FAST
FACULTY AND STAFF TRAINING

Introduction to PeopleSoft Staff myWCU Navigation

WCU
WEST CHESTER UNIVERSITY

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For assistance, contact the IT Help Desk, x3350

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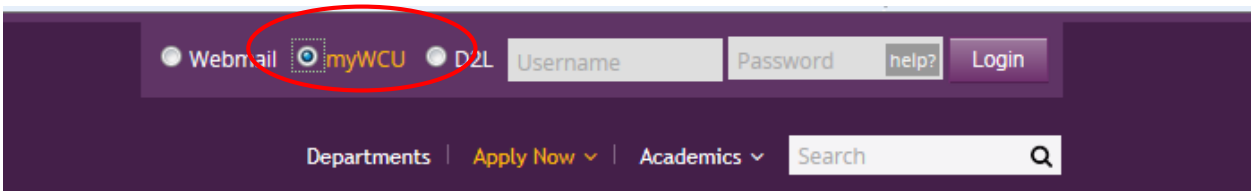
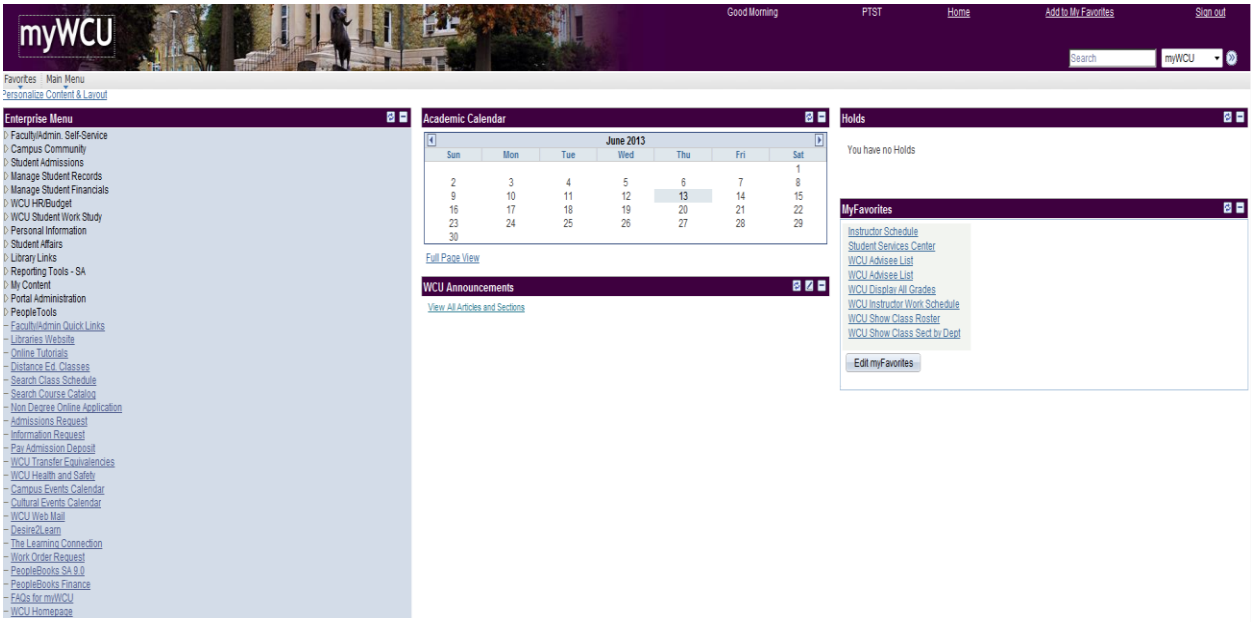
LOGGING-IN

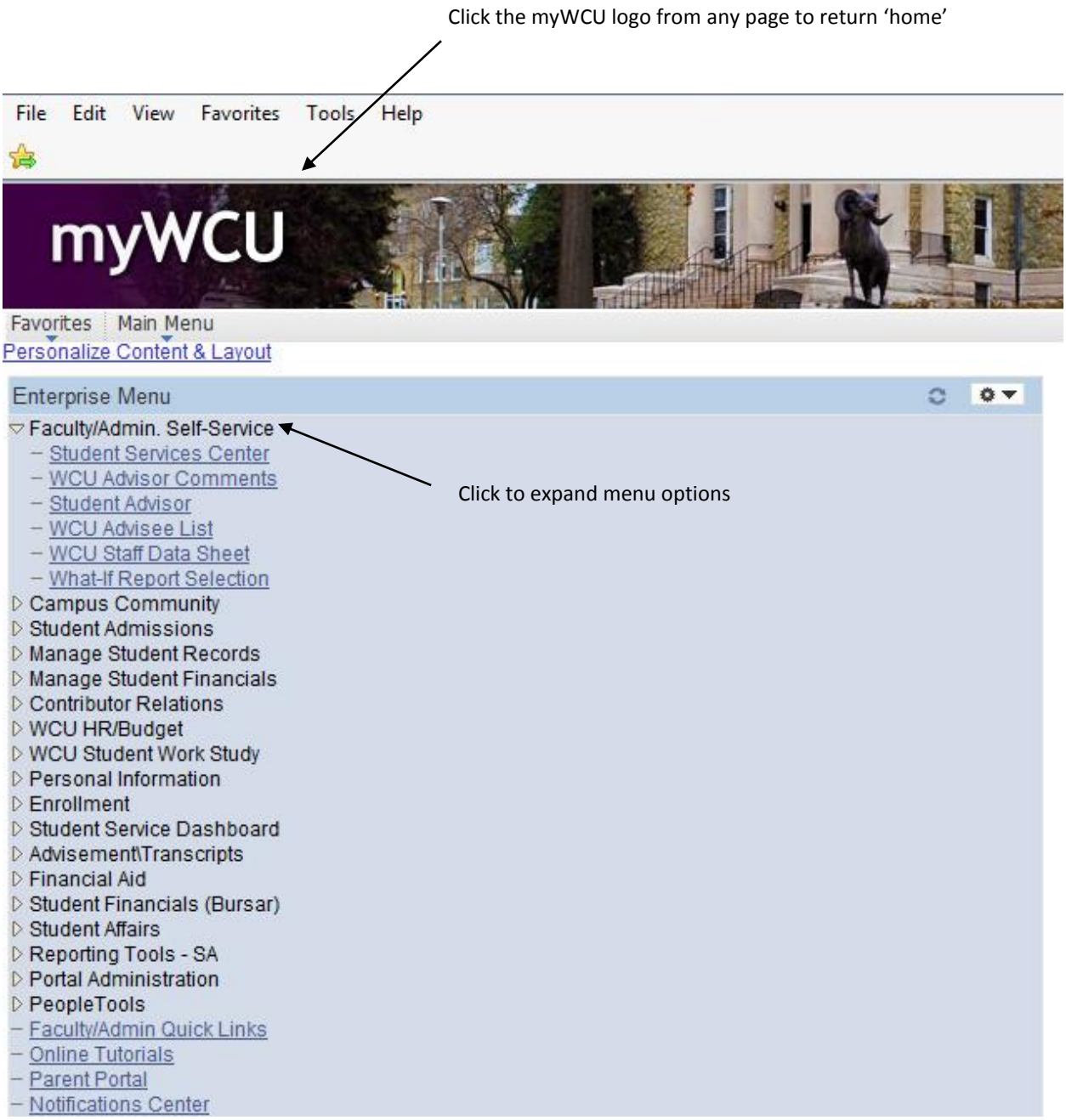
Select the myWCU tab on the home page and sign in with your user name and password. The same one you use to access email and the campus network. Then click the Login button

