

# PeopleSoft Student Records Training

## Course Registration

UCF employees may register via the [myUCF portal](#). Go to <https://my.ucf.edu> and follow these simple steps:

1. Log on to the myUCF portal using your PID and myUCF password
2. On the myUCF menu select Employee Self Service
3. Next select Learning and Development
4. Then select Request Training Enrollment
5. Choose one of the four search methods to continue the enrollment process
6. Once you submit the training request, you should receive an e-mail confirming your enrollment. The e-mail will be sent to the primary e-mail address indicated on your Personal Information Summary page in Employee Self Service.

**Student Records** online courses are provided using the Webcourse delivery platform. You will be granted access to the course as soon as the Registrar's Office receives authorization. At that time, you may access the online course through [myUCF](#) by clicking the "Online Course Tools" tab. The course is available by clicking on the hyperlink "Access Webcourses@UCF".

## Training for Student Records online Webcourses

- Student Records Inquiry One (SR201W)
  - Student Records Inquiry Two (SR202W)
1. Employee must register for and complete PSC001 (PS SA/HR Basic Training). This Class is administered by the Office of Human Resources.  
**Note:** PSC001 is a prereq for SR 201W & SR 202W
  2. Employee registers for SR201W or SR202W and receives the following email:

Thank you for registering for Student Records training. Your attendance status for the course session below is "Enrolled."

Course: SR201W - SR Inquiry One 9.0 - Web  
Date: 1/15/2010  
Time: 8:00 AM - 5:00 PM  
Location: Webcourse - Available 24/7

Submission Date: 1/14/2010

Your department PeopleSoft Student Records Security contact will be notified for approval to complete your enrollment in this class.

UCF's online training courses are provided through the Webcourse delivery platform. You will be granted access to the online course within the next 24 business hours. When the 24-hour waiting period elapses, you may access the online course through the myUCF portal by clicking the 'Online Course Tools' tab. The course hyperlink will be listed under the Webcourse@UCF pagelet. The training database is not available on Mondays due to system maintenance.

You can print out documentation for this course by going to <http://www.training.ucf.edu> and click on Student Records.

If you have any questions or comments, please contact the Registrar's Office at (407) 823-2321 or email [srtrain@mail.ucf.edu](mailto:srtrain@mail.ucf.edu).

Registrar's Office  
Millican Hall, Room 161  
4000 Central Florida Blvd  
Orlando, FL 32816-0114  
<http://www.registrar.sdes.ucf.edu>

3. The Registrar's Office will be automatically notified that an employee has signed up for the course.
4. The Registrar's Office sends an email to the College/Dept. Security authorizer asking if the employee is authorized to enroll in Student Records training courses and get security access upon successful completion of the training. If the employee is authorized, then the Registrar's Office will enroll the employee in the Webcourse.
5. The Registrar's Office sends an email to the employee letting him/her know that they are now enrolled in the course and they can begin taking the course.
6. When the employee successfully completes the course, the Registrar's Office will be automatically notified, and will send the employee an email letting them know that they have completed the course and been given the appropriate security access.

## Training for Student Records classroom courses (Face to Face Instruction)

- SR Schedule of Classes (course number SR300C) Classroom
- SR Registration Enrollment (course number SR310C) Classroom
- SR Permission Numbers (course number SR311C) Classroom

**Note:** Please keep in mind that not everybody is required to take all three courses. It is based on the employee's job function.

1. Employee registers for the desired course and receives the following email:

Thank you for registering for Student Records training. Your attendance status for the course session below is "Enrolled."

Course: SR310C - SR Registration Enrollment 9.0  
Date: 12/2/2009  
Time: 2:00 PM - 3:30 PM  
Location: Computer Center II Room 108  
Submission Date: 11/25/2009

Your department PeopleSoft Student Records Security contact will be notified for approval to complete your enrollment in this class and to determine the appropriate level of access for you.

If you have any questions or comments, please contact the Registrar's Office at (407) 823-2321 or email [srtrain@mail.ucf.edu](mailto:srtrain@mail.ucf.edu). Contact us within 48 hours of the course date if you need to cancel your enrollment.

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2. The Registrar's Office will be automatically notified that an employee has signed up for the course.
3. The Registrar's Office sends an email to the College/Dept. Security authorizer asking if the employee is authorized to enroll in the class and what level of security access the employee should receive upon successful completion of the course.

Hello,

Please advise if (employee name) is authorized to enroll in SR310C Registration Enrollment course. Also, please indicate the level of security access the employee should receive upon successful completion of the course.

### **SECURITY OPTIONS:**

**None:** employee should not have enrollment access

**Limited update:** add/drop/swap classes

**Limited override:** includes overrides of requisite, and unit load

**Full update:** overrides for career, permission, requisites, time conflict, class limit, and unit load

4. If the employee is authorized, the Registrar's Office (RO) will enroll the employee in the course.

5. When the employee successfully completes the course, the RO grants the employee the appropriate level of Security access as indicated by the security authorizer.
6. The RO sends an email to the employee letting him/her know that they have completed the course and been given the appropriate security access.

***Note:** If your College/Department is hiring several staff members at the same time, please send an email to [srtrain@mail.ucf.edu](mailto:srtrain@mail.ucf.edu) with the employees' names, PID Numbers, College/Department and which training courses they need to attend.*

**Any questions?** Please contact the Registrar's Office at (407) 823-2321 or email [srtrain@mail.ucf.edu](mailto:srtrain@mail.ucf.edu).

