

PeopleSoft Training Outline

Target Audience:

Staff members seeking assistance on how to access and navigate myWCU.

Prerequisites:

Description:

During this session, attendees will learn how to navigate the Student Services Center, obtain information on Work/Study students within your department, and view class information (faculty work schedules and rosters, running departmental reports). Participation in this class is a requirement for account and security privileges.

Course Includes:

- Logging in and accessing myWCU
- Faculty/Administrative Self-Service
 - Student advisor
 - WCU Advisee list
- Manage student records
 - Class information
 - Department reports
- WCU student work/study
- Setting PS favorites
- Other helpful tips