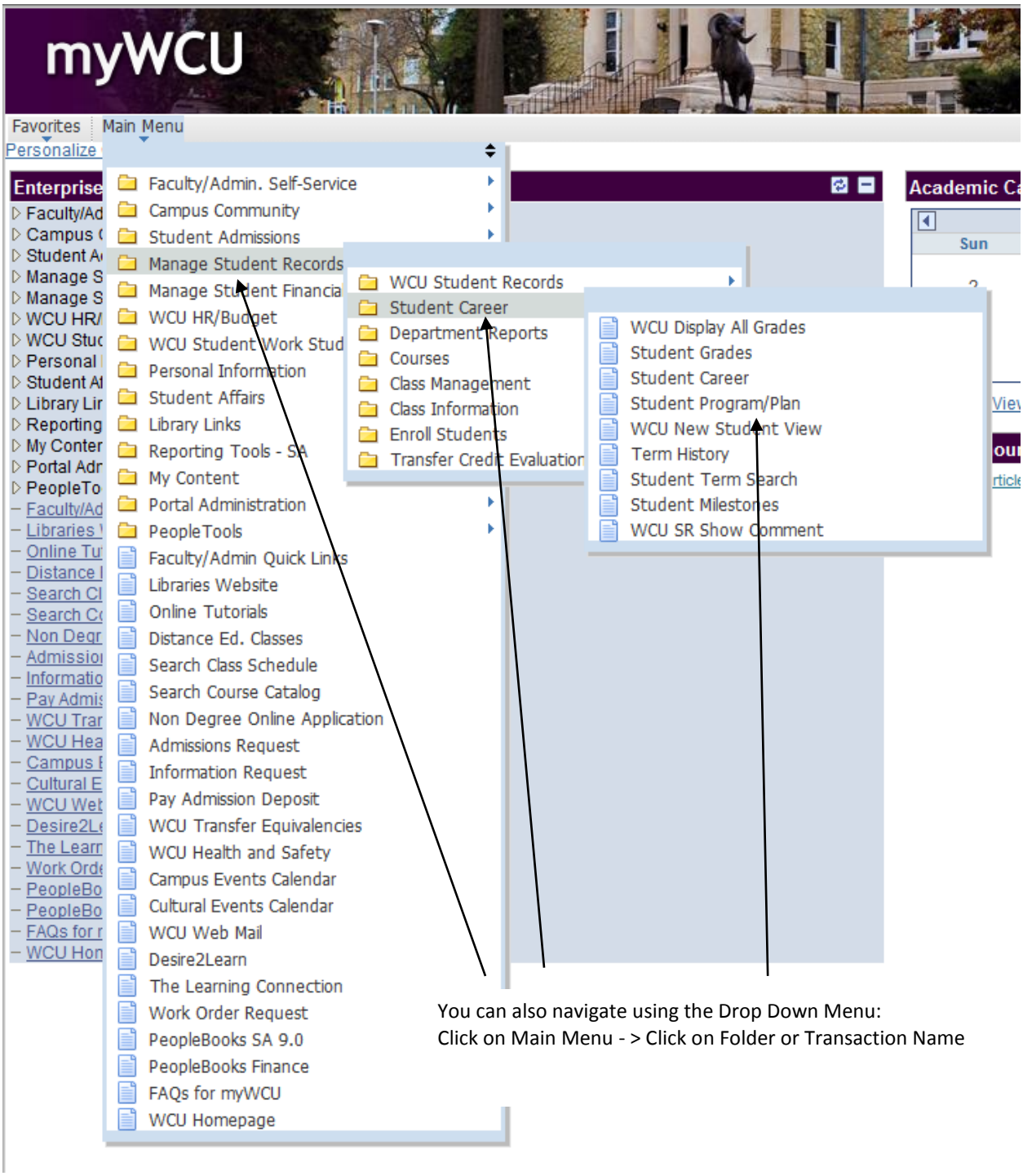


MYWCU HOMEPAGE

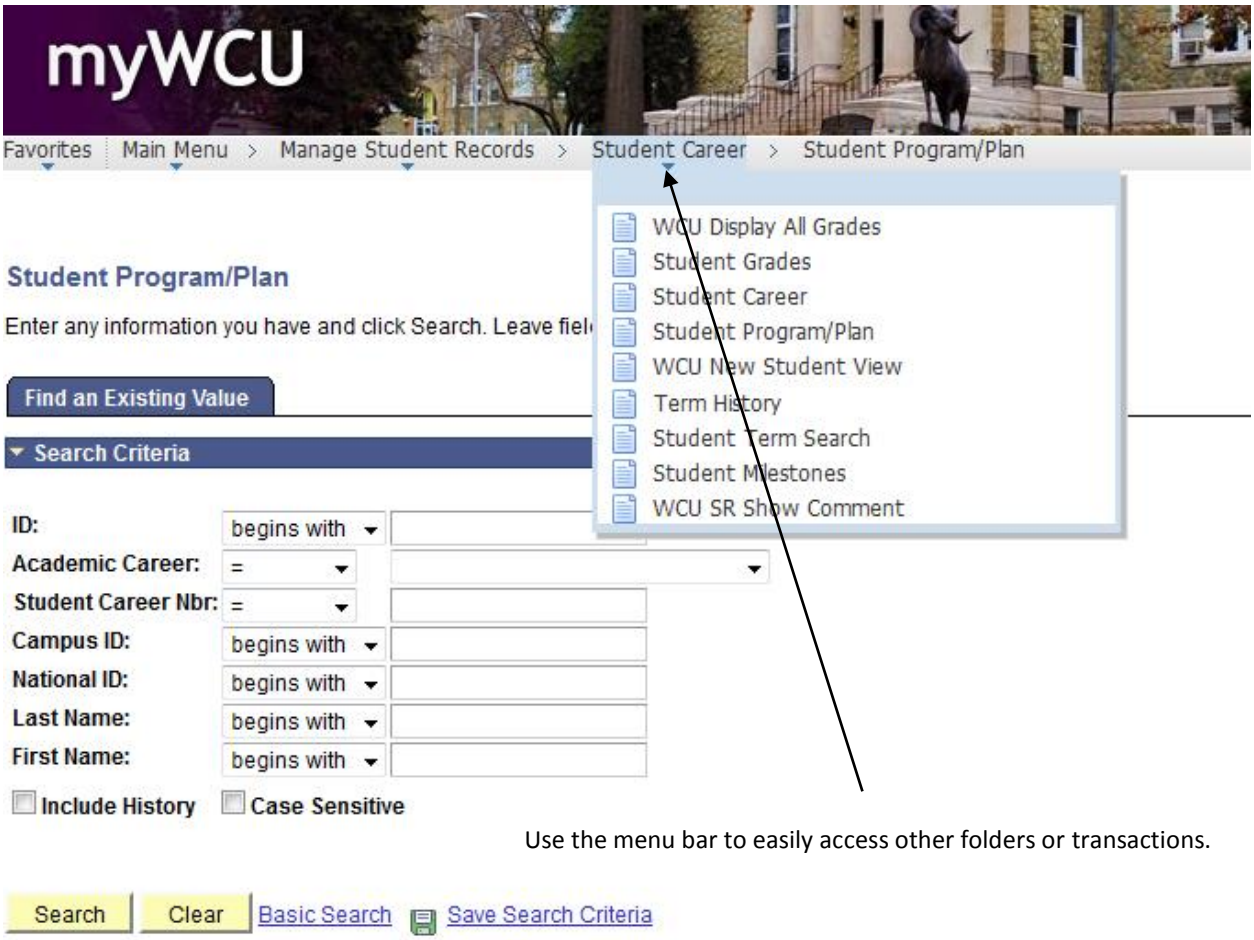


HOW TO NAVIGATE MYWCU





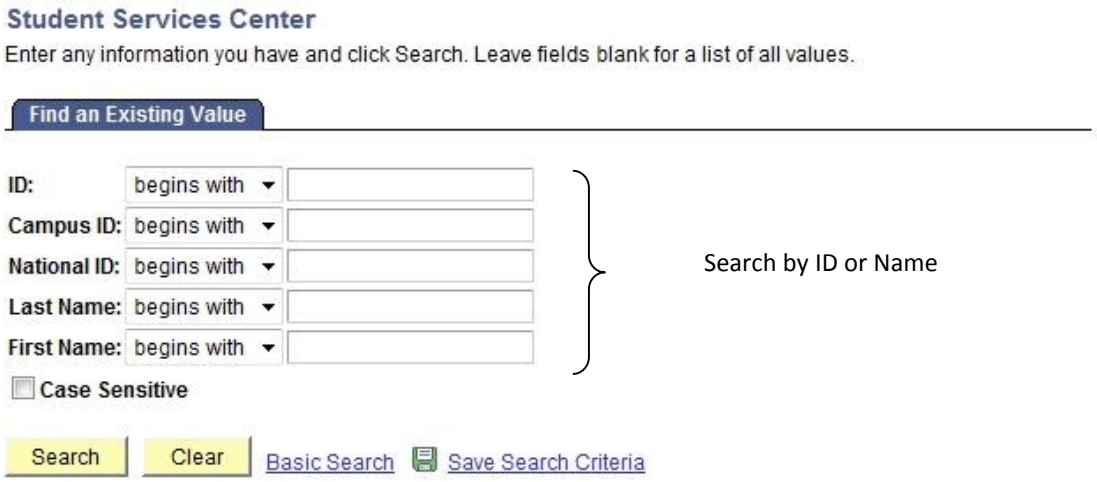
You can also navigate using the Drop Down Menu:
Click on Main Menu - > Click on Folder or Transaction Name



Use the menu bar to easily access other folders or transactions.

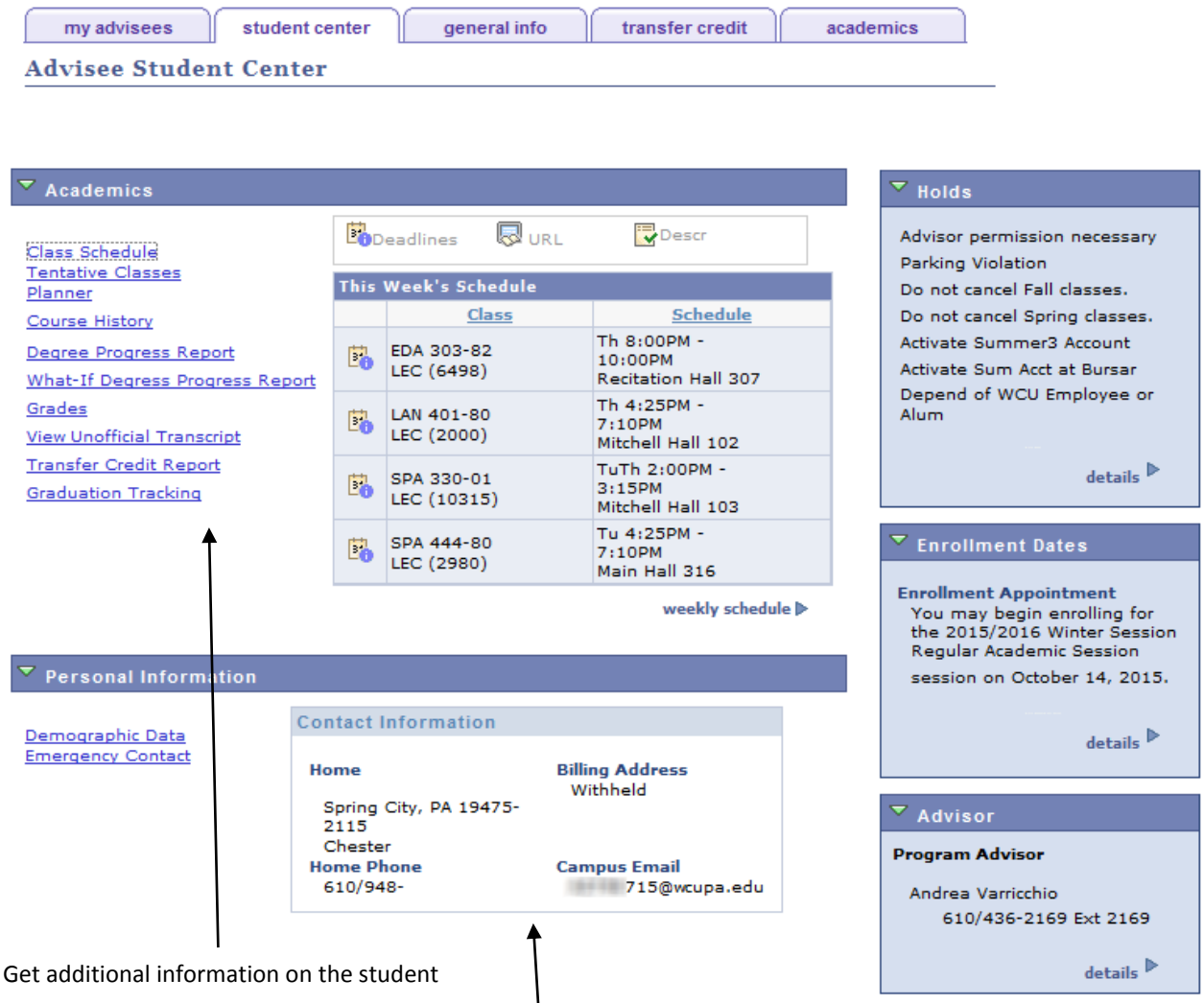
STUDENT SERVICES CENTER

Navigation: Faculty/Admin. Self-Service > Student Services Center



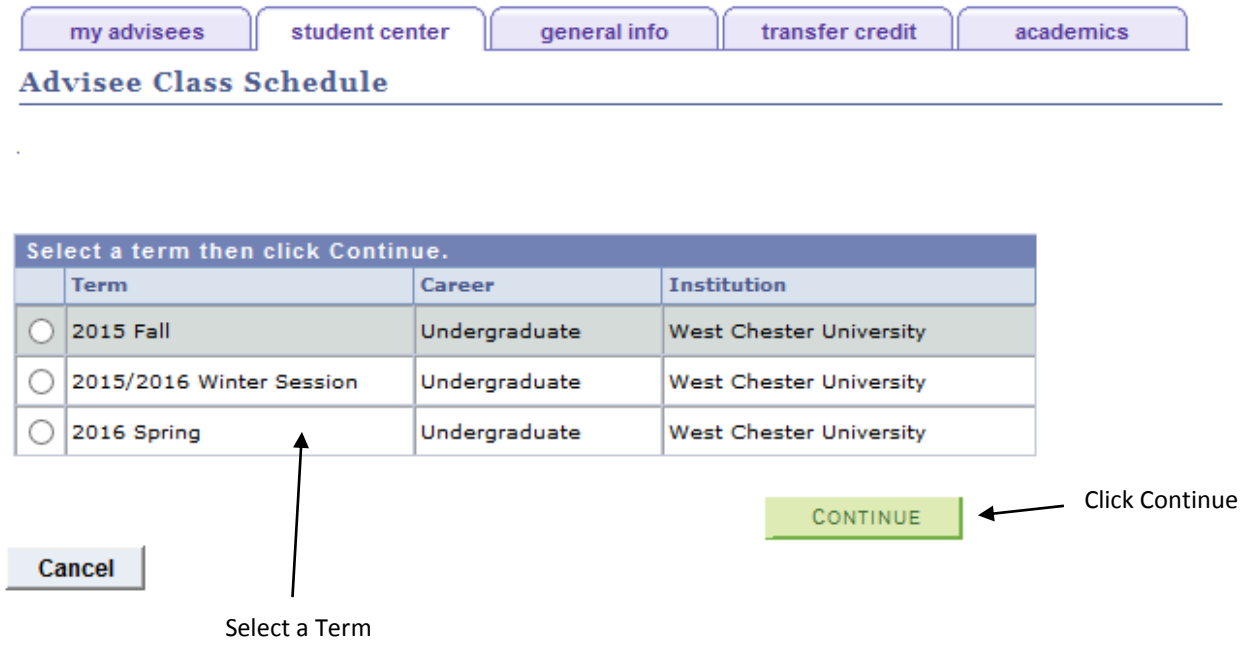
ID = WCU ID w/ a leading zero (7 digits)
Campus ID = SAP id
National ID = Social Security number

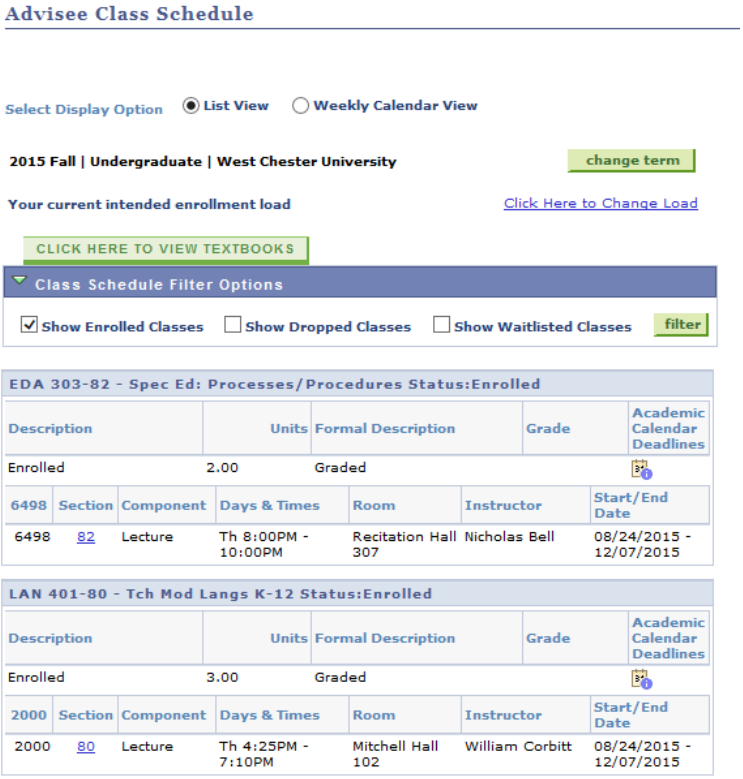
STUDENT CENTER PAGE



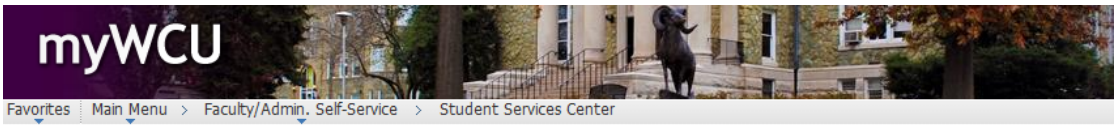
Get additional information on the student

