



# **PeopleSoft 9.0**

## **End-User Training**

### **ACCESSING AND VIEWING PEOPLESOFT WEB-BASED TRAINING - HUMAN RESOURCES/STUDENT ADMIN**

PARTICIPANT GUIDE

PEOPLESOFT FDM FOR EDUCATION AND  
GOVERNMENT 9.0  
PEOPLESOFT ACCESSING AND VIEWING WBT  
SEPTEMBER 2008

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**FDM for Education and Government: Accessing and Viewing PeopleSoft Web-Based Training - Human Resources**

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## **Accessing and Viewing PeopleSoft Web-Based Training - Human Resources**

### **Procedure**

Web-Based Training (WBT) is currently available for PeopleSoft 9.0. The following tutorial will instruct you on how to access the **PeopleSoft 9.0 Human Resources WBT** webpage and select and view different training manuals and topics contained in each manual.

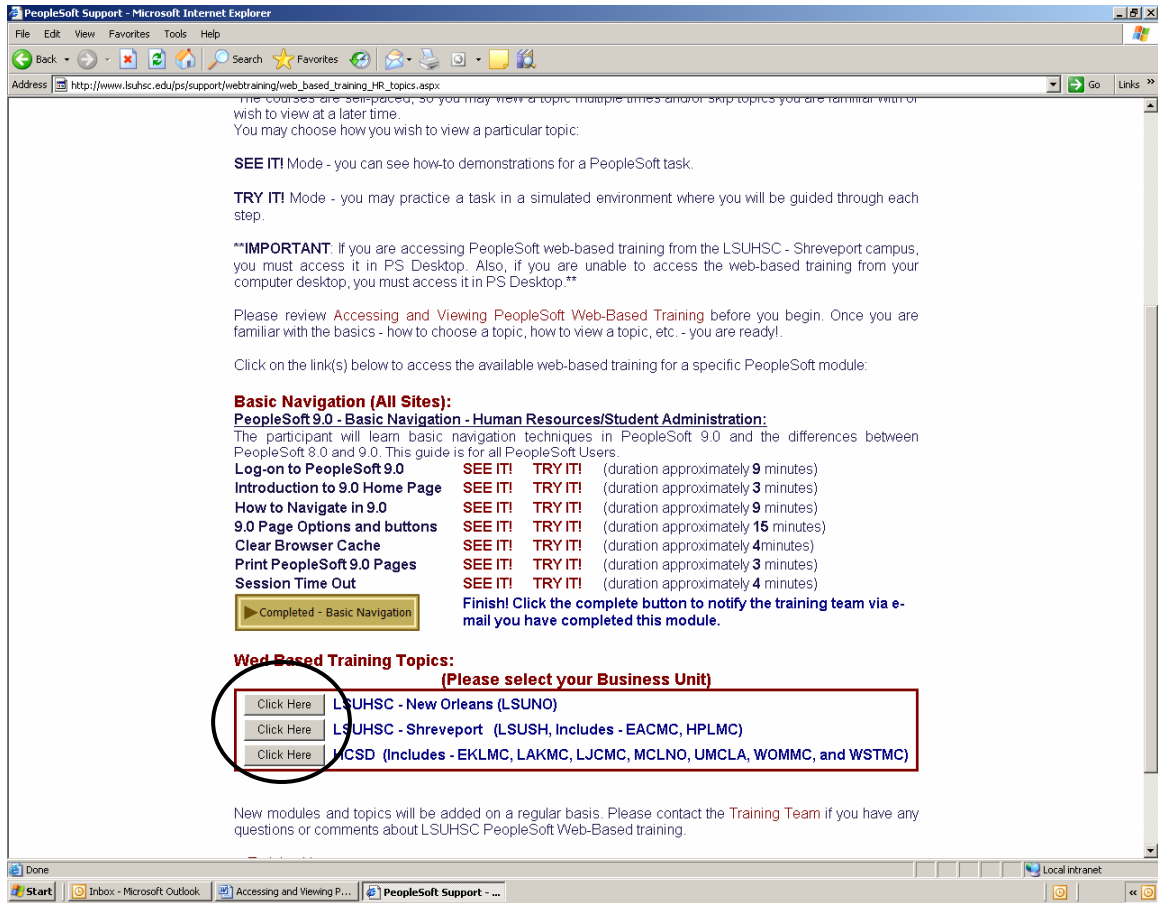
After viewing this tutorial, you will be able to:

1. Access the **PeopleSoft 9.0 Human Resources WBT** webpage.
2. Select a specific topic of a training manual to be viewed.
3. View the topic in the different modes: **SEE IT! (read only)**, **TRY IT! (interactive)**.

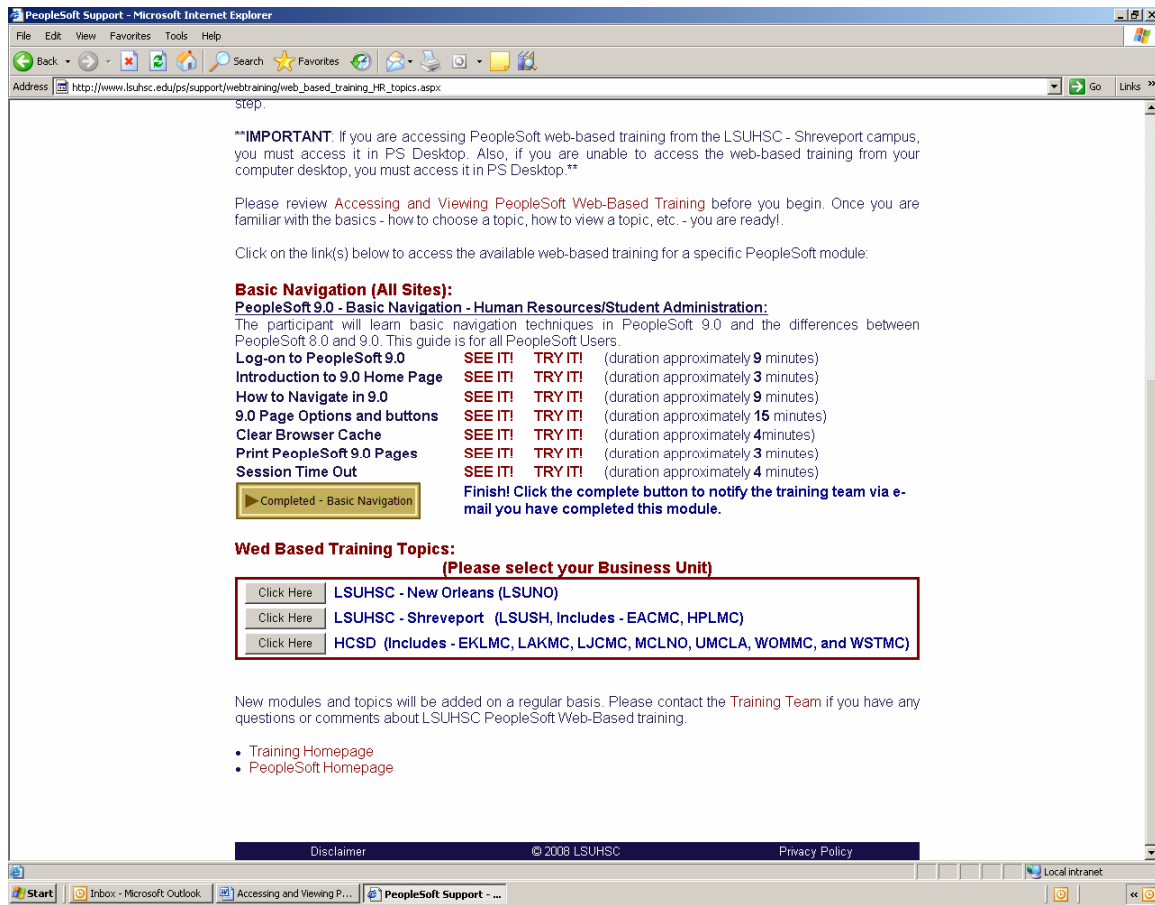
<b>Step</b>	<b>Action</b>
1.	<p>The <b>PeopleSoft Web-Based Training</b> webpage <u>may</u> be accessed via two methods:</p> <ol style="list-style-type: none"> <li>1. Click the <b>link</b> provided to you by email; or</li> <li>2. Click the <b>Human Resources/Student Administration Web-based training link</b> from the PeopleSoft Training Home Page.  <a href="http://www.lsuhscc.edu/ps/support/training.aspx">http://www.lsuhscc.edu/ps/support/training.aspx</a></li> </ol> <p><b>Note:</b> Once you have accessed the <b>PeopleSoft 9.0 Human Resources WBT</b> webpage, the directions for viewing the <b>manuals</b> and <b>topics</b> are the same no matter what method you have selected to access the webpage.</p>



