom of each page to move to another page within that component.

3.3 Breadcrumbs

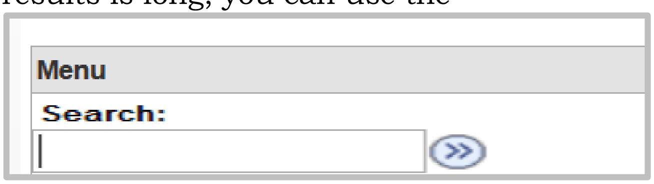
As you navigate through components and pages, note that these selections are shown in a navigation path near the top of the page. This navigation path is known as breadcrumbs.

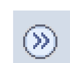


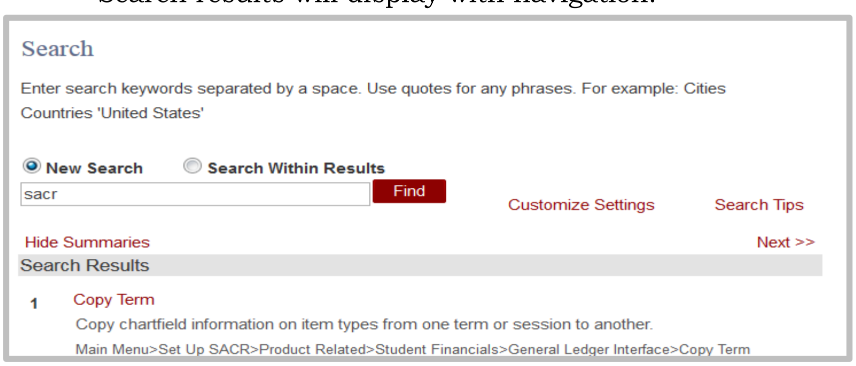
- Breadcrumbs are a navigational tool to help you see where you are in the system and how you got there. Each element in the navigation path is also a hyperlink, so you can click on any of the links and your browser will take you there immediately, without your needing to navigate through the entire path.

3.4 Searching for Components or Pages

You can search for Components in the system using the Search field at the top of the Menu bar. Type in your search criteria, then click on the double arrow to the right of the Search field to perform your search. Your results will show Components that relate to your topic with a hyperlink directly to the component, description, and complete navigation path to the component from the Home page. If your list of results is long, you can use the



- Enter page or keyword to search by-click on the "go" button  . Search results will display with navigation.



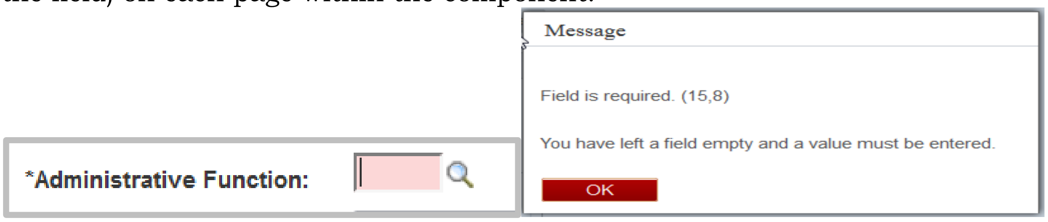
- Select result.

Searches are not case-sensitive.

3.5 Saving Data on Pages in a Component

When you enter in data on pages in a component with multiple pages, you will generally only be allowed to press the Save 

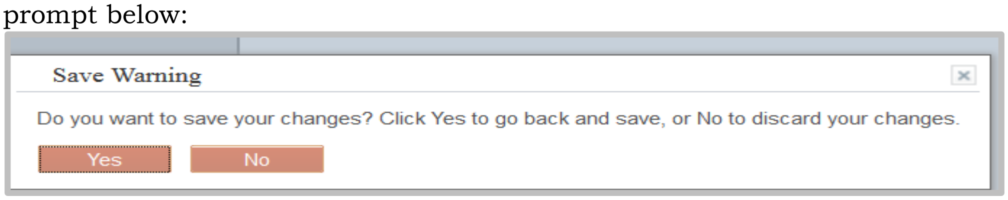
button when you have entered data into each of the required fields (indicated by a carrot [^] next to the field) on each page within the component.