Home address, phone number and campus email will display here.


my advisees
student center
general info
transfer credit
academics
Advisee Class Schedule
Select a term then click Continue.
Term
Career
Institution
2015 Fall
Undergraduate
West Chester University
2015/2016 Winter Session
Undergraduate
West Chester University
2016 Spring
Undergraduate
West Chester University
CONTINUE
Click Continue
Cancel
Select a Term


Advisee Class Schedule
Select Display Option
List View
Weekly Calendar View
2015 Fall | Undergraduate | West Chester University
change term
Your current intended enrollment load
Click Here to Change Load
CLICK HERE TO VIEW TEXTBOOKS
Class Schedule Filter Options
Show Enrolled Classes
Show Dropped Classes
Show Waitlisted Classes
filter
EDA 303-82 - Spec Ed: Processes/Procedures Status:Enrolled
Description
Units
Formal Description
Grade
Academic Calendar Deadlines
Enrolled
2.00
Graded
6498
Section
Component
Days & Times
Room
Instructor
Start/End Date
6498
82
Lecture
Th 8:00PM - 10:00PM
Recitation Hall 307
Nicholas Bell
08/24/2015 - 12/07/2015
LAN 401-80 - Tch Mod Langs K-12 Status:Enrolled
Description
Units
Formal Description
Grade
Academic Calendar Deadlines
Enrolled
3.00
Graded
2000
Section
Component
Days & Times
Room
Instructor
Start/End Date
2000
80
Lecture
Th 4:25PM - 7:10PM
Mitchell Hall 102
William Corbitt
08/24/2015 - 12/07/2015

COURSE HISTORY



my advisees | student center | general info | transfer credit | academics

Advisee Course History

Credit Summary

	Admitted	Holds	CumGPA	TranCr	CumCr + UngCr-(Remed + DupCr) = AdjCr				
UGRD	2125		3.791	78.00	102.00	45.00	0.00	3.00	144.000

Select Display Option
- Hide courses from My Planner
- Show courses from My Planner

Sort results by
Then by
sort

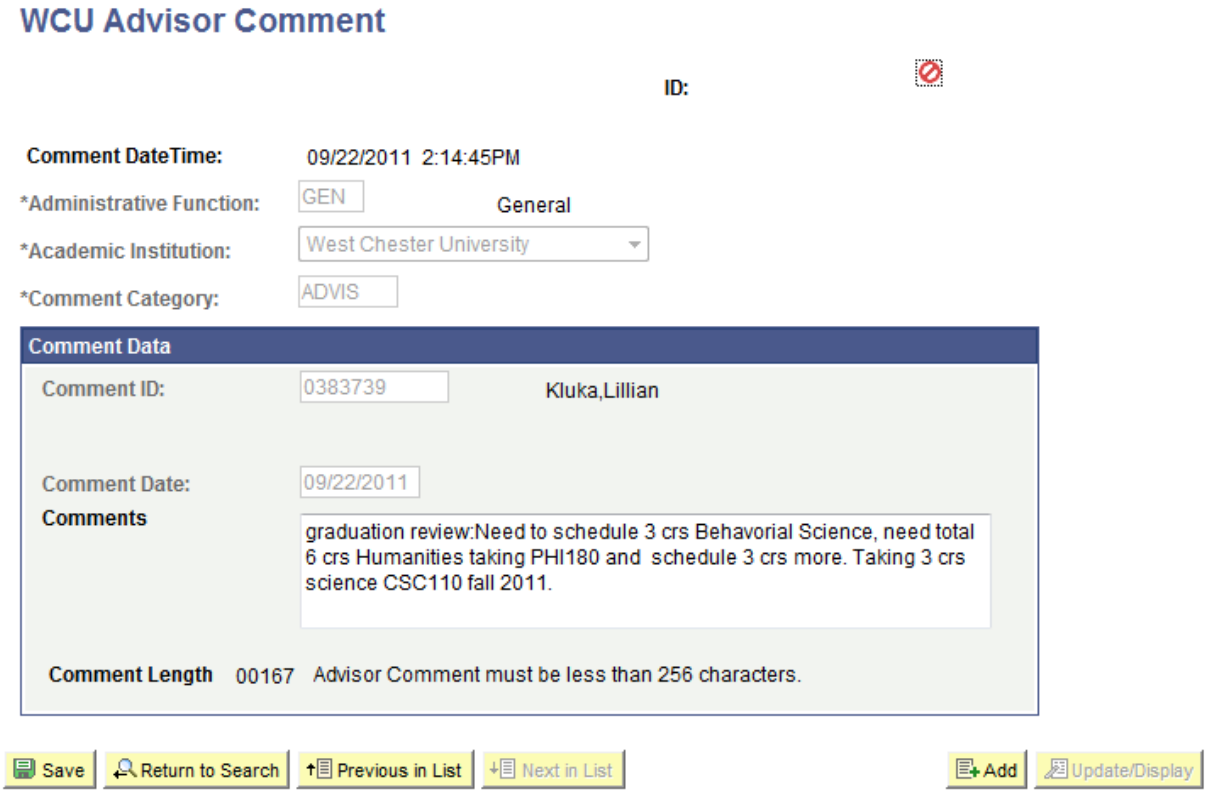
Repeat Codes
NGPA - No Credits, Not Included in GPA
NCRD - No Credits , Included in GPA
REPT - Includes Credits and in GPA

Taken | Transferred | In Progress

Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
ACC 201	Financial Acct	2013 Fall		3.00	◆		
ANT 102	Intro Anthro Cult	2012 Summer 2nd 5-Week Session	B+	3.00	✓		
ARH 103	Art History I	2012 Fall	T	3.00	⇦		
ARH 104	Art History II	2012 Fall	T	3.00	⇦		
ARH 419	Women Artists	2013 Fall		3.00	◆		
ART 106	Begin Drawing	2012 Fall	T	3.00	⇦		
ART 106	Begin Drawing	2013 Summer 1st 5-Week Session		3.00	◆		
ART 111	Basic Design (2-D)	2012 Fall	T	3.00	⇦		
ART 112	Color Theory & Practice	2012 Fall	T	3.00	⇦		
ART 113	Digital Media	2013 Summer 2nd 5-Week Session		3.00	◆		
ART 206	Intermed Drawing	2012 Fall	T	3.00	⇦		
ART 220	Fund 3-D Design	2012 Fall	T	3.00	⇦		

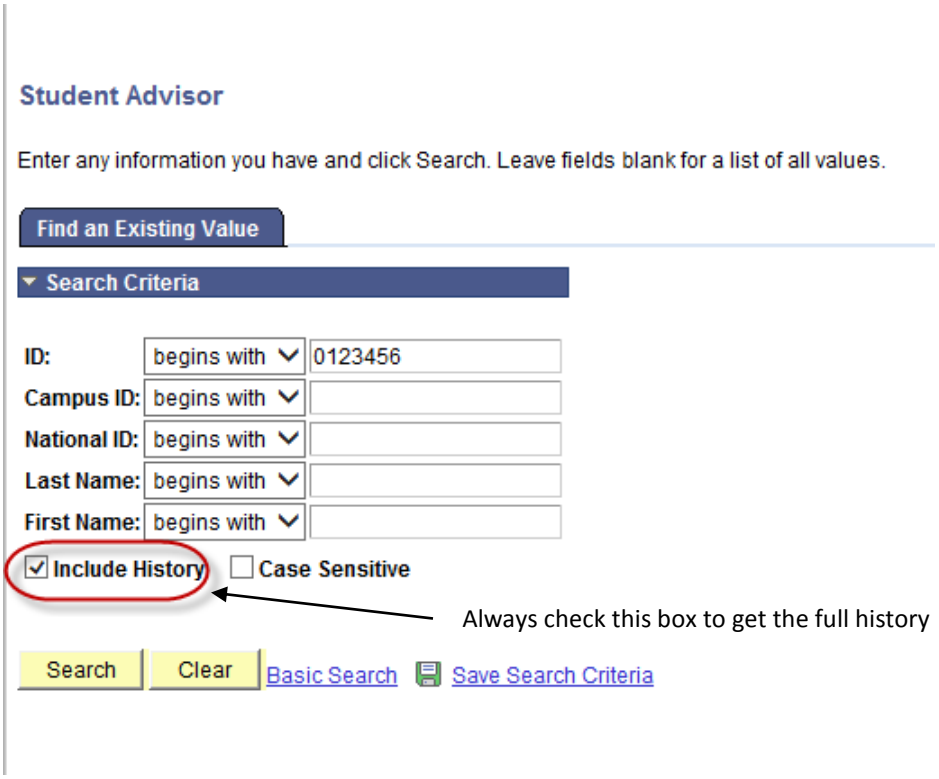
ADVISOR COMMENTS

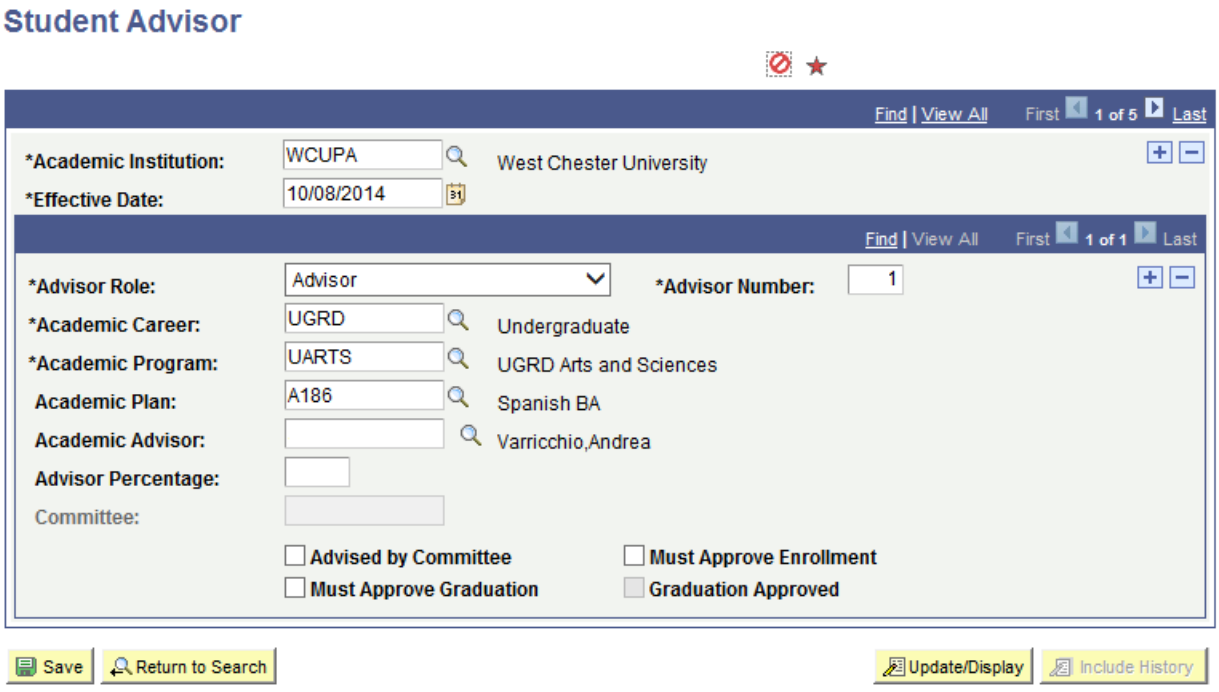
Navigation: Faculty/Admin. Self-Service > WCU Advisor Comments