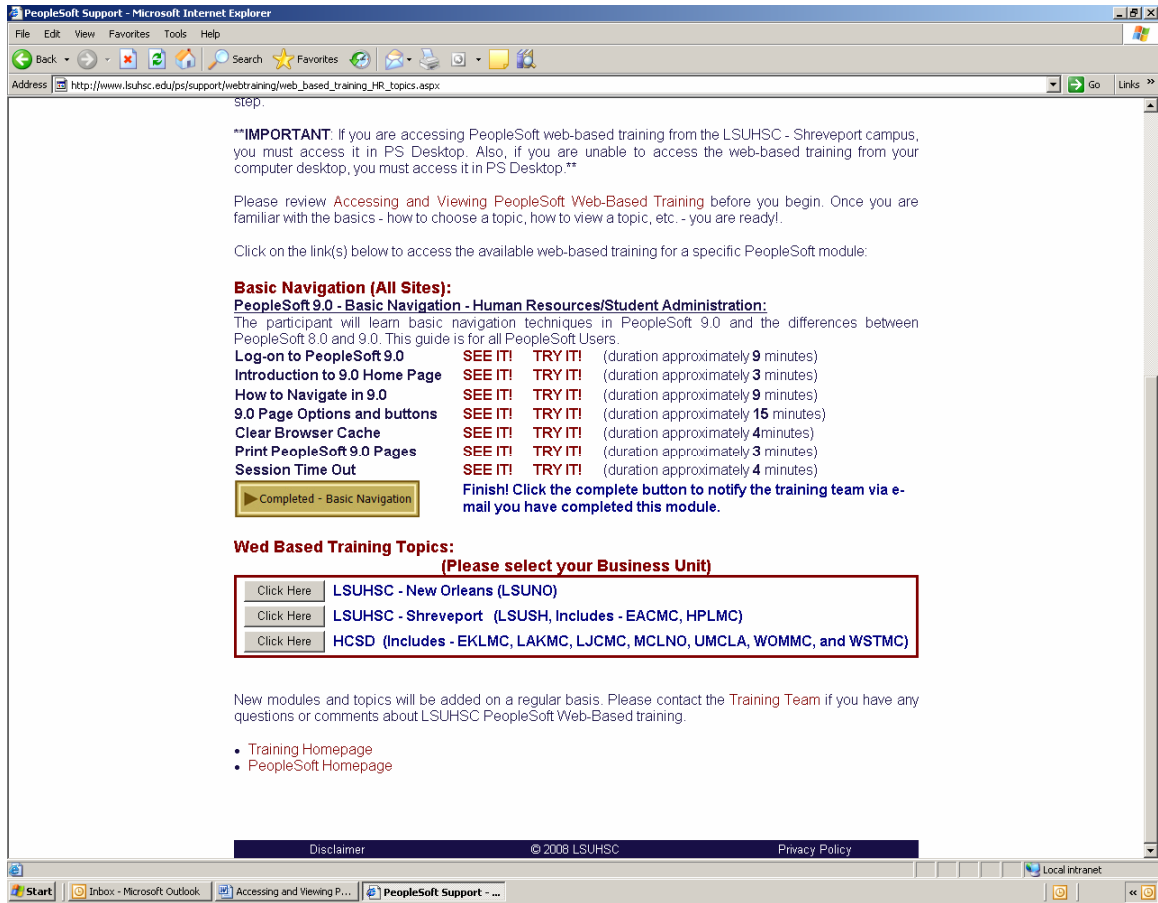
Step	Action
2.	Click the <b>PeopleSoft 9.0 Human Resources Web-Based Training Link</b> to view the PS 9.0 Upgrade Web-based training.



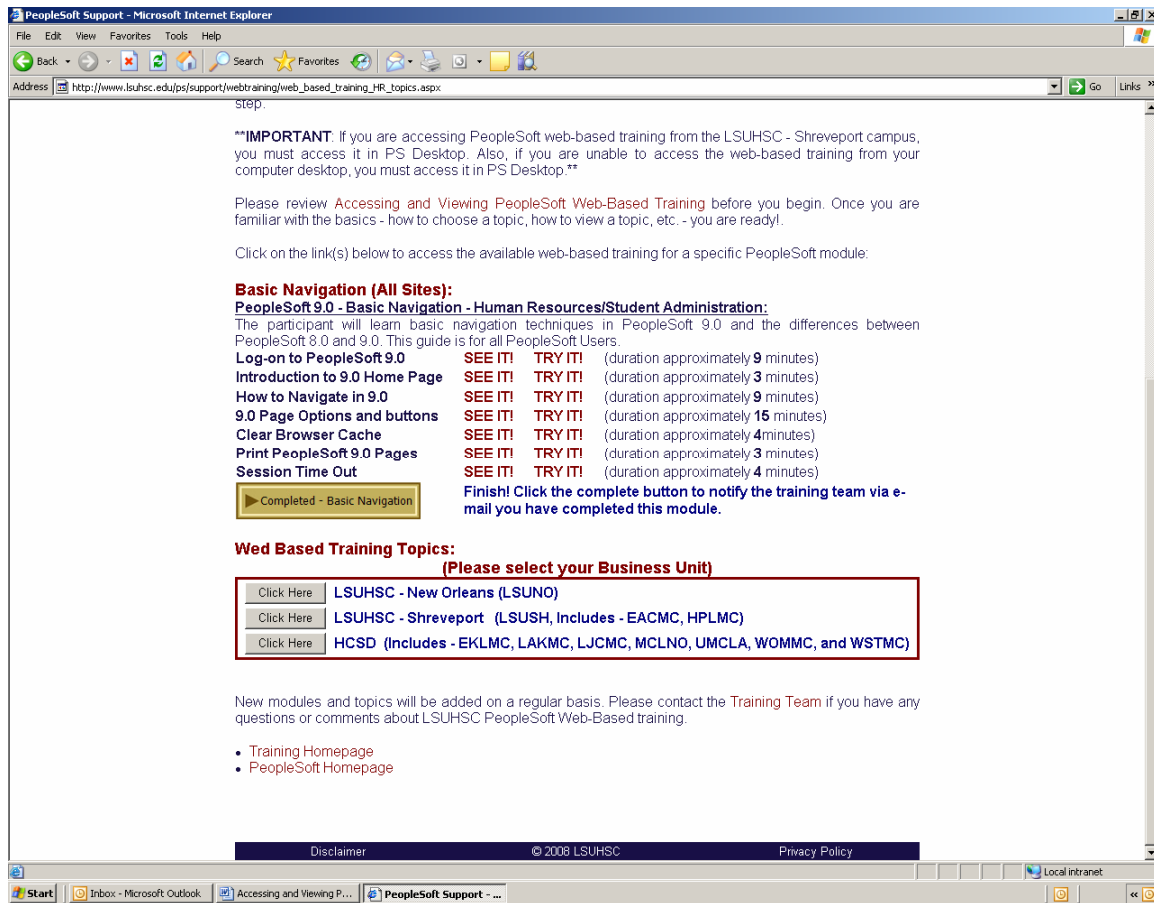
Step	Action
3.	<p>When you click the <b>PeopleSoft 9.0 Web-based Training</b> link, you will access the main page, where all the PeopleSoft 9.0 Web Based training course are located.</p> <p><b>Select</b> site where you currently use the PeopleSoft system to access the Web-based training modules that relate to that site.</p> <p><b>Note:</b> It is recommend that you complete the Basic Navigation course before continuing to the other modules.</p>