In each field, in which data is required but wasn't entered, the field box will turn red to help identify which data fields you missed and a "pop up" message will display, this is referred to as 'red boxing'.

3.6 Unsaved Data Warning

After you have entered data on a page in the system, if you decide to leave that page before you have saved your changes, the system will respond with the prompt below:

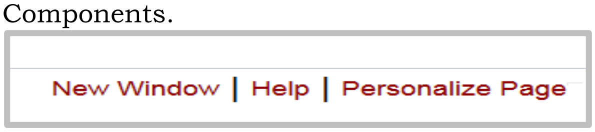


If you click the **[YES]** button (the default) in response to the unsaved data error message, you will be able to return to the page and save your changes.

If you press the **[NO OR CANCEL]** button, however, you will lose your unsaved data.

3.7 Using the Pagebar

The Pagebar is an additional set of tools in the PeopleSoft system that appears just below the Navigation Header when you are using Search pages or Components.



- On Search pages, the New Window, Help, and Personalize Page links will appear.

LINK	DESCRIPTION
1.New Window	Opens another PeopleSoft window so you can perform another transaction. If you are in a browser that allows tabbing, may be opened as another tab instead of a window. For ease of use, don't open more than two windows at a time.
2. Help	Connects you to context sensitive help information in PeopleBooks. Usually how to set up component.
3. Personalize Page	Warning-Personalizing some pages may result in performance or not being able to view all data on page.

4.0 Understanding Effective Dating

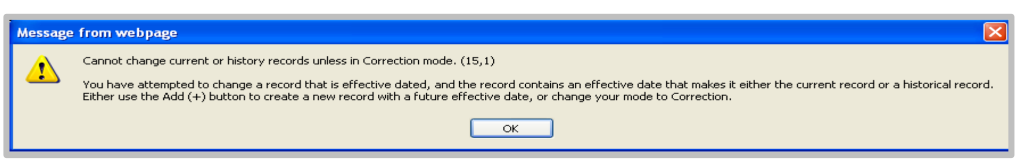
Effective dating allows you to attach a time reference to the data. This time reference is stored in a field called [Effective Date], and it signifies when the data went, or will go, into effect. Effective dating is used to store historical, current, and future information into the database system.
Changes and updates should **never be deleted**. To retain a history of any changes made to a record, you can distinguish the updated information by adding a new row with a new effective date where it is now Active – the date when the information goes into effect. The effective date becomes a part of the record. Also adding another row for when you want that action to become Inactive.

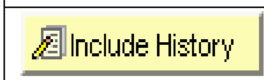
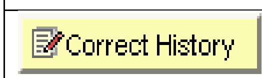
The system categorizes effective-dated rows into three basic types: history, current, and future.

EFFECTIVE DATING TYPE	DESCRIPTION
History	Data rows that have effective dates less than the effective date of the current data row. There can be more than one row.
Current	The most current row of data relative to the system date. The data row with the most recent effective date less than or equal to the system date (today's date). Only one row is the current row.
Future	Data rows that have effective dates greater than the system date. There can be more than one row. Future-dated data goes into effect automatically when the system date reaches the effective date of the row.

4.1 Action Modes to Access Effective-Dated Data

The PeopleSoft system provides different action modes of access to effective-dated data. Action modes are used with effective dates to maintain information in the system; they are used to indicate to the system what kind of activity you want to perform on the data. Depending on your security level, you may have access to one or more of these modes.



BUTTON	NAME	DESCRIPTION
	Eyeglass or Magnifying glass	Accesses the Look UP field options.
	Add	Displays the Add a New Value screen so you can add a new transaction.
	Update/Display	Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows.
	Include History	Displays all rows of data: current, future, and history. However, you are only allowed to change future dated rows.
	Correct History	Accesses existing rows of data in the database and displays all effective-dated rows. Allows you to update all rows, including history rows. Usually not available. Use with caution!

- When you click on an Action Mode icon on a page to move into that mode, it becomes grayed out. Modes will not gray out on transaction pages until after you have first saved the record.