STUDENT ADVISOR

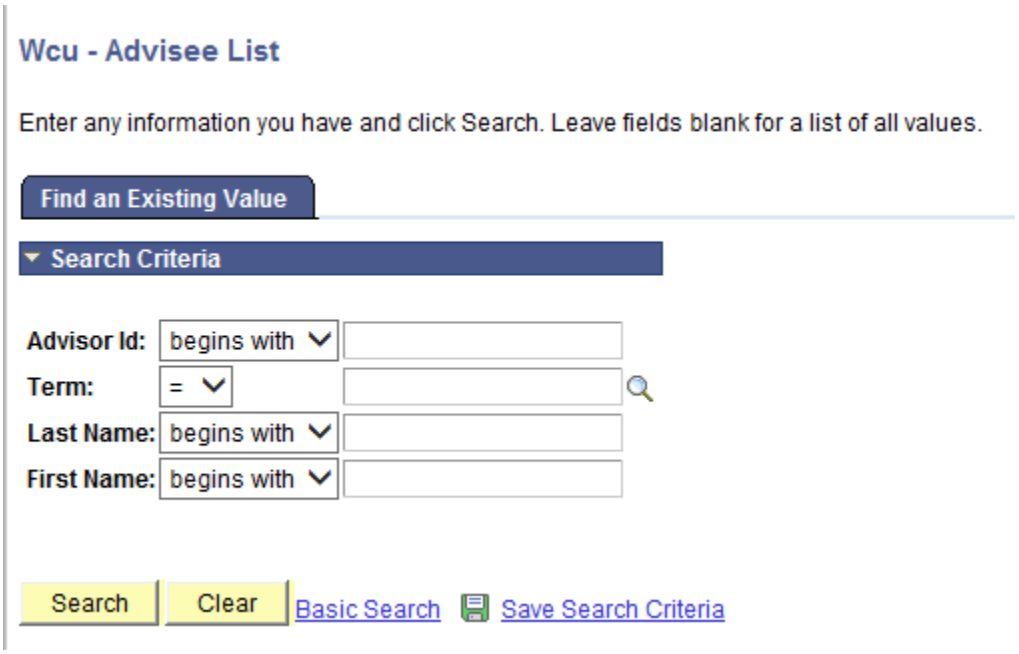
Navigation: Faculty/Admin. Self-Service > Student Advisor

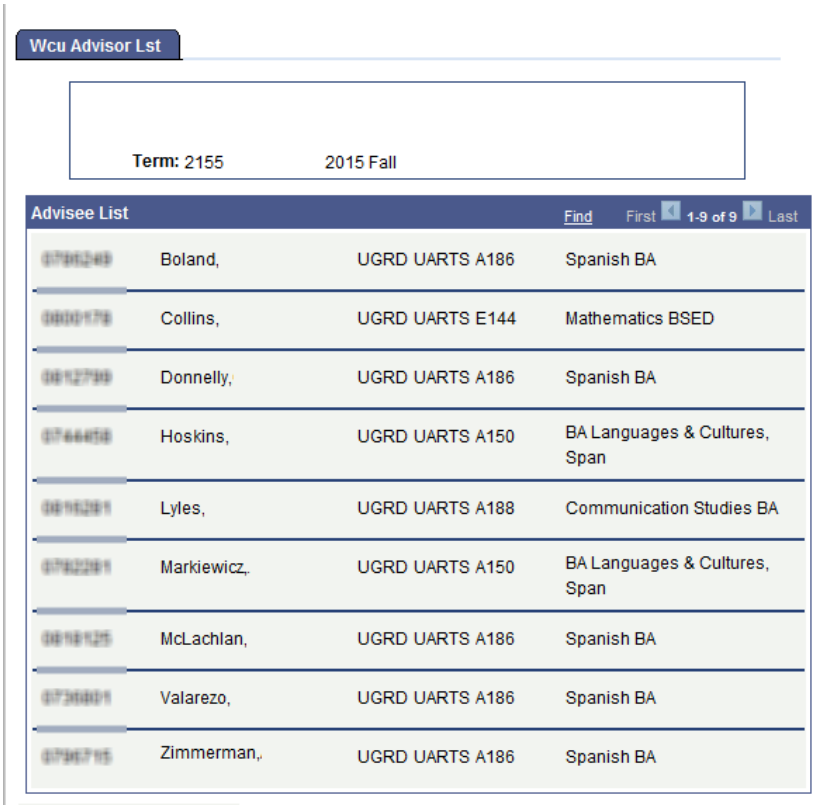

Student Advisor
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
ID: begins with 0123456
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with
Include History
Case Sensitive
Always check this box to get the full history
Search
Clear
Basic Search
Save Search Criteria


Student Advisor
Find | View All First 1 of 5 Last
*Academic Institution: WCUPA West Chester University
*Effective Date: 10/08/2014
Find | View All First 1 of 1 Last
*Advisor Role: Advisor
*Advisor Number: 1
*Academic Career: UGRD Undergraduate
*Academic Program: UARTS UGRD Arts and Sciences
Academic Plan: A186 Spanish BA
Academic Advisor: Varricchio,Andrea
Advisor Percentage:
Committee:
Advised by Committee
Must Approve Enrollment
Must Approve Graduation
Graduation Approved
Save
Return to Search
Update/Display
Include History

ADVISEE LIST

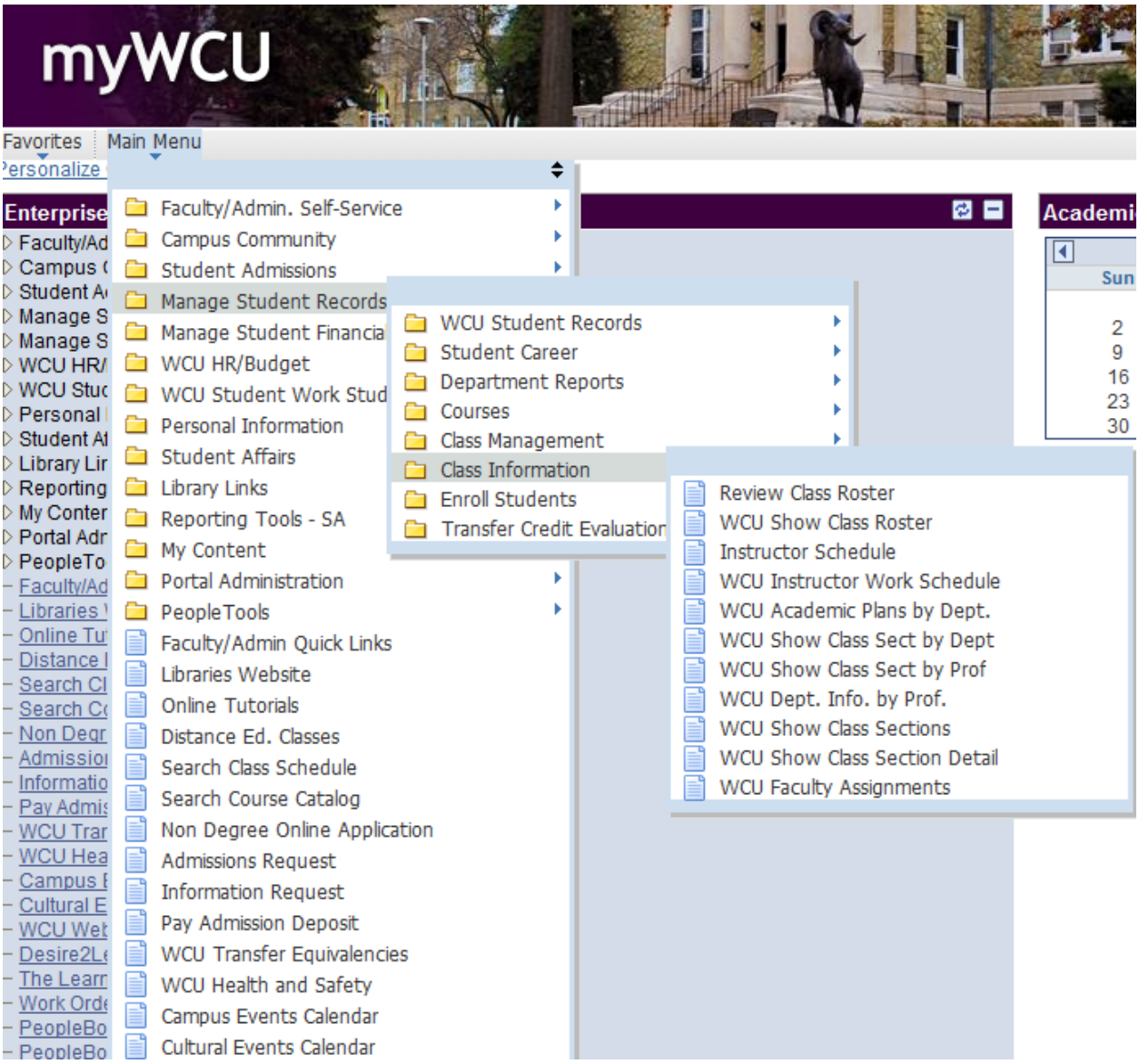
Navigation: Faculty/Admin. Self-Service > WCU Advisee List





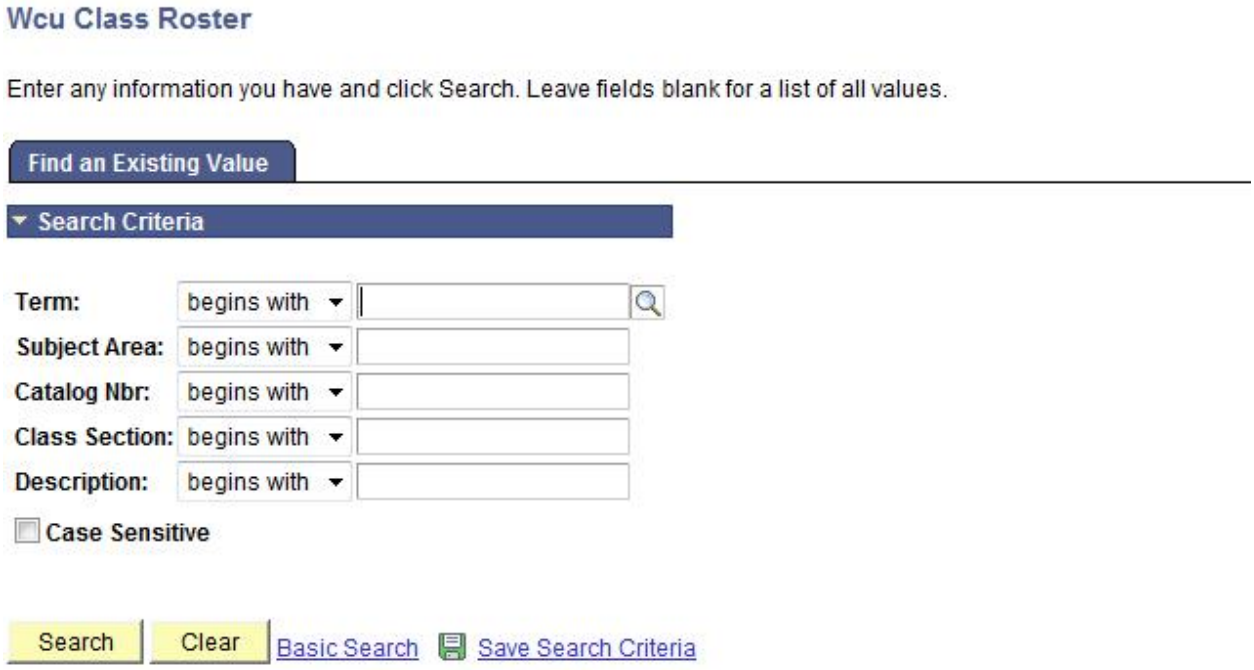
CLASS INFORMATION

Navigation: Manage Student Records > Class Information



CLASS ROSTER

Navigation: Manage Student Records > Class Information > WCU Show Class Roster



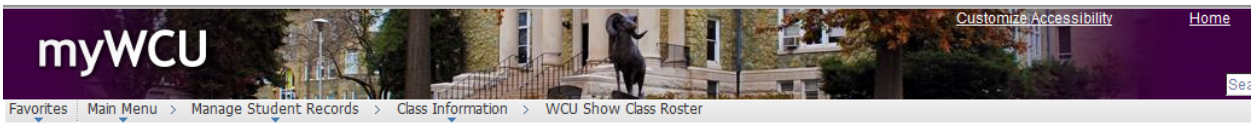
Enter the Term, Subject Area, Catalog Number and Class Section and click Search.