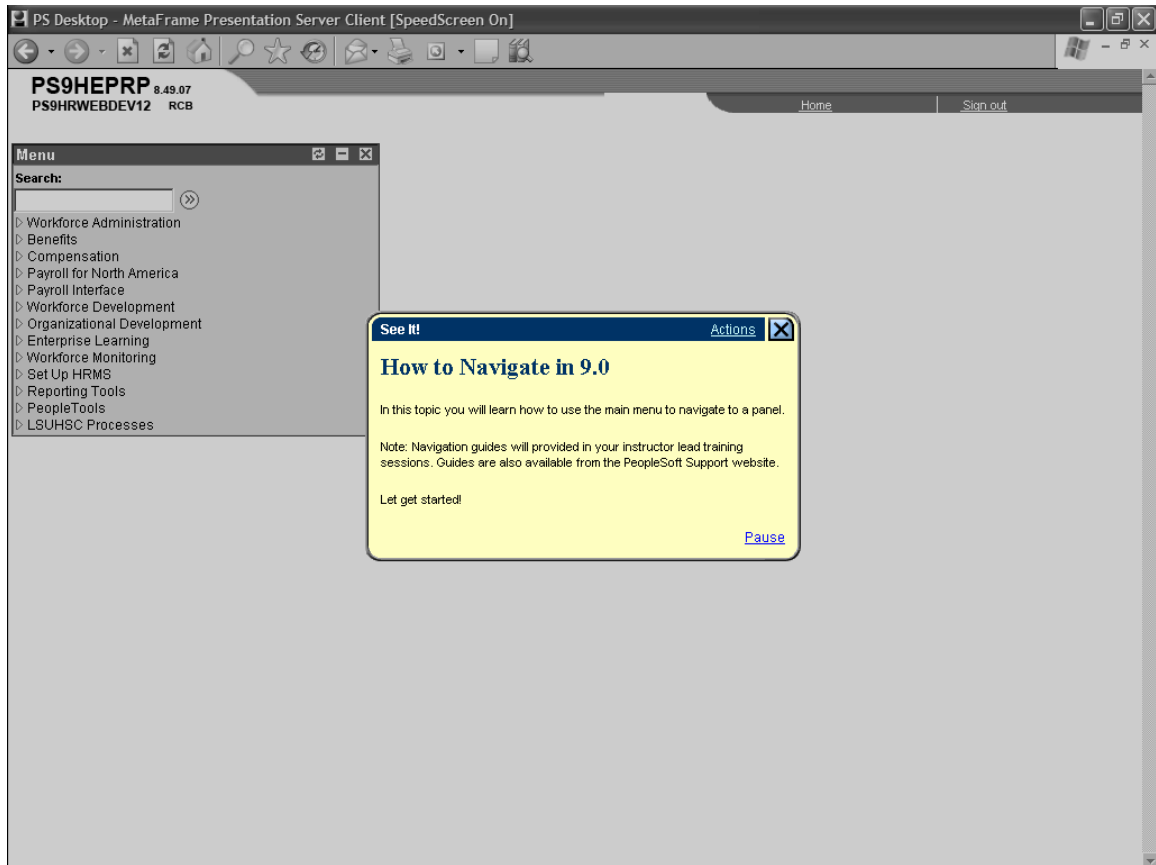
Step	Action
4.	<p>Below the <b>course name</b> is a list of all the topics that corresponds with that module.</p> <p>For example, the <b>PeopleSoft 9.0 - Basic Navigation - Human Resources - Web-based Course</b> has seven topics:</p> <ol style="list-style-type: none"> <li><b>1. Log-on to PeopleSoft 9.0.</b></li> <li><b>2. Introduction to PeopleSoft 9.0 Home Page.</b></li> <li><b>3. How to Navigate PeopleSoft 9.0.</b></li> <li><b>4. 9.0 Page Options and Buttons.</b></li> <li><b>5. Clear Browser Cache.</b></li> <li><b>6. Print PeopleSoft 9.0 Pages.</b></li> <li><b>7. Session Time Out.</b></li> </ol> <p>Each <b>topic</b> can be accessed and viewed on line by clicking the <b>topic</b> link, as shown in the steps that follow.</p>



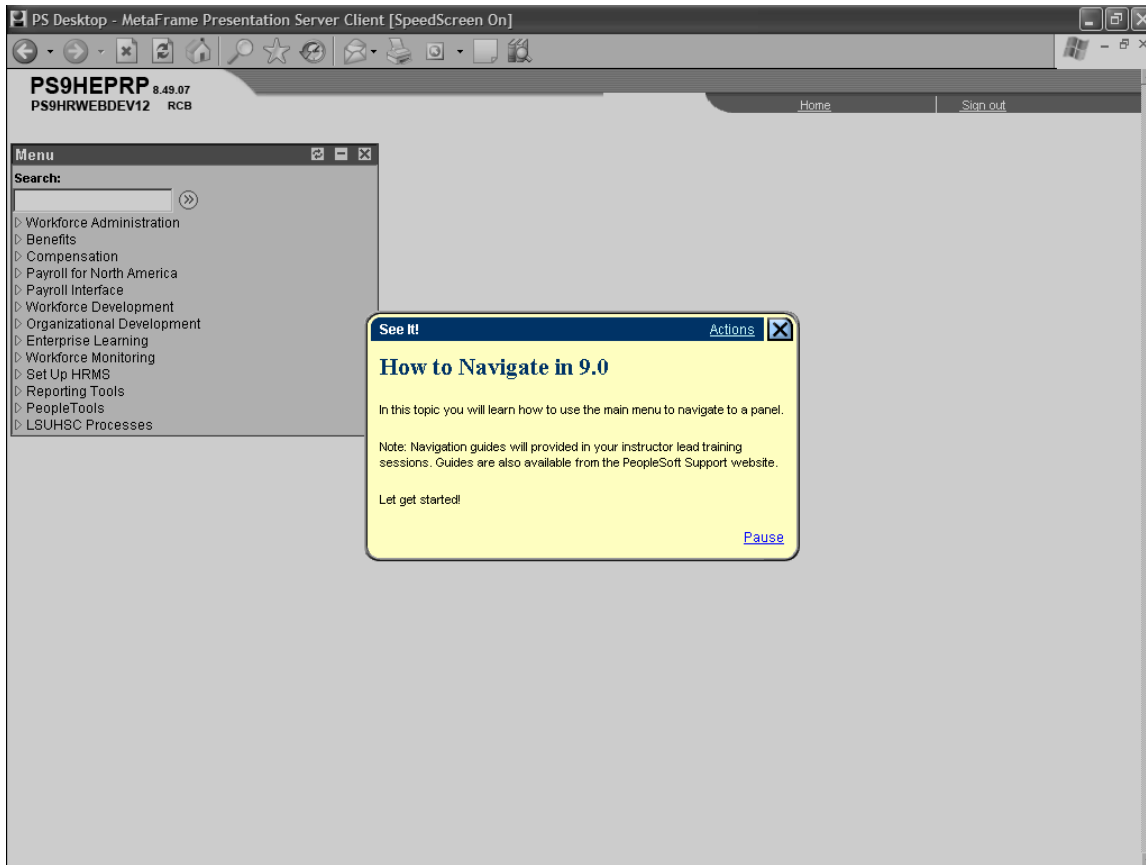
Step	Action
5.	<p>The <b>topics</b> may be viewed in the following playback modes:</p> <ol style="list-style-type: none"> <li>1. The <b>SEE IT!</b> mode This mode enables you to learn about the selected topic by watching a demonstration of a task being performed in a simulated environment. All the required activities, such as moving the mouse and entering data, are completed automatically.</li> </ol> <p><b>and/or</b></p> <ol style="list-style-type: none"> <li>2. The <b>TRY IT!</b> mode This mode allows you perform the selected task in a simulated environment. You are provided instructions to complete a task, and you perform the actual steps.</li> </ol> <p><b>Note:</b> The approximate amount of time that it will take to view the <b>topic</b> in both the <b>SEE IT and TRY IT!</b> modes appear with each <b>topic</b>.</p>