4.2 Status

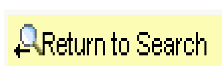
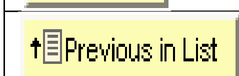
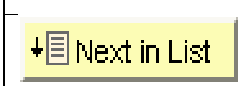
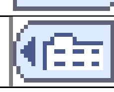
In addition to having an effective data, effective-dated data rows have a status of Active or Inactive. Any effective-dated data row that is active is available for use when users are entering transactions. Any effective-dated data row that is inactive will not be available for users when they are entering transactions (e.g. an "inactive" effective-dated data row for a course will not be available when you schedule classes).

In general, if you want to change the values in an effective-dated data row, add a new row with a later (more recent) effective date instead of inactivating the row. Sometimes, inactivating a row can lead to unexpected and undesirable results.

5.0 Toolbar Buttons

At the bottom of most pages you'll find the toolbar, which changes depending on the type of page you are in. The toolbar may include search list navigation buttons, page navigation buttons, and page action buttons. The toolbar varies depending on the type of page; so not all buttons below display on every page. Likewise, some buttons may be grayed out, indicating that action is not available at that time.

Important! Do not use a browser's back button when you are in MyUNLV! Use the Return to Search or Cancel links.

BUTTON	NAME	DESCRIPTION
	SAVE	Saves the information you have entered. You will generally save when you come to the end of a component. Save always updates the data for all pages in a group. When data is saved, the "Saved" message appears briefly in the upper right corner of the page.
	Return to Search Page	Returns you to the search page.
	Notify	Opens a window for sending an e-mail notification.
	Previous in List	Display the data for the previous data row in your search results grid. This button is gray if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the first row in the grid.
	Next in List	Displays the data for the next data row in your search results grid. This button is gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
	Refresh	Redisplays the page you are looking at.
	Show All Columns	Displays data across the page in columns instead of tabbed sections.
	Show Tabs	Displays data across the page in tabbed sections instead of columns

6.0 Data Navigation

6.1 Tabbing between Fields

To move among the data-entry fields on a page, press the Tab key or click once on the field. The Tab key moves you one field or prompt at a time. To open a prompt or calendar you can press the [Enter] key. To get to the next field press the Tab key again. Shift+Tab moves you back a field rather than forward.

6.2 Grids

On some pages, fields repeat so you can enter multiple rows or occurrences of data. For this purpose, we use grids and scroll areas on a page. Grids and scroll areas allow you to add, edit, and view multiple occurrences of data for a group of fields on one page. Each time you add a new row, you are actually adding a new row of data to the database.

To navigate through the data in the grid, use buttons and links in the navigation header.

When you add a new row it appears below the row in which you clicked the Add button.

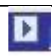
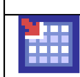
6.3 Scroll Areas

A scroll area behaves like a grid, since each occurrence represents one row of data in the database. Unlike a grid, the fields are randomly arranged rather than setup like a spreadsheet.

A scroll area looks like a group box with navigation tools in the navigation header. Use the buttons and links in the area's header to help you "scroll" trough the data rows (e.g. View All, First, Last, Next, Previous).

6.4 Data Grid Buttons and Links

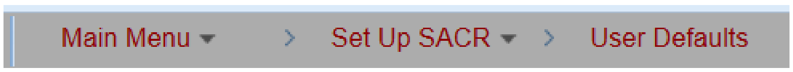
The table below explains data grid buttons and links. These options appear in the navigation header, within the row itself, or to the right of the tabs in a tabbed grid as appropriate.