Term is a 4 digit number:
The first digit represents the millennium year 2000 (=2)
The second and third digits represents the calendar year (2016 = 16)
The fourth digit represents the Semester

- Spring semester is always 1
- Summer sessions are 2, 3, or 4
- Fall semester is always 5
- Winter session is 6

For example: 215<u>5</u> = Fall 2015, 216<u>1</u>= Spring 2016

This is the Class Roster for Accounting 201 section 01 for the 2015 Fall semester:



Print | New

Term: 2155 2015 Fall
Class: ACC 201 01 Financial Acct
Instructor:
Time: 9:00AM - 9:50AM MWF Location: Anderson Hall 213

Total Enrolled: 36
Total Waitlisted: 0

Enrollment Status Enrolled

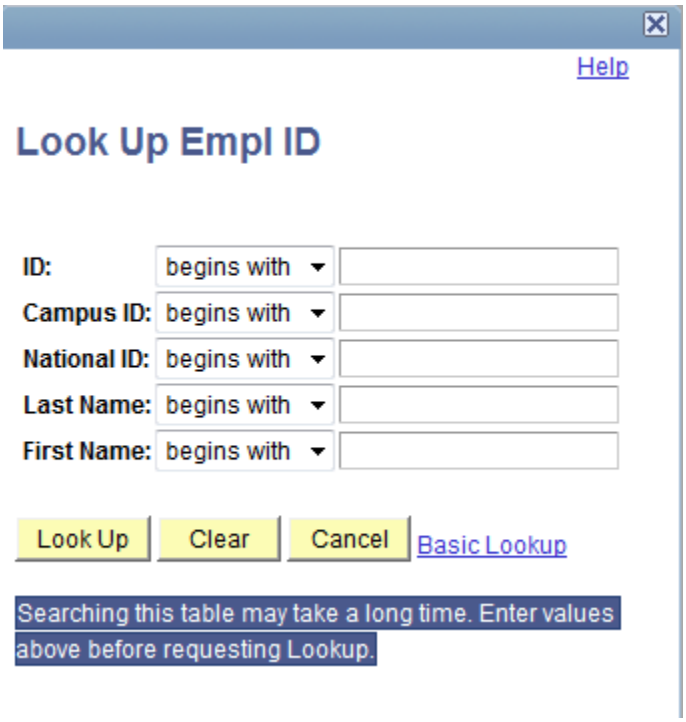
Class Roster

Personalize | Find | First 1-36 of 36 Last

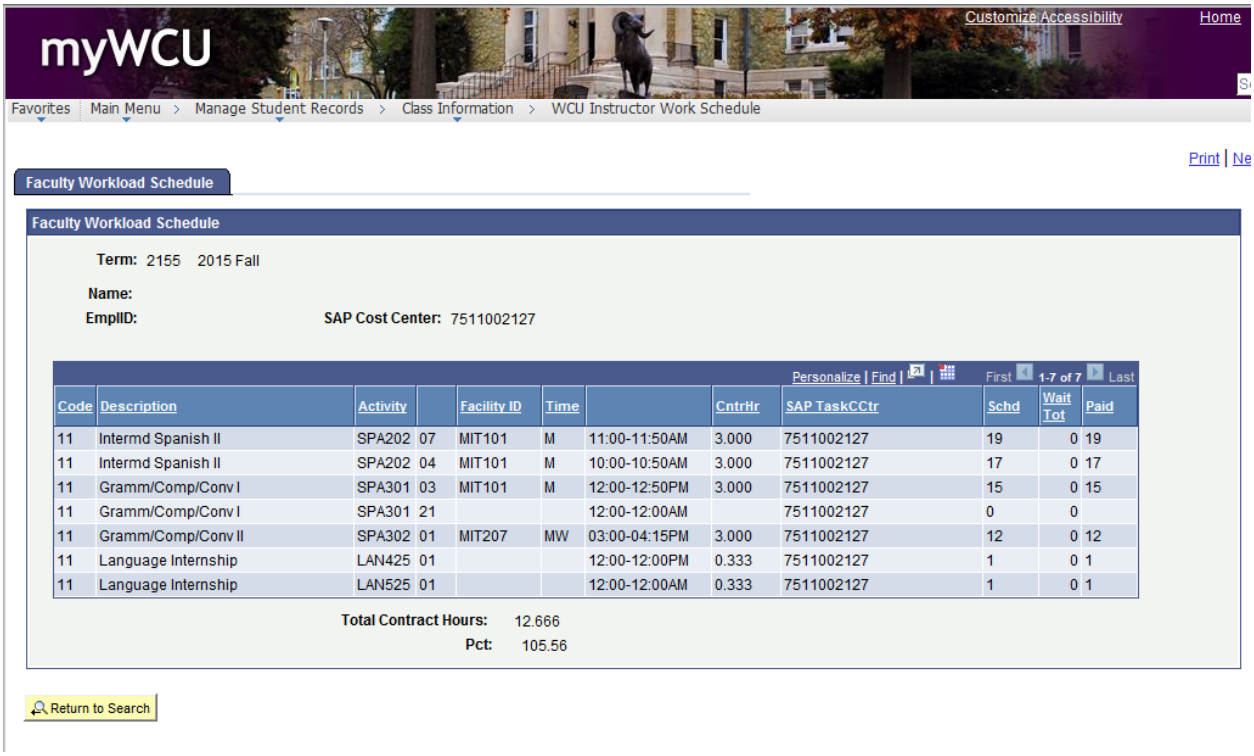
ID	Name	Paid Status	Grade	Term Credits Attempted	Total Cumulative Units	Term GPA	Cum GPA	Career	Plans	Clearances expire on:
[redacted]	Angello, [redacted]	Paid		15.000	33.000	0.000	3.700	UGRD	Pre-Business:Management BS	
[redacted]	Bacchi, [redacted]	Paid		15.000	27.000	0.000	3.740	UGRD	Undeclared Internal Tran UNDCL	
[redacted]	Belton, [redacted]	Paid	W	6.000	37.000	0.000	2.560	UGRD	Pre-Business:Marketing BS	
[redacted]	Billones, [redacted]	Paid		15.000	30.000	0.000	3.170	UGRD	Undeclared General UNDECL	
[redacted]	Butte, [redacted]	Paid	W		62.000	0.000	0.000	UGRD	Mathematics: Actuarial Sci BS	
[redacted]	Carlson, [redacted]	Paid		13.000	140.000	0.000	3.350	UGRD	Mathematics: Actuarial Sci BS	
[redacted]	Cavanaugh, [redacted]	Paid		15.000	29.000	0.000	0.000	UGRD	Pre-Business:Management BS	
[redacted]	Chan, [redacted]	Paid		15.000	27.000	0.000	3.740	UGRD	Pre-Business:Management BS	
[redacted]	Cirillo, [redacted]	Paid		15.000	75.000	0.000	3.500	UGRD	Undeclared Internal Tran UNDCL	
[redacted]	Claghorn, [redacted]	Paid		15.000	77.000	0.000	3.670	UGRD	Pre-Business: Eco-Finance BS	

Navigation: Manage Student Records > Class Information > WCU Instructor Work Schedule

If you don't know the Employee ID number (Empl ID), click the magnifying glass to perform a search.

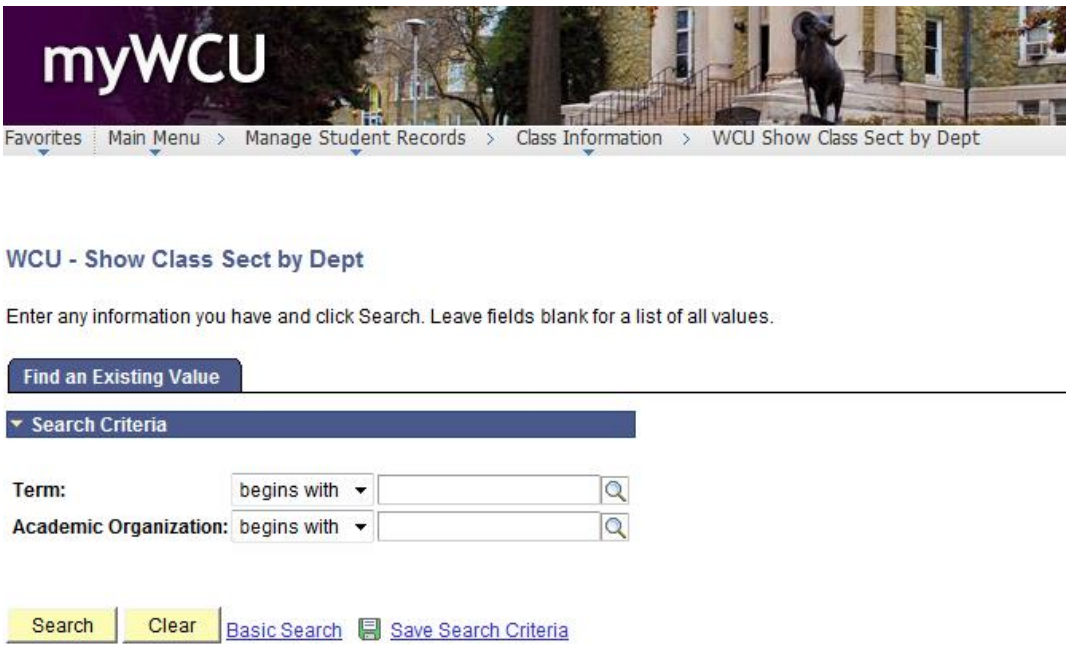


ID = WCU ID w/ a leading zero (7 digits)
Campus ID = SAP id
National ID = Social Security number



SHOW CLASS SECTIONS BY DEPARTMENT

Navigation: Manage Student Records > Class Information > WCU Show Class Sect by Dept



Print | New Window | Help | Personalize Page |

Class Listing By Dept

2155 2015 Fall FLG Foreign Languages

Acad Career: Undergrad Enrolled: (Ex. 25) Get Classes

Status: Attributes: (ex. WJ)

Level Range: (Ex. 100-300)

Personalize | Find | First 1-164 of 164 Last

CISt	EnSt	Course		Title	Topic	Time		Room	Cred	Max	Sch	Wait Cap	Wait Tot	Attr	Faculty	Class Notes
A	O	ARB101	01	Modern Arabic I		MWF	09:00-09:50AM	MIT102	3 \ 3	31	15	0	0		Amer,Mahmoud A	
A	O	ARB101	90	Modern Arabic I		W	04:00-05:00PM	MIT101	3 \ 3	15	11	0	0	K	Amer,Mahmoud A	
A	O	ARB201	01	Modern Arabic III		MWF	11:00-11:50AM	MIT102	3 \ 3	28	7	0	0		Iskandarani,Lana	
A	C	ARB202	01	Modern Arabic IV			12:00-12:00PM		3 \ 3	1	2	0	0	V	Amer,Mahmoud A	Individualized Instruction
A	O	ARB301	01	Adv Modern Standard Arabic I		W	12:00-01:00PM	MIT107	3 \ 3	10	3	0	0	V	Iskandarani,Lana	Individualized Instruction
A	O	CHI101	01	Elementary Chinese I		TR	04:25-05:40PM	AND217	3 \ 3	31	14	0	0		Zhou,Yunong	
A	O	CHI101	21	Elementary Chinese I			12:00-12:00AM		3 \ 3	3		0	0		Zhou,Yunong	Credit By Exam
A	O	CHI102	21	Elementary Chinese II			12:00-12:00AM		3 \ 3	3		0	0		Zhou,Yunong	Credit By Exam
A	O	CHI201	01	Intermediate Chinese I		TR	05:45-07:00PM	AND217	3 \ 3	28	7	0	0		Zhou,Yunong	
A	C	CHI301	01	Advanced Chinese I		TR	12:30-01:45PM	MNH415	3 \ 3	5	6	0	0	V	Zhou,Yunong	Individualized Instruction
A	O	CHI302	21	Advanced Chinese II			12:00-12:00AM		3 \ 3	3		0	0		Zhou,Yunong	Credit By Exam
A	C	EFR350	01	Fren Civ on Film		TR	09:30-10:45AM	MIT203	3 \ 3	33	33	0	0	FFA	Sage,Michel H.	
A	O	EGE409	01	Holocaust Lit/Flm		MW	04:25-05:40PM	MNH215	3 \ 3	33	17	0	0	FGER	Moser,Joseph W	
A	O	EIT321	81	Images of Italy		TR	04:25-05:40PM	MIT203	3 \ 3	30	24	0	0	FIT	Master,David A	