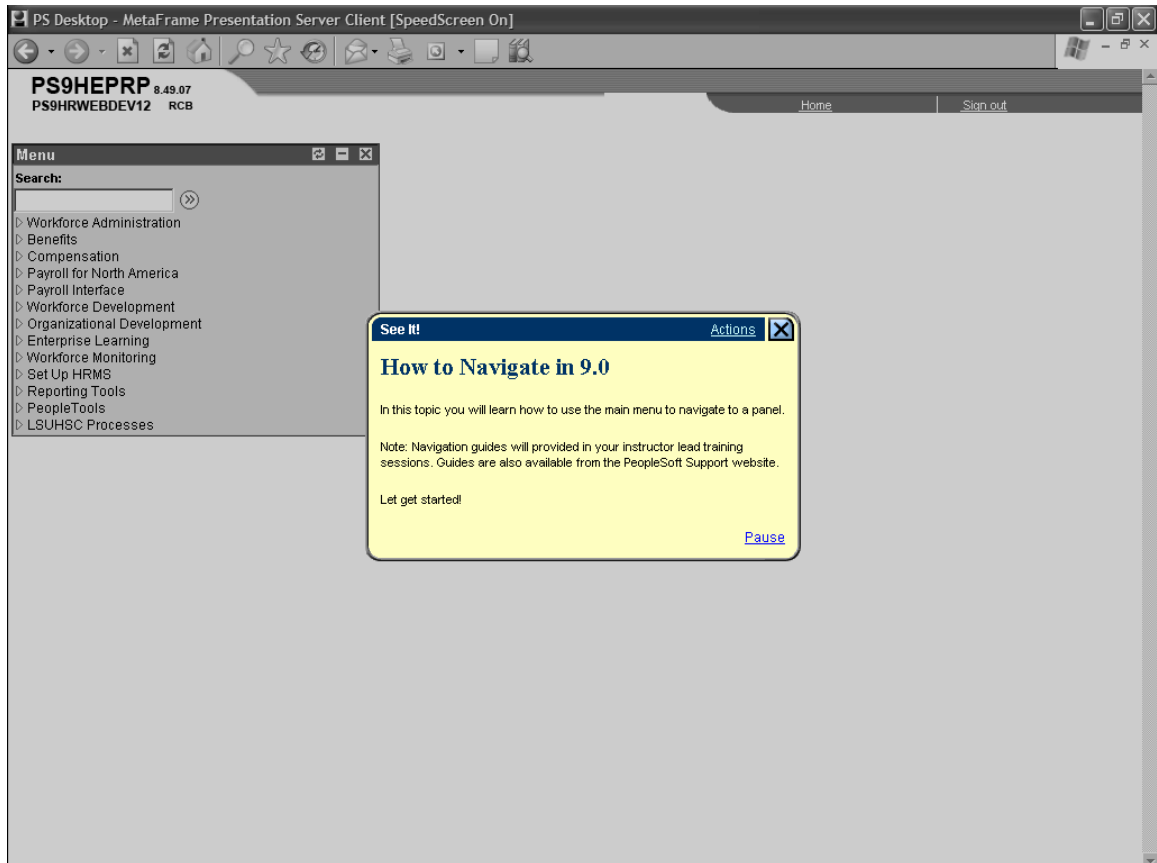
Step	Action
6.	<p><b>SEE IT! Mode</b></p> <p>Click the <b>SEE IT!</b> mode for the <b>Navigating the Home Page</b> topic.</p> <p><b>Note:</b> If you receive the <b>Security Alert</b> warning message to advise that you are about to view pages over a secure connection:</p> <ol style="list-style-type: none"> <li>1. Click the checkbox in front of "<b>In the future do not show this warning</b>" field; and</li> <li>2. Click the <b>OK</b> button.</li> </ol> <p><b>Note:</b> Follow the instructions in the white bubble in the steps that follow.</p> <p><b>SEE IT!</b></p>




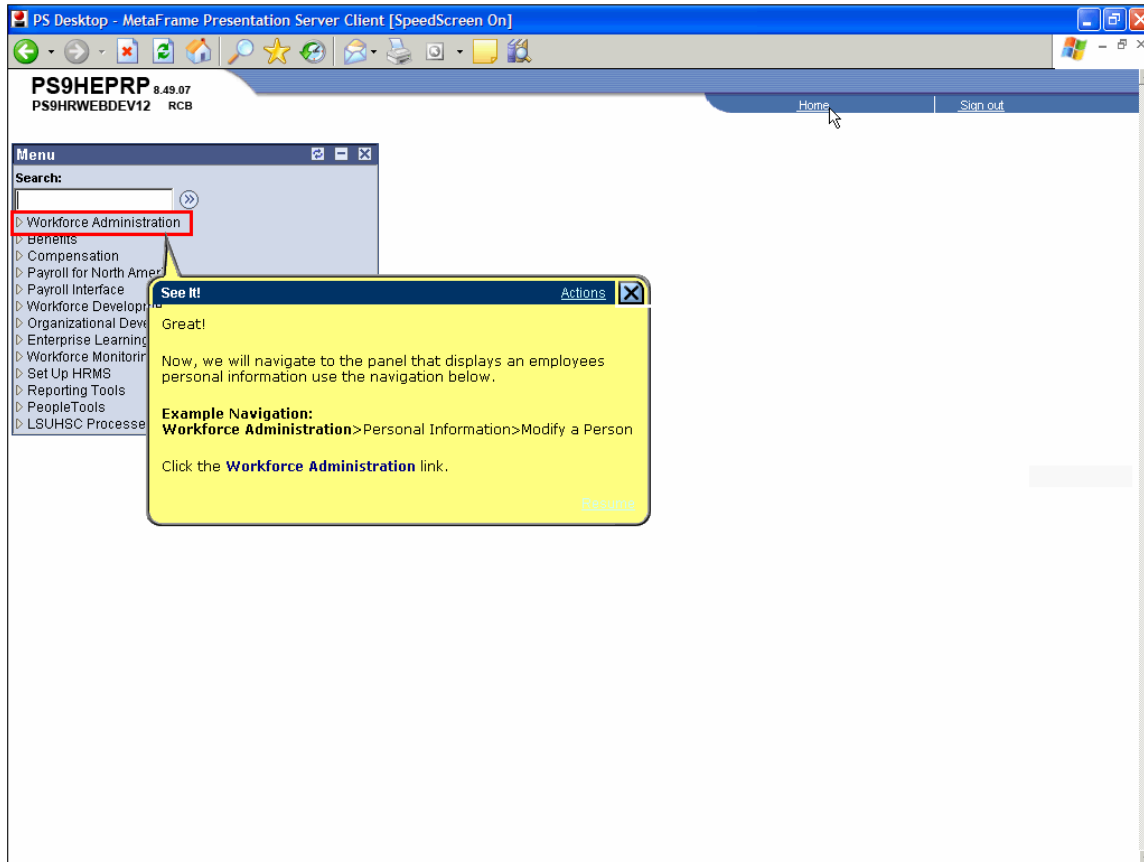
Step	Action
7.	<p>In <b>SEE IT!</b> mode the topic will open to the introduction and you will watch a demonstration of the steps required to complete the particular tasks being performed in a simulated environment.</p> <p>As you progress you may be prompted to press <b>[Enter]</b> on your keyboard or to click the <b><u>Continue</u></b> link to continue the demonstration.</p> <p>You may press the <b>Enter</b> key to move faster through the tutorial frames.</p> <p>You may exit the demonstration at any time by pressing <b>[Esc]</b> on your keyboard.</p>