BUTTON	NAME	FUNCTION
	Insert	Inserts a new row below the current row.
	Delete	Deletes the current row of data.
	View All	Displays all rows of data on a page. When this feature is enabled, the link changes to read View 1 so that you can return to the original setting.
	Find	Enables you to find a string of text.
	First	Takes you to the first row of data.
	Previous	Displays the previous row of data. This is only accessible if the "ViewAll" option is not expanded.
	Next	Displays the next row of data. This is only accessible if the "ViewAll" option is not expanded.
	Last	Takes you to the last row of data.
	Numbering Guide	Numbering system for the rows. If a grid or scroll area with five rows is set to view one row at a time, the navigation header reads [1 of 5]. If the grid or scroll area is set to view three rows of data at a time, it reads [1-3 of 5]. Click the arrows to view the next series of rows.
	Excel Download	Downloads the data from the rows in the section into an Excel file that you can save to your computer.
	Add a New Communication	By clicking on this option a "popup" window appears which takes you to the **Person Communication** page.
	Add a New Checklist	By clicking on this option a "popup" window appears which takes you to the **Checklist Management 1** page.
	Add a New Comment	By clicking on this option a "popup" window appears which takes you to the **Person Comment Entry** page.

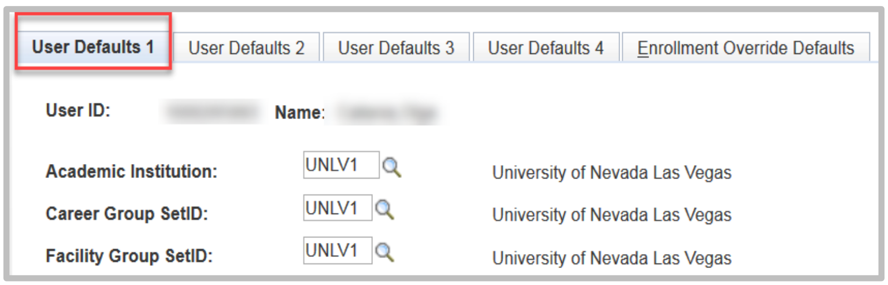
7.0 Setting User Defaults and Personalization's

In PeopleSoft, some data fields will always require the same value. To save data entry time, or to ease navigation, you can set up PeopleSoft so that it automatically fills in certain fields or to tab over undesired data fields. If at any point during data entry you find that you need a different value, you can simply type over the existing value.

NAVIGATION:

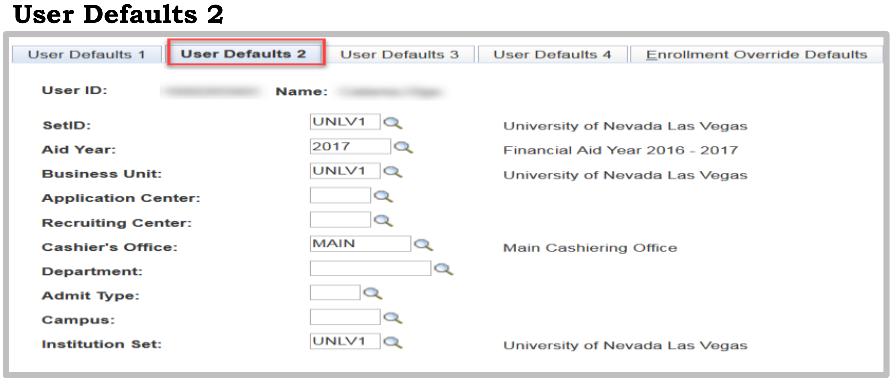


User Defaults 1 Tab



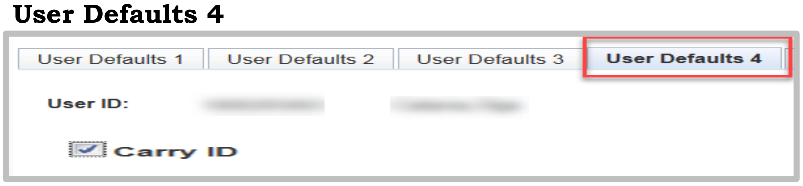
- Academic Institution: **UNLV1**
- Career Group SetID: **UNLV1**
- Facility Group SetID: **UNLV1**

User Defaults 2



- Set ID-Business Unit & Institution Set = **UNLV1**
- Aid Year = This option must be changed yearly -7/1 or leave blank.
- Cashiers Office and Campus = **MAIN**

User Defaults 4

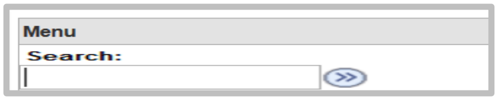


- Check the 'Carry ID' box.