SHOW CLASS SECTIONS BY PROFESSOR

Navigation: Manage Student Records > Class Information > WCU Show Class Sections by Professor

WCU - Show Class Sect by Prof

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

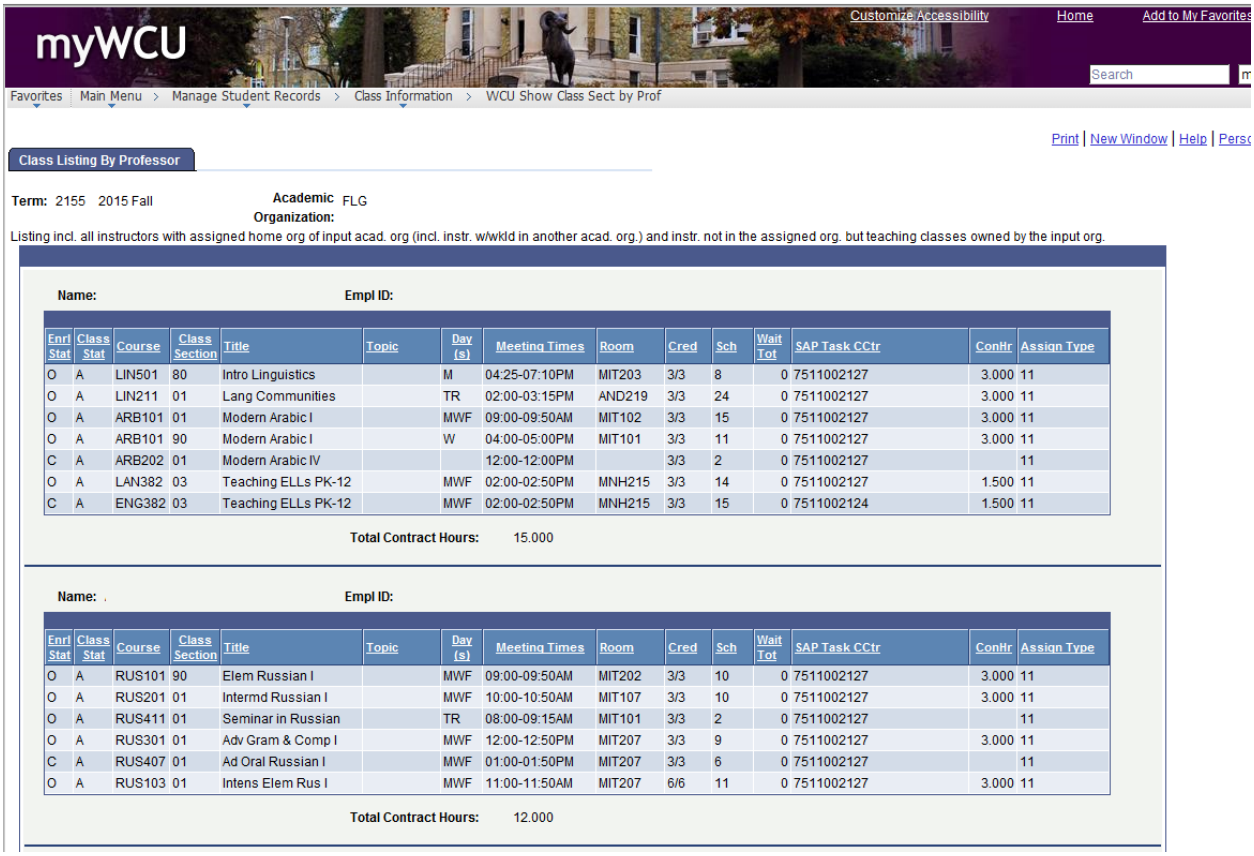
Search Criteria

Term: begins with

Academic Organization: begins with

Search Clear Basic Search Save Search Criteria

By searching 2155 (2015 Fall semester) and FLG (Foreign Languages), the following results are found:



myWCU

Customize Accessibility | Home | Add to My Favorites

Search

Favorites | Main Menu > Manage Student Records > Class Information > WCU Show Class Sect by Prof

Print | New Window | Help | Pers

Class Listing By Professor

Term: 2155 2015 Fall **Academic Organization:** FLG

Listing incl. all instructors with assigned home org of input acad. org (incl. instr. w/wkld in another acad. org.) and instr. not in the assigned org. but teaching classes owned by the input org.

Name: **Empl ID:**

Enrl Stat	Class Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	Wait Tot	SAP Task CCtr	ConHr	Assign Type
O	A	LIN501	80	Intro Linguistics		M	04:25-07:10PM	MIT203	3/3	8	0	7511002127	3.000	11
O	A	LIN211	01	Lang Communities		TR	02:00-03:15PM	AND219	3/3	24	0	7511002127	3.000	11
O	A	ARB101	01	Modern Arabic I		MWF	09:00-09:50AM	MIT102	3/3	15	0	7511002127	3.000	11
O	A	ARB101	90	Modern Arabic I		W	04:00-05:00PM	MIT101	3/3	11	0	7511002127	3.000	11
C	A	ARB202	01	Modern Arabic IV			12:00-12:00PM		3/3	2	0	7511002127		11
O	A	LAN382	03	Teaching ELLs PK-12		MWF	02:00-02:50PM	MNH215	3/3	14	0	7511002127	1.500	11
C	A	ENG382	03	Teaching ELLs PK-12		MWF	02:00-02:50PM	MNH215	3/3	15	0	7511002124	1.500	11

Total Contract Hours: 15.000

Name: . **Empl ID:**

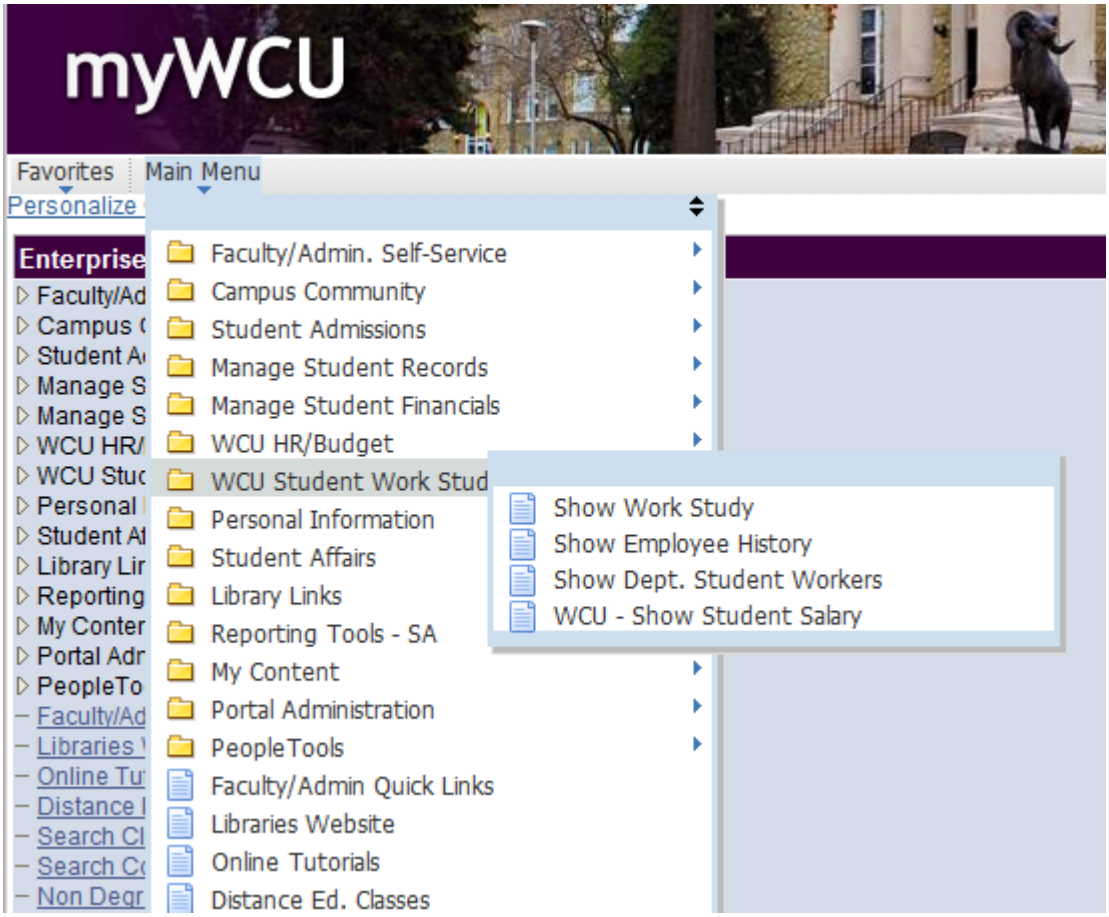
Enrl Stat	Class Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	Wait Tot	SAP Task CCtr	ConHr	Assign Type
O	A	RUS101	90	Elem Russian I		MWF	09:00-09:50AM	MIT202	3/3	10	0	7511002127	3.000	11
O	A	RUS201	01	Intermd Russian I		MWF	10:00-10:50AM	MIT107	3/3	10	0	7511002127	3.000	11
O	A	RUS411	01	Seminar in Russian		TR	08:00-09:15AM	MIT101	3/3	2	0	7511002127		11
O	A	RUS301	01	Adv Gram & Comp I		MWF	12:00-12:50PM	MIT207	3/3	9	0	7511002127	3.000	11
C	A	RUS407	01	Ad Oral Russian I		MWF	01:00-01:50PM	MIT207	3/3	6	0	7511002127		11
O	A	RUS103	01	Intens Elem Rus I		MWF	11:00-11:50AM	MIT207	6/6	11	0	7511002127	3.000	11

Total Contract Hours: 12.000

WCU STUDENT WORK STUDY

Navigation: WCU Student Work Study > Show Work Study

*You must have appropriate WCU Student Work Study access to view this information.



SHOW WORK STUDY

Show Work Study

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:	begins with	
Term:	begins with	
Aid Year:	begins with	
National ID:	begins with	
Last Name:	begins with	
First Name:	begins with	

Case Sensitive

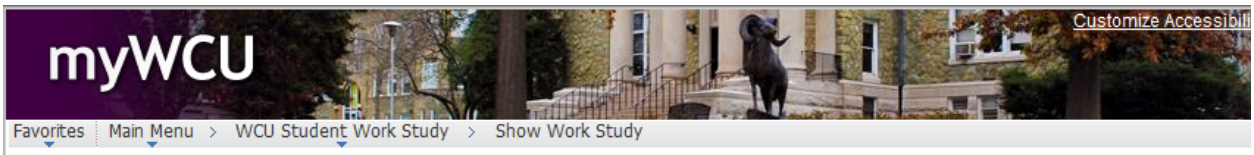
Search Clear Basic Search Save Search Criteria

ID = **WCU ID w/ a leading zero (7 digits)**

Term is a 4 digit number:
The first digit represents the millennium year 2000 (=2)
The second and third digits represents the calendar year (2015 = 15)
The fourth digit represents the Semester

- Spring semester is always 1
- Summer sessions are 2, 3, or 4
- Fall semester is always 5
- Winter session is 6

For example: 2155 = Fall 2015, 2161 = Spring 2016



Favorites | Main Menu > WCU Student Work Study > Show Work Study

Show Work Study

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:	begins with	
Term:	begins with	
Aid Year:	begins with	
National ID:	begins with	
Last Name:	begins with	
First Name:	begins with	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