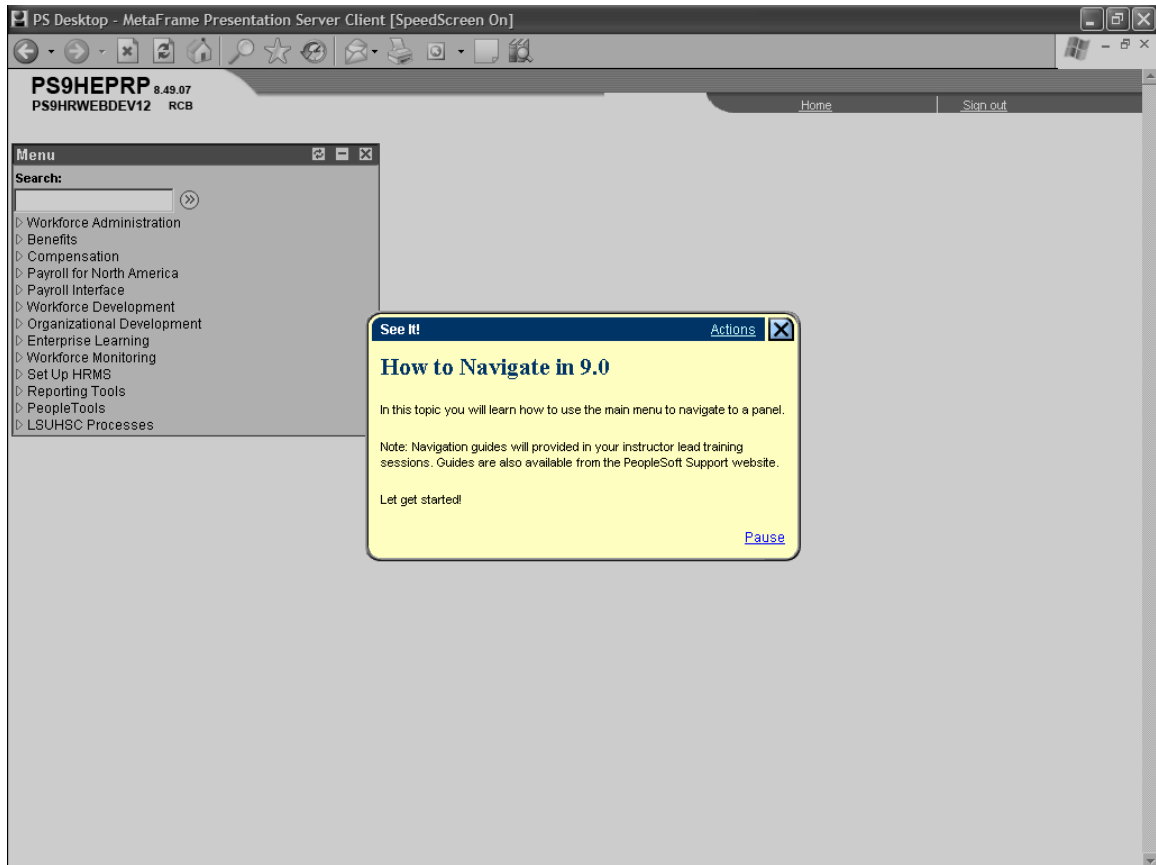
Step	Action
8.	Although, you <b>will not</b> be able to perform the tasks of the demonstration while in <b>SEE IT!</b> mode, you will be able to control the playback of the demonstration by clicking on the <b>links</b> that appear in the <i>bubble</i> .




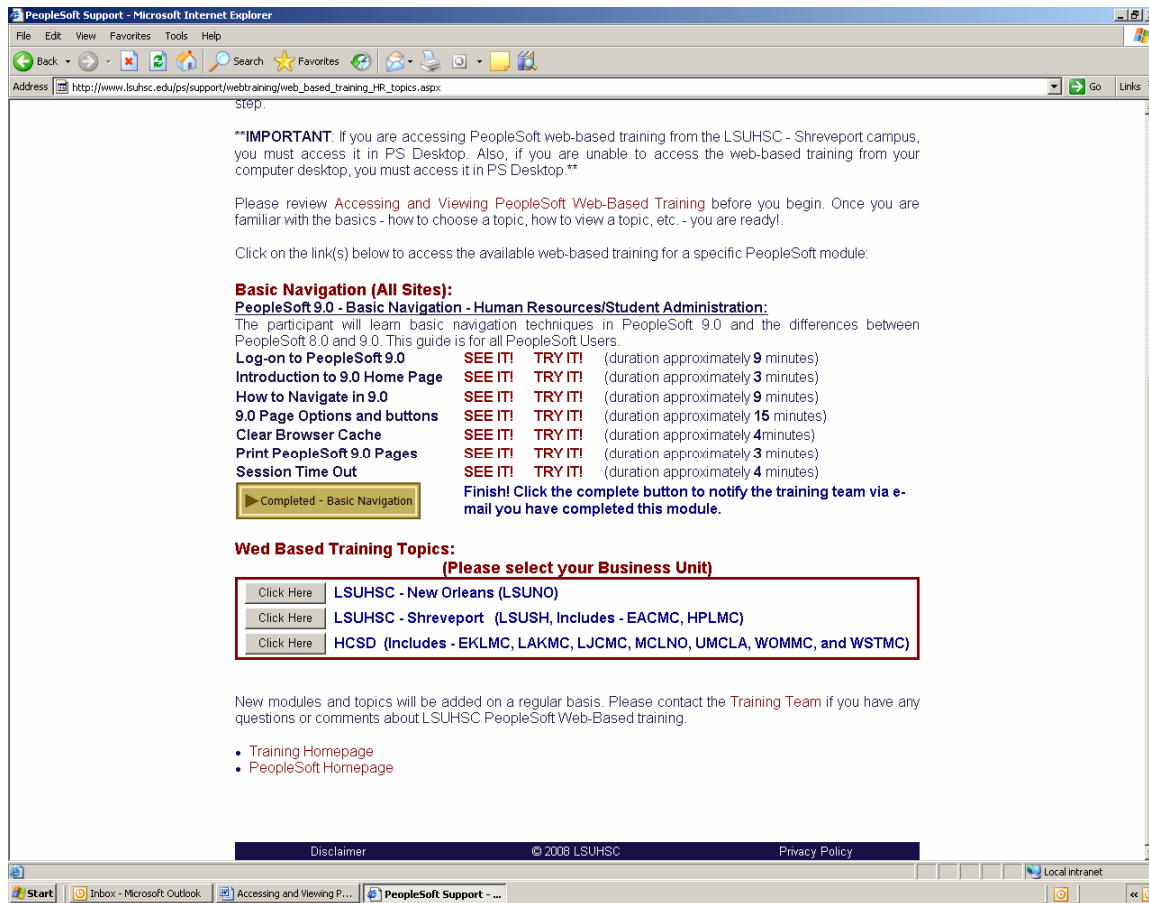
Step	Action
9.	Click the <a href="#">Pause</a> link at any time to pause the demonstration. 