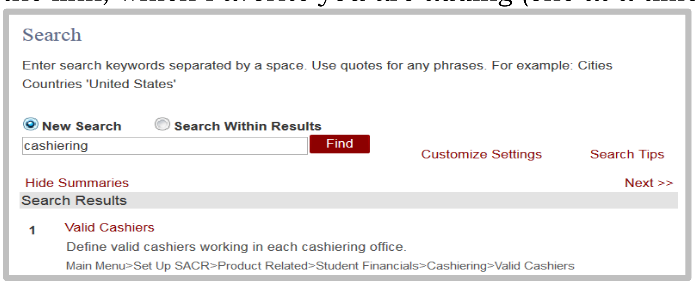
SAVE!!

8.0 Setting Up Favorites

On the menu bar, at the top left, is a favorite's link. Over time, as you discover which components and/or pages you navigate to the most you will be able to add links to them here.



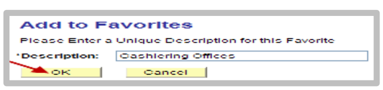
1) Starting from the PeopleSoft Home menu, in the Search field enter the component (s) or page you want to add to your Favorites, click on the radio button which will take you to the 'Search Results' page. Select, by clicking on the link, which Favorite you are adding (one at a time).



2) After clicking on the link, the page you selected will appear. Go to the Menu bar, click on 'My Favorites' option.

3) Click on the 'Add to Favorites' option.

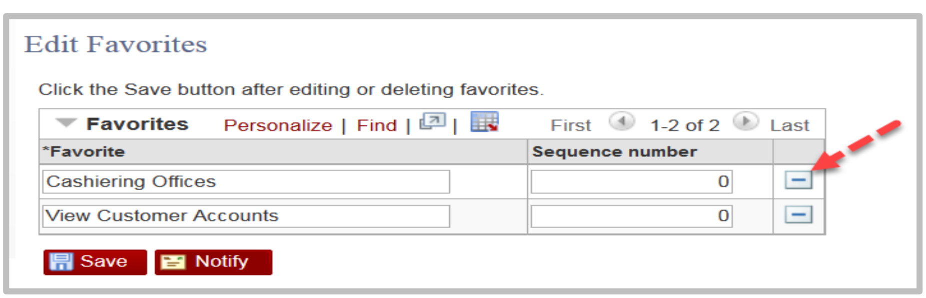
This will take you to the next selection.



4) Change the Name of the Page if desired, to a meaningful name for you.

5) Click OK.

- To change the order that your favorites appear or to change their names or to delete one from the list, click on Edit Favorites in the Menu Bar.

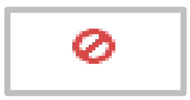


- Change your favorite name or Delete a favorite by clicking on the "minus" button.
- Click the SAVE button.

9.0 Service Indicators

Service indicators are alerts assigned to individuals that can trigger specific consequences called service impacts. In the past, service indicators were called holds, and the service impacts associated with them were usually negative, such as restricting registration or withholding transcripts. However, service indicators can also be positive, as in the case of a student who achieves membership on the Dean's List. A positive service impact might provide free entry to campus sporting events. If no service impact is assigned, then no specific action will be triggered, although the service indicator will still display on the individual's record.

Service Indicator Buttons:

NEGATIVE  **POSITIVE** 

View Service Indicator

*Institution:	UNLV1	University of Nevada Las Vegas
*Service Indicator Code:	OPK	Parking
*Service Ind Reason Code:	PARKN	Parking Restriction

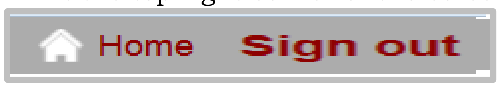
Impacts:

Services Impacted — Personalize | Find | View 3 | First 1-4 of 4 Last

	Impact	Description	Basis - Date	Basis - Term	Term Category
1	AENR	No Enrollment	✓	✓	
2	ENVER	No Enrollment Verification	✓	✓	
3	GRADE	No Self Service Grade View	✓	✓	
4	OTRAN	No Release of Official Transcr	✓	✓	

10.0 Understanding PeopleSoft Security

Your access is linked to your NSHE ID, also called your EmplID (em-pul-I-D). An important part of using the PeopleSoft system is helping to create a secure environment. In order to increase security it is important that you always sign out of MyUNLV when you are done for the day using the Sign Out link at the top right corner of the screen.



