



Campus Solutions 2025 Upgrade Delta Guide

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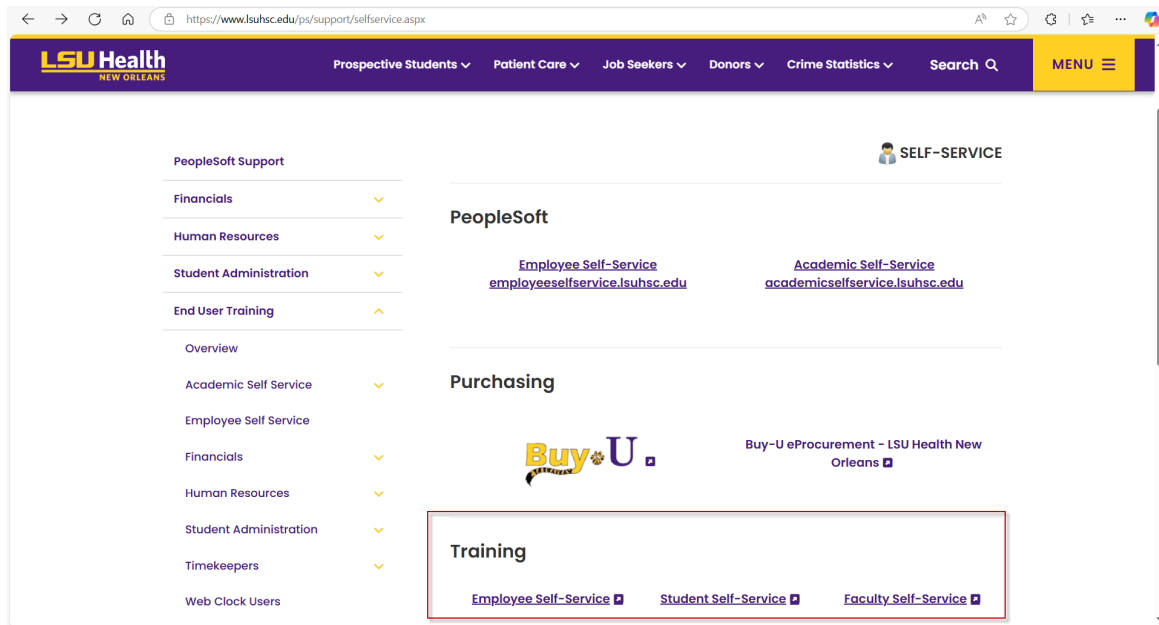
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1. Introduction

Welcome to the PeopleSoft Campus Solutions (CS) 2025 Upgrade Delta Guide! There have been some slight changes to the PeopleSoft FLUID Enabled User Interface (UI) for Campus Solutions, mostly around color scheme and navigation. This is due to an upgrade in PeopleTools Version to 8.61.05. This guide is an overview on navigating the screens and reflects the new look of the application.

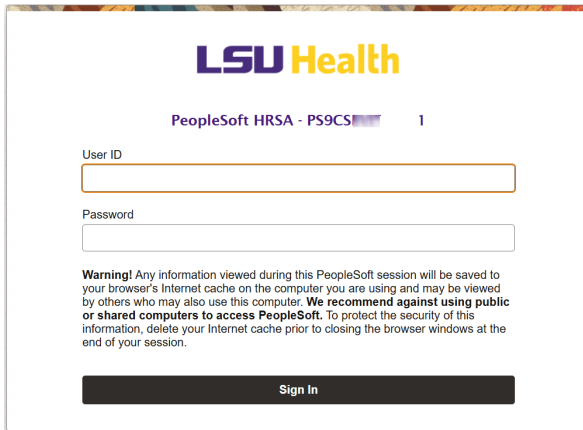
Although the look (colors and icons) and basic navigation has changed, the business pages you know and utilize have basically stayed the same. A major exception is the left navigational menu has changed and the breadcrumb navigation across the top of screens no longer exists. This guide will assist you in navigating within the new layout and aid you as you conduct your daily activities in the system. If you need additional information after reviewing this document, please reach out to the PeopleSoft Training team at peoplesoft.training@lsuhsc.edu. Also additional Self Service training materials can be found online at: <https://www.lsuhs.edu/ps/support/selfservice.aspx>



The screenshot displays the PeopleSoft Self-Service portal for LSU Health New Orleans. The browser address bar shows the URL <https://www.lsuhs.edu/ps/support/selfservice.aspx>. The page features a purple navigation bar with the LSU Health logo and various menu items: Prospective Students, Patient Care, Job Seekers, Donors, Crime Statistics, Search, and MENU. A sidebar on the left lists categories like PeopleSoft Support, Financials, Human Resources, Student Administration, End User Training, Overview, Academic Self Service, Employee Self Service, Financials, Human Resources, Student Administration, Timekeepers, and Web Clock Users. The main content area is titled 'SELF-SERVICE' and is organized into sections: PeopleSoft (with links for Employee Self-Service and Academic Self-Service), Purchasing (with the Buy-U logo and Buy-U eProcurement - LSU Health New Orleans