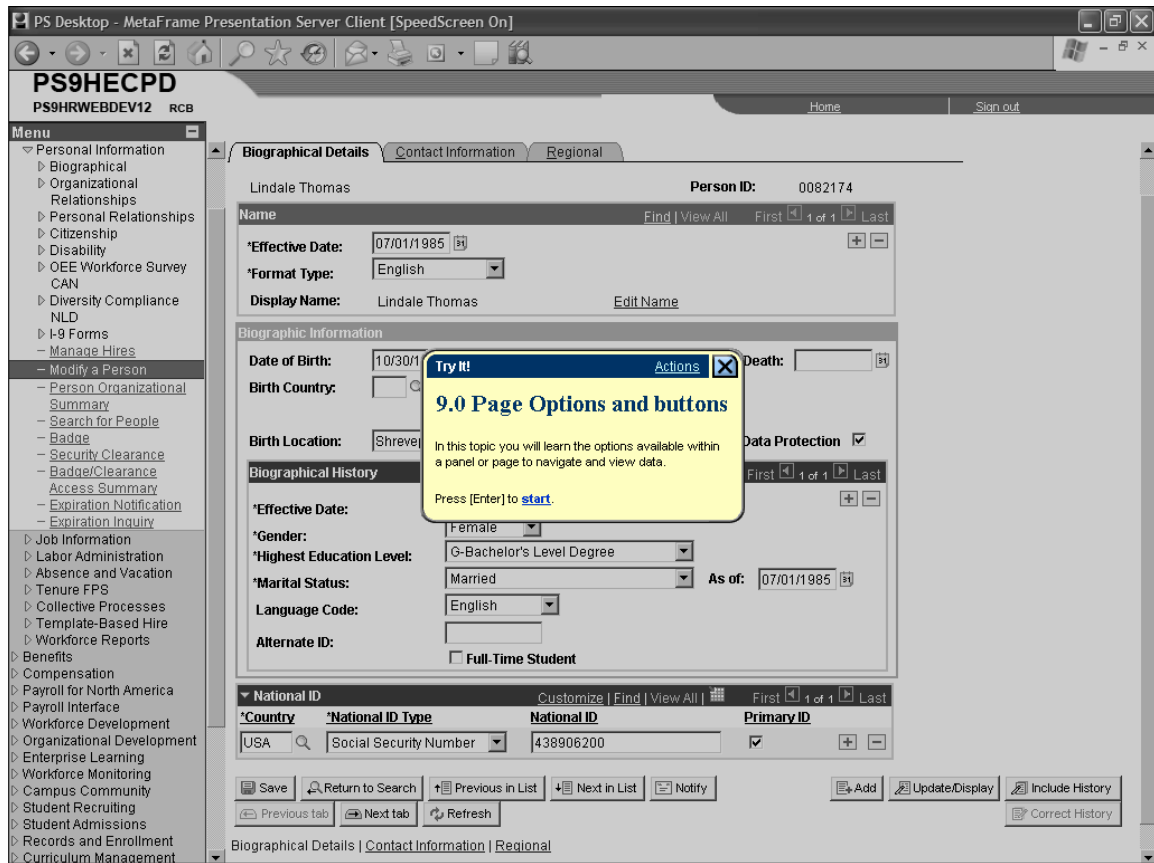
Step	Action
10.	Click the <a href="#">Resume</a> link to continue the playback.



Step	Action
11.	<p>You can stop the play at any time by clicking the "X" (the <b>Close On Demand</b> button) in the upper right-hand corner of the <i>bubble</i> or pressing the <b>Esc</b> key on your computer keyboard.</p> <p>You will return to the <b>PeopleSoft 9.0 Human Resources WBT</b> page.</p> 




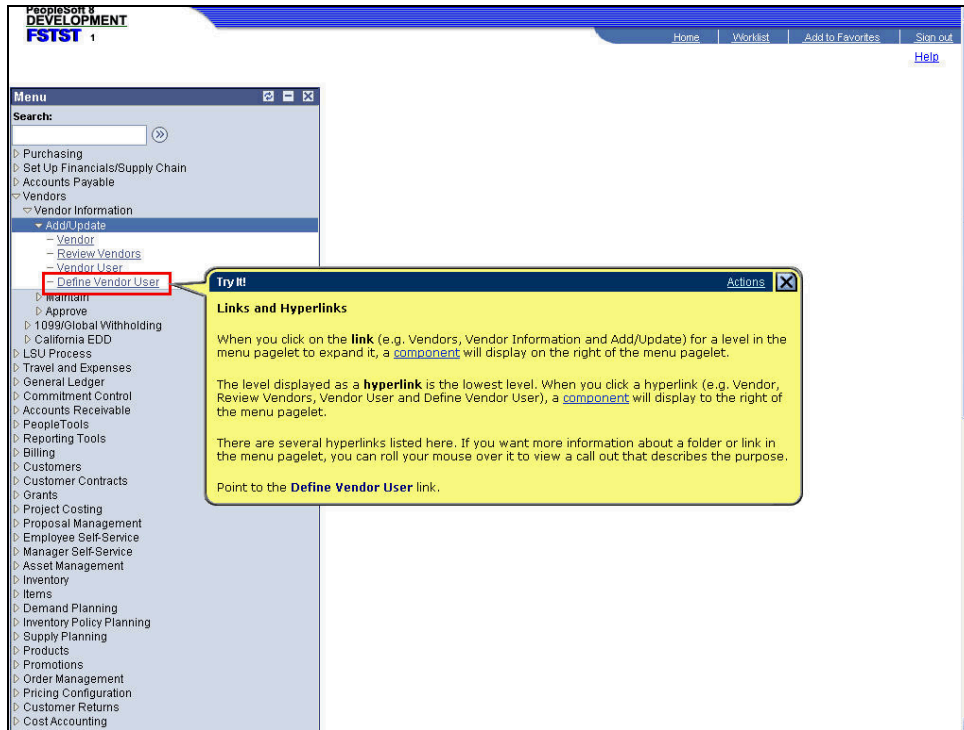
Step	Action
12.	<p><b>TRY IT! Mode</b></p> <p>Click the <b>TRY IT!</b> mode for the <b>Navigating the Home Page</b> topic.</p> <p><b>TRY IT!</b></p>



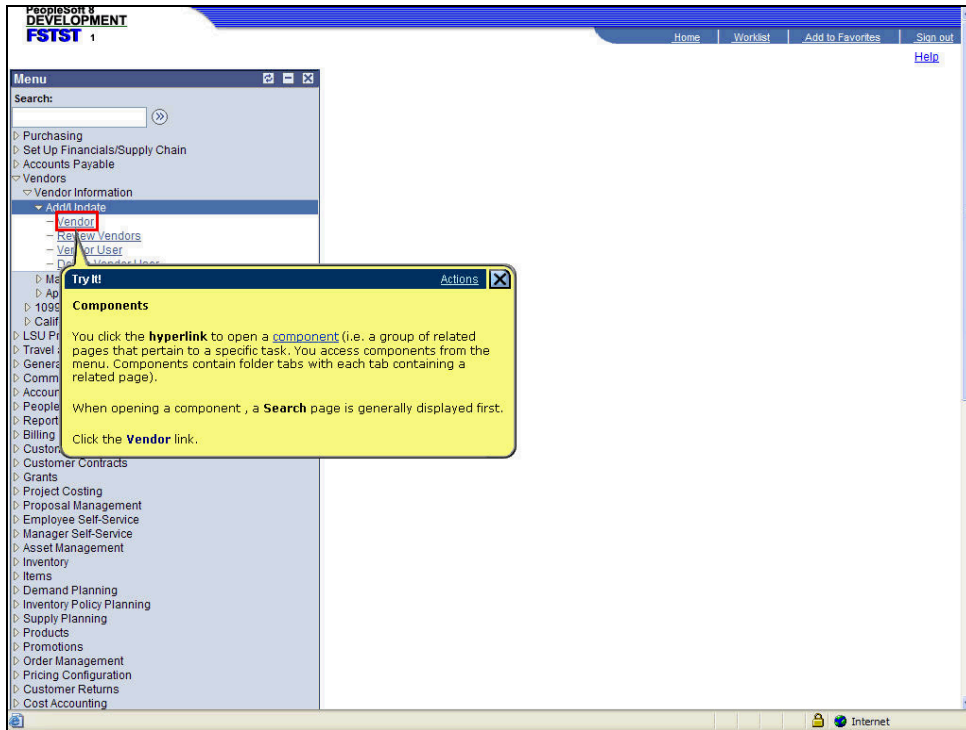
Step	Action
13.	<p>In <b>TRY IT!</b> mode the topic will open to the introduction and you will learn how to complete the particular task by practicing it in a simulated environment. To help you learn, you are provided with step-by-step instructions and guidance throughout the task.</p> <p>You will be prompted to press <b>[Enter]</b> on your keyboard or to click the <b>Start</b> link to begin the demonstration.</p> <p>You may press the <b>Enter</b> key to move faster through the tutorial frames.</p> <p>You may exit the demonstration at any time by pressing <b>[Esc]</b> on your keyboard.</p> <p><b>Start.</b></p>