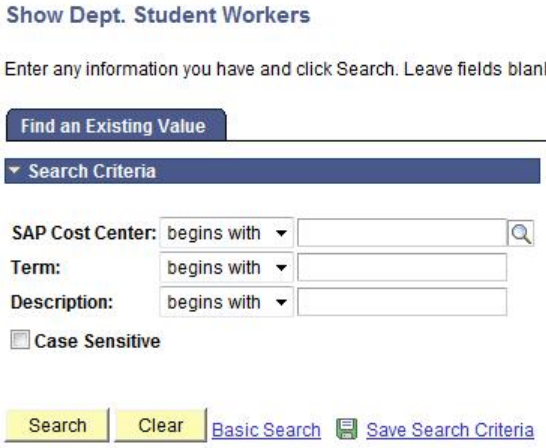
Search Results

View All — First 1-11 of 11 Last

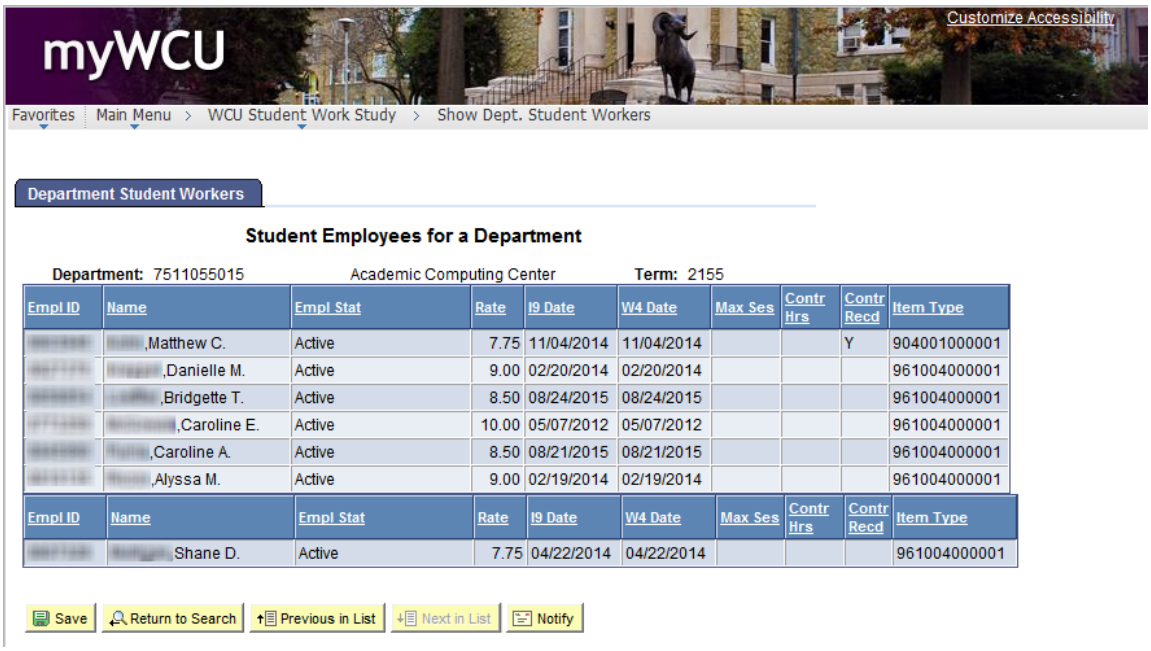
ID	Name	Gender	Date of Birth	National ID	National ID Country	NID Short Description	Last Name	First Name	Term	Aid Year
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2155	2016
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2153	2016
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2151	2015
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2145	2015
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2143	2015
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2141	2014
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2135	2014
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2133	2014
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2131	2013
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2125	2013
[redacted]	[redacted] Caroline E.	Female	03/06	***** [redacted]	USA	SSN	[redacted]	CAROLINE	2123	2013

SHOW DEPARTMENT STUDENT WORKERS

Navigation: WCU Student Work Study > Show Dept. Student Workers

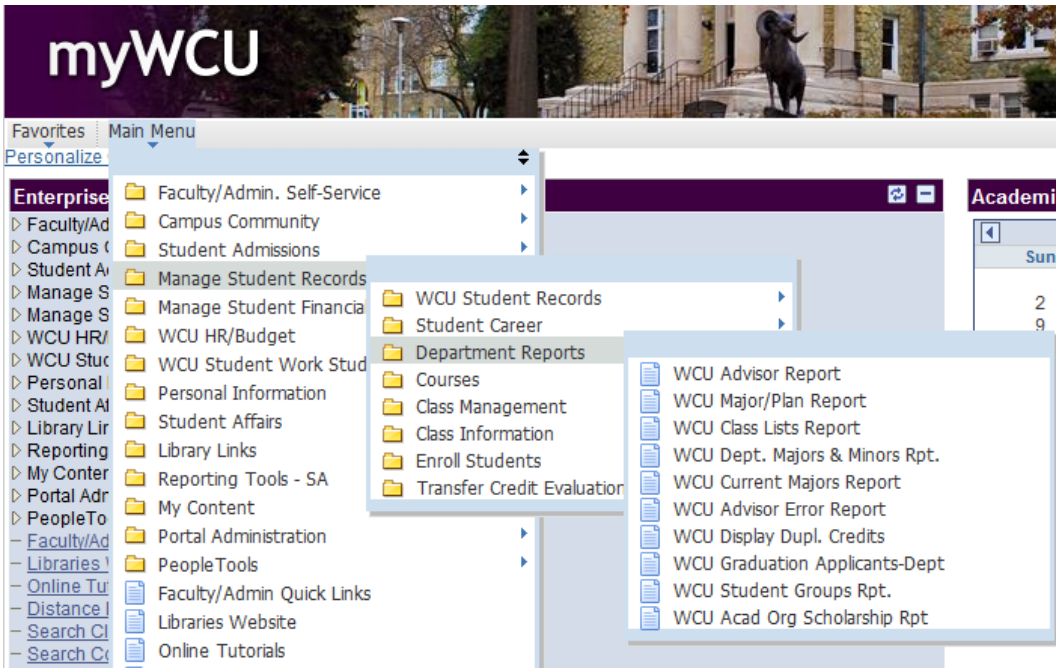


Enter the 10 digit SAP Cost Center and the Term, and then click Search

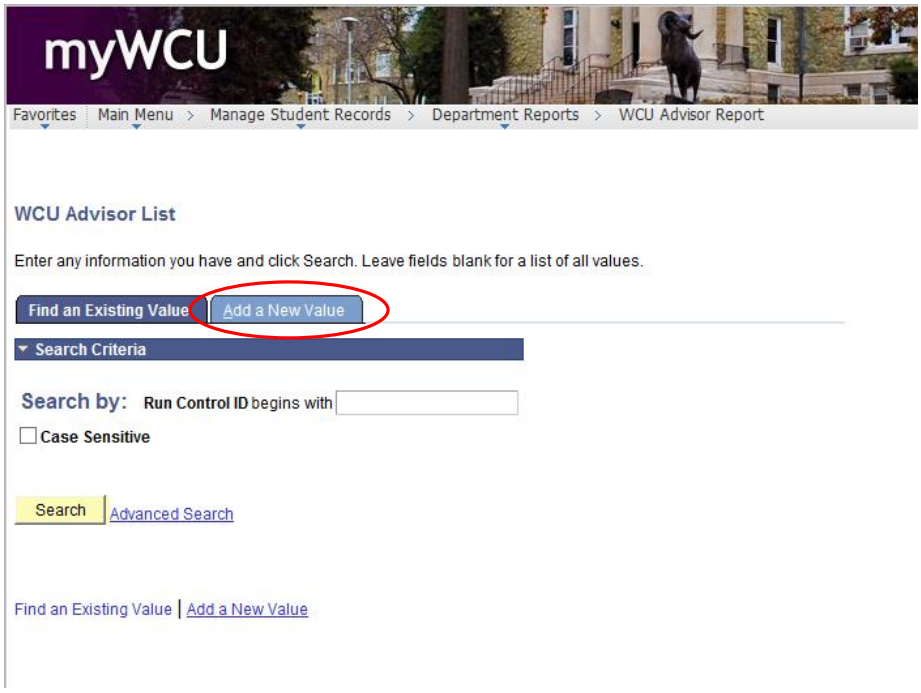


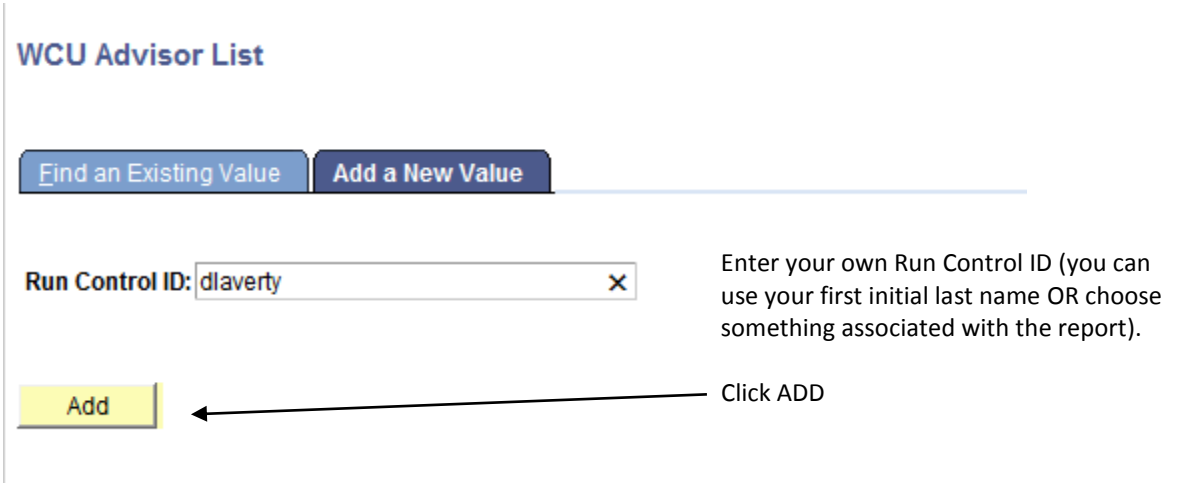
WCU ADVISOR REPORT

Navigation: Manage Student Records > Department Reports >WCU Advisor Report

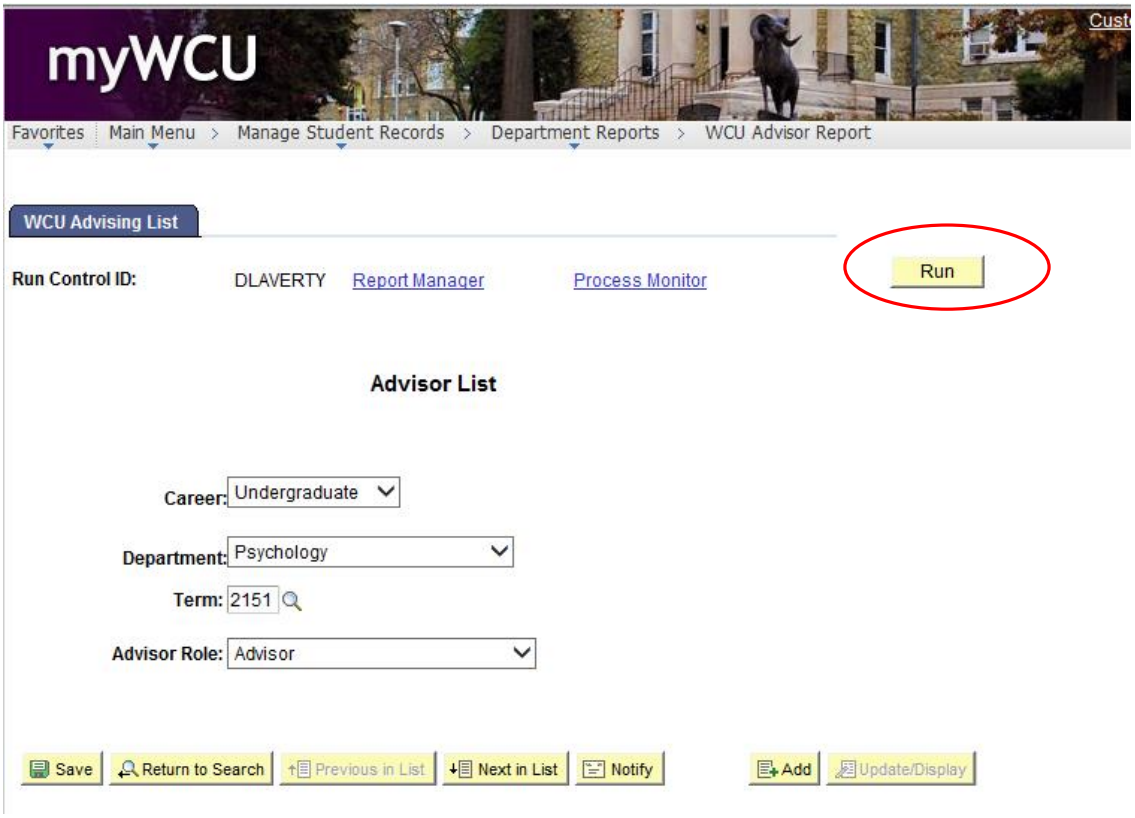


If you have never run a report that requires a run control id, then you should select "Add a New Value"





IMPORTANT! After you have selected your run control ID, you simply enter it for any future reports, rather than selecting a new value.