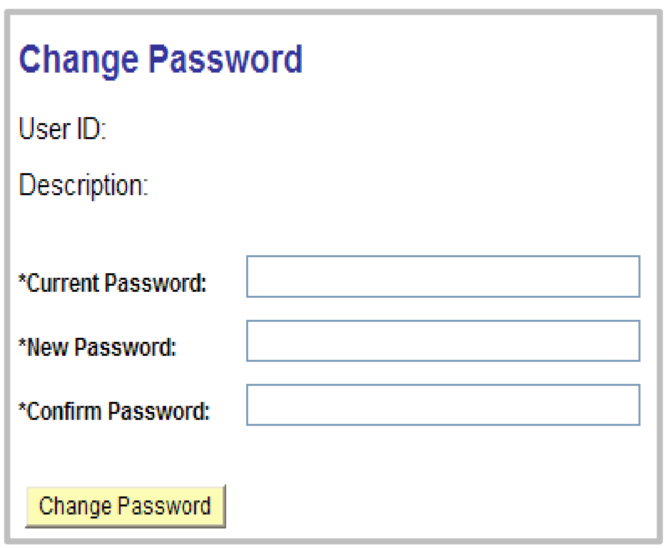
10.1 Passwords

A password will be assigned to your specific MyUNLV username for initially signing on to the system. Don't ever write it down and never share your password with someone else.

10.1.1 Changing your Password:

Select Change My Password link at the bottom of the menu bar.

Change My Password



11.0 Technical Troubleshooting

PeopleSoft is a web based program, it is recommended before logging in to clear cache. The more cache in your browser the slower functionality in the system. Pages will “load” slowly and Queries will take longer to run.

11.1 Clearing your Browser’s Cache

Internet Explorer Instructions

1. Open Internet Explorer > Select the option of Delete Browsing History.
2. Check all boxes except Preserve Favorites website data and Passwords.
3. Click the Delete button

Mozilla Firefox Instructions

1. Open Firefox and open Tools menu.
2. Select Options > Privacy > Clear your recent history > Clear All History > EVERYTHING option
3. Check boxes Browsing & Download History-Forms & Search-Cookies and Cache.
4. Clear Now

OR

On the Tools Bar, Select from the Menu, History option and select Clear Recent History option.

Safari Instructions

1. From Safari menu, select Empty Cache…
2. When prompted, click Empty to confirm you want to empty the cache.

12.0 Pop-Ups

Like other tools available through a web browser, sometimes PeopleSoft presents information in a pop-up window. You may have software on your computer that automatically blocks pop-up windows. To address this issue, you can tell your pop-up blocker to accept pop-up windows specifically from MyUNLV.

To allow pop-up windows from PeopleSoft, do one of the following:

Internet Explorer Instructions

1. Open Internet Explorer and log into PeopleSoft.
2. Choose Pop-Up Blocker/Pop-Up Blocker settings from the Tools menu.
3. Paste the URL address into the “address of web site to allow” field.
4. Click on the Add button.
5. Click on the Close button.

Firefox Instructions

1. Open Firefox and log into People Soft.
2. Select Options from the Tools menu.
3. In the left panel of Options dialog box, click on the Content option.
4. In the Pop-ups area click on the Exceptions button-copy and paste URL in the Address of Website field-Click on the Allow button.
5. Save Changes

Safari Instructions

1. Safari has not per-website control over blocking pop-ups.
2. To allow pop-ups: drop the Safari menu and if the Block Pop-Up Windows option is checked, select it to uncheck it and unblock pop-ups.