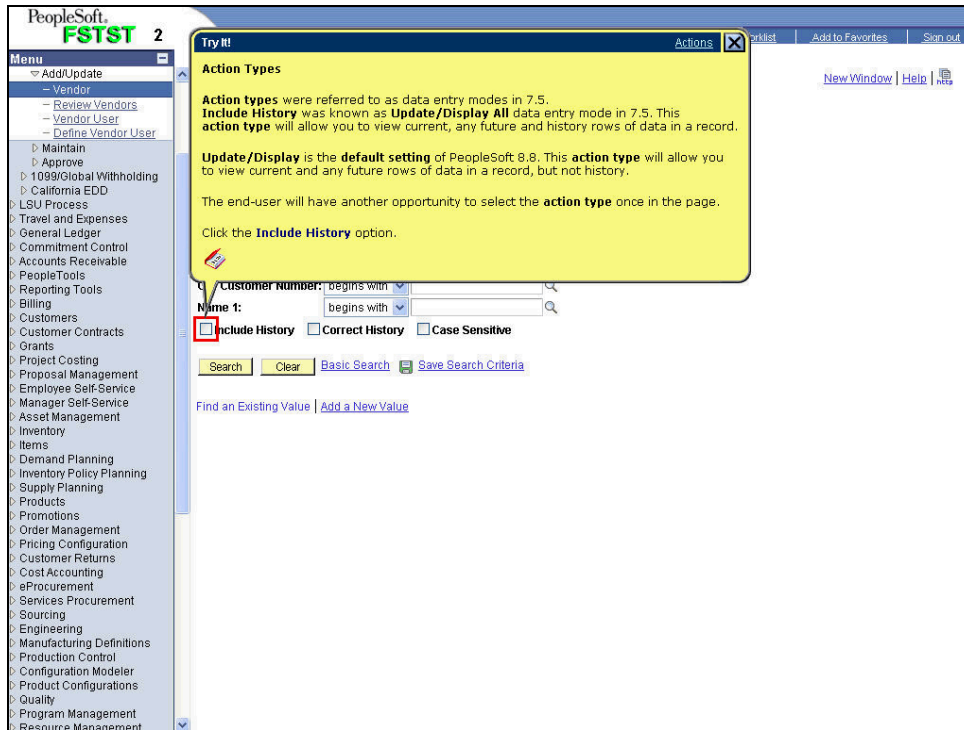
Step	Action
14.	<p>You will need to follow the instructions in the <i>bubble</i>.</p> <p>If you do not follow the instructions, you will receive a message stating <b>"Please complete the action in the highlighted area"</b>.</p> 




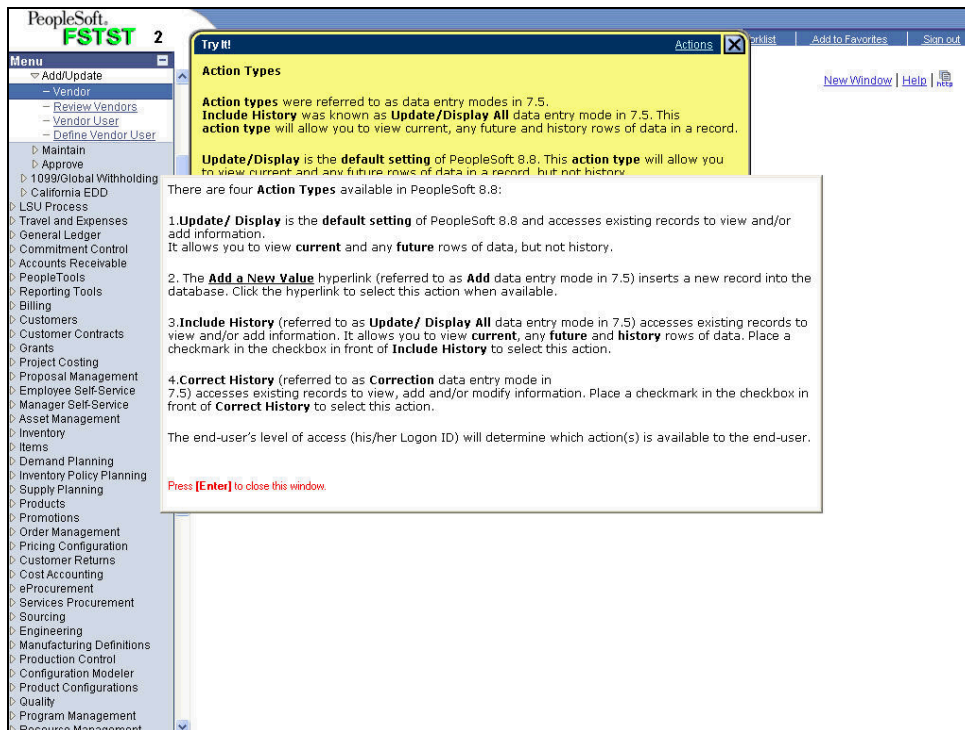
Step	Action
15.	When the step is successfully completed, the topic playback will continue. <span style="border: 1px solid red; padding: 2px;">- Define Vendor User</span>



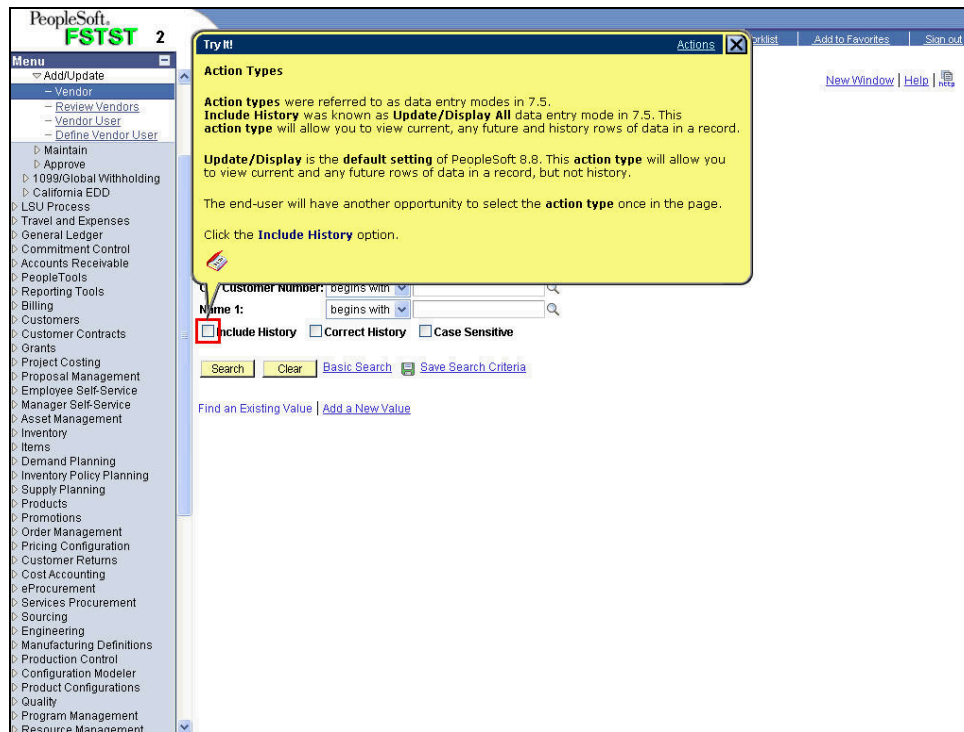
Step	Action
16.	If you do not want to complete the steps yourself, you may press the <b>Enter</b> key on your keyboard, and the system will automatically complete the current step and move to the next step.




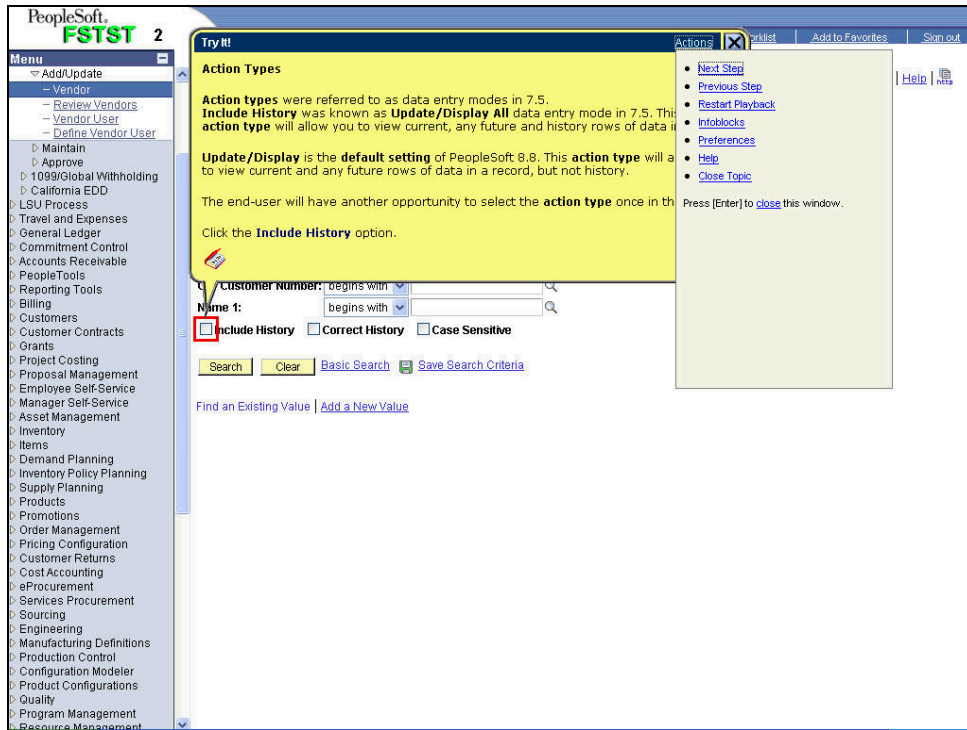
Step	Action
17.	<p><b>Infoblocks</b></p> <p>In <b>TRY IT!</b> mode, <b>infoblocks</b> may appear in the <i>bubble</i>. When you see an <b>infoblock</b>, you may click on it to view additional information. <b>Infoblocks</b> may appear as icons or blue hyperlinks.</p> <p>Click the <b>infoblock</b> icon.</p> 



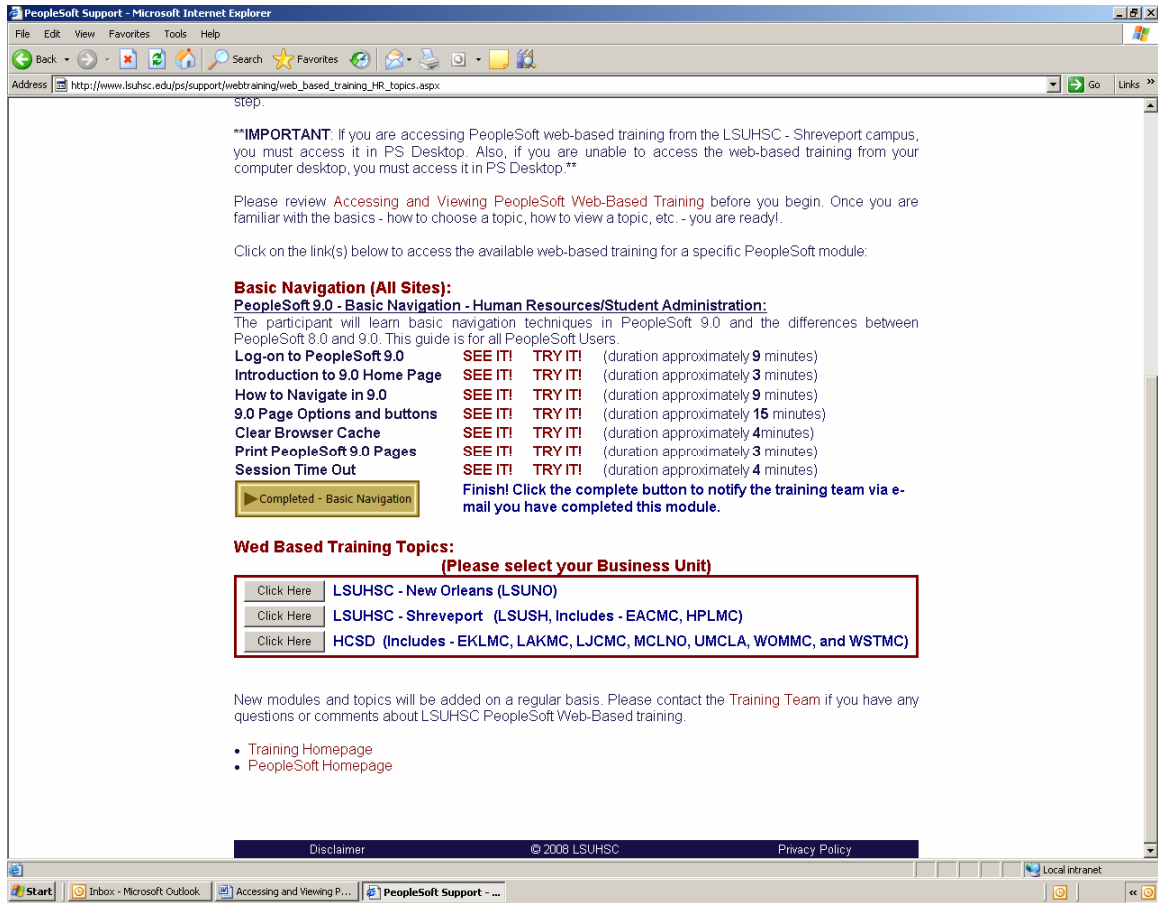
Step	Action
18.	<p>The infoblock opens to display additional information about the page.</p> <p>You will be prompted to press <b>[Enter]</b> on your keyboard or to click the <b>close</b> link to close the infoblock.</p> <p>Click <b>Enter</b> to close the infoblock.</p> <p><b>Enter</b></p>



Step	Action
19.	Click the <a href="#">Actions</a> link. 



Step	Action
20.	<p>The <b>Actions</b> window allows you to control the playback.</p> <p><b>Next Step</b> - advance to next step  <b>Previous Step</b> - return to previous step  <b>Restart Playback</b> - return to the first step in the topic and restarts the task.  <b>Infoblocks</b> - to view the infoblock for the current bubble.  <b>Preferences</b> - Not used at this time.  <b>Help</b> - Not used at this time.  <b>Close Topic</b> - closes the topic.</p> <p>You will be prompted to press <b>[Enter]</b> on your keyboard or to click the <b>close</b> link to close the infoblock.</p> <p>You will return to the <b>PeopleSoft 9.0 Human Resources WBT</b> page.</p> <p><a href="#">Close Topic</a></p>



Step	Action
21.	<p>From here you may:</p> <ul style="list-style-type: none"> <li>• Click another <b>PeopleSoft 9.0 - Basic Navigation - Human Resources</b> topic in the <b>SEE IT! and/or TRY IT!</b> mode;</li> <li>• Select another <b>PeopleSoft 9.0 training manual</b> (once other manuals have been added to the webpage);</li> <li>• Access other <b>PeopleSoft Training</b> webpages by clicking on the links at the bottom of the <b>PeopleSoft 9.0 Human Resources WBT</b> page;</li> <li>• Click the <b>Close</b> button to exit the <b>PeopleSoft 9.0 Human Resources WBT</b> page.</li> </ul>

# Training Guide

## Accessing and Viewing WBT



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Step	Action
22.	<p>This completes the tutorial for <i>Accessing and Viewing PeopleSoft Web-Based Training - Human Resources</i>.</p> <p>Please contact the training team at <a href="mailto:peoplesoft.training@lsuhsc.edu">peoplesoft.training@lsuhsc.edu</a> if you have any questions about the web-based training for PeopleSoft.</p> <p><b>End of Procedure.</b></p>