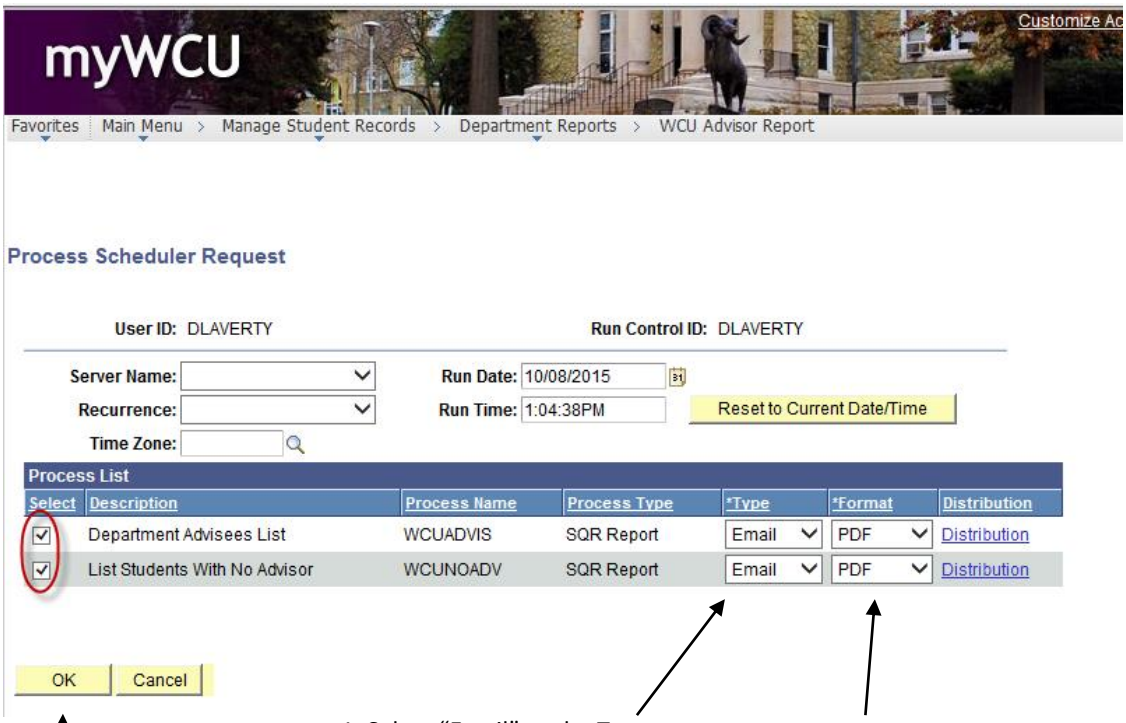


Enter your search criteria:

1. Use the drop down menus to make your selections.
2. Use the magnifying glass, if necessary.

Click the Run button.

Select the check box for the option you desire:

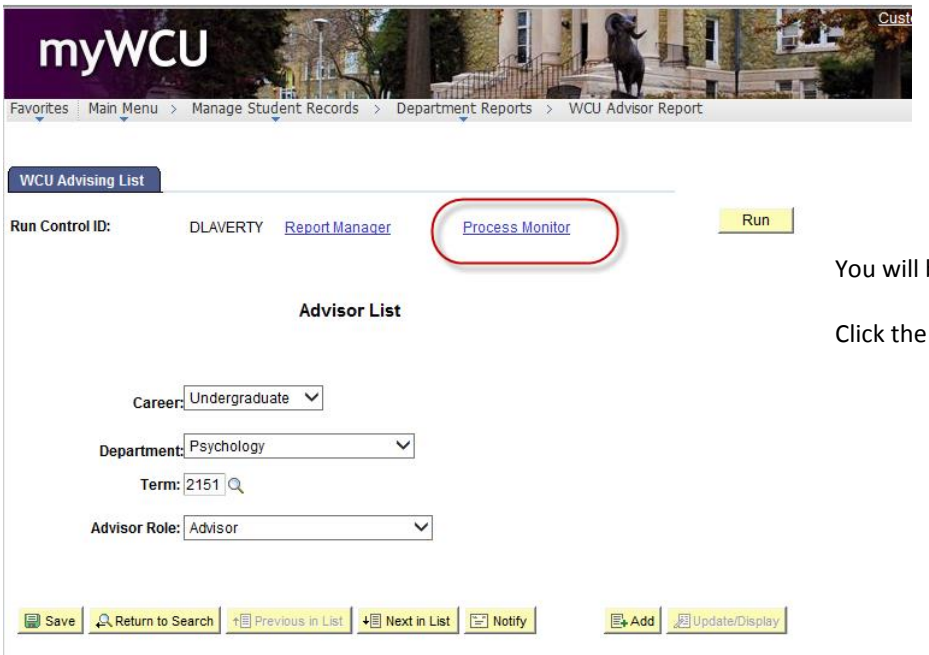


1. Select "Email" as the Type

2. Select PDF format.

Change Format to "CSV" ONLY if you select the Name, ID Format report.

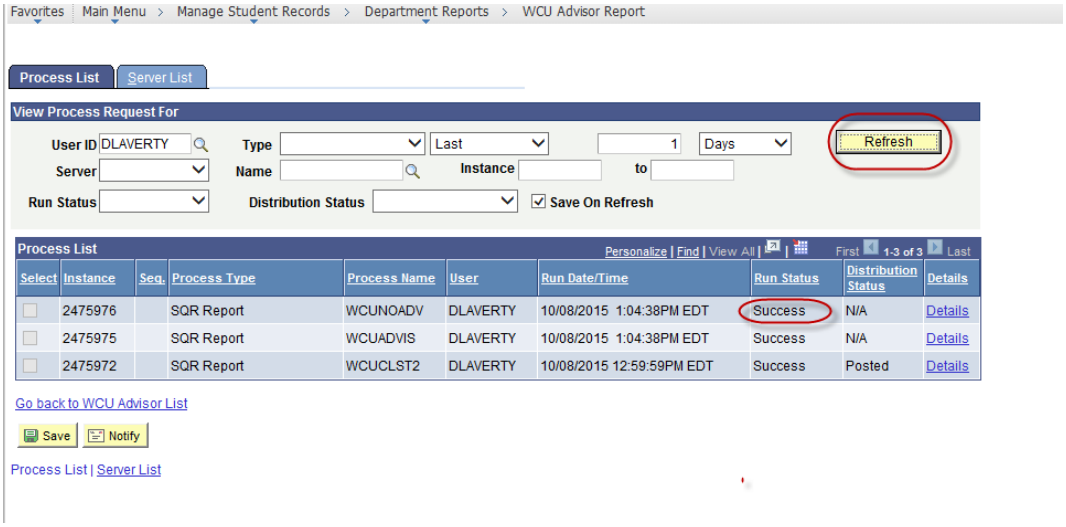
3. Click OK



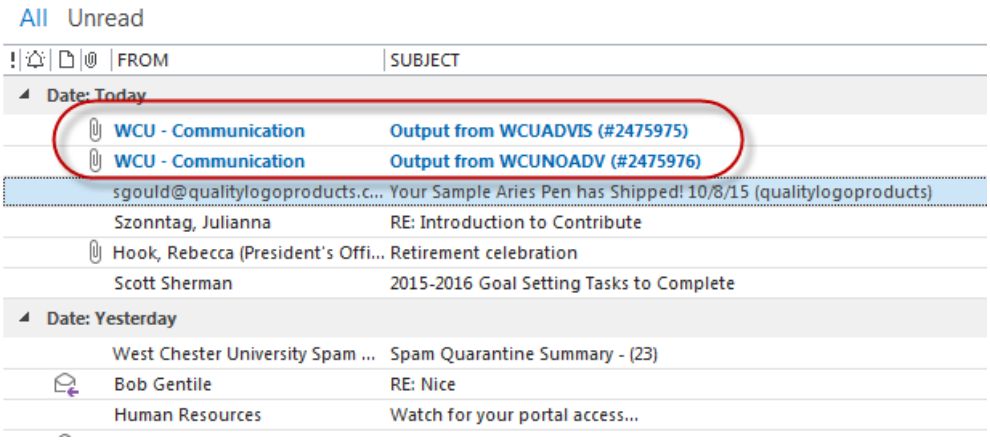
You will be returned to the previous page.

Click the Process Monitor link.

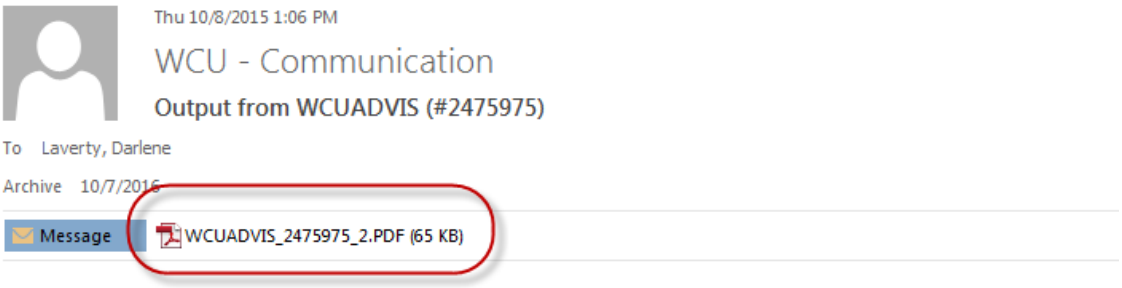
Click the Refresh button to show any updates. When the Run Status is “Success” check your email for the output.



The report will be sent from WCU – Communication:



Click the file to read or print the report:



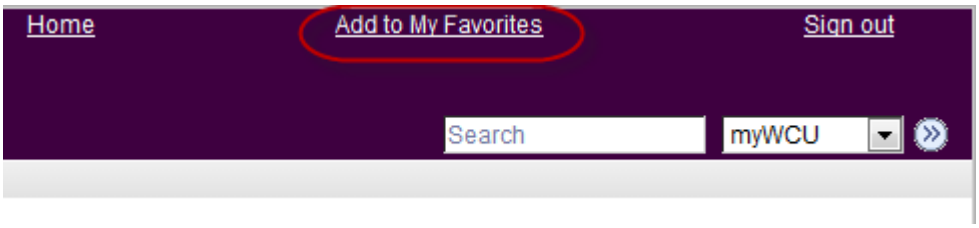
Message from Process Scheduler running on system WCUPSSAPROCP01, using database SPRD:

SETTING PS FAVORITES

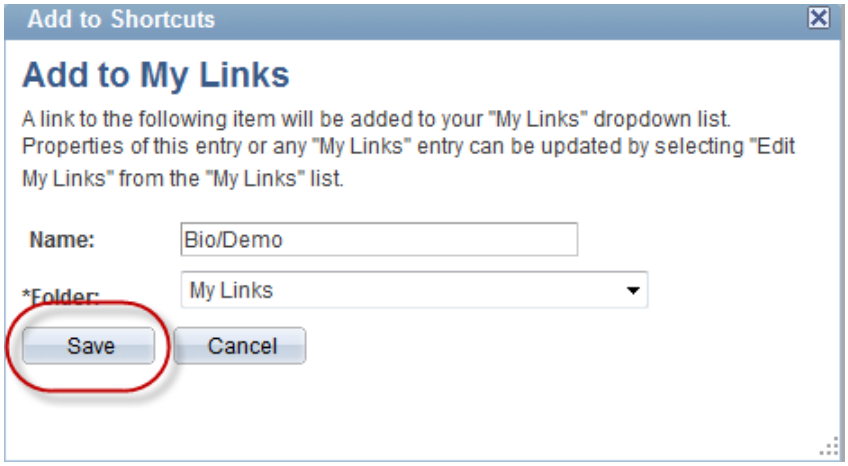
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

Once you know the pages you will use frequently, set them as a PS Favorite.

1. Access the search page you want to bookmark and then click the Add to My Favorites link at the top of the page.



2. You will get this screen. Give the Favorite a name and click the Save button.



The page is saved to your MyFavorites pagelet and you can navigate from there in the future. You can update your Favorites by clicking the Edit myFavorites button.

IMPORTANT PEOPLESOFT TIPS

- Allows you to download to an Excel spreadsheet
- Magnifying Glass signifies a search key
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- Term = 4 digits (e.g. 2155 = Fall 2015, 2161 = Spring 2016)
- EmplID = WCU ID w/ a leading zero (7 digits)
- Include History = Always check this box to get the full history
- Hide the URL bar by hitting the F11 key on your keyboard
- Hide your navigation menu by clicking on the "-" key
- Set your PS Favorites to minimize navigation
- Positive Service Indicator = fee waiver; scholarship
- Negative Service Indicator = a hold on the student's account; advisor has not opened student's schedule; parking fines; Library hold; Financial Aid.

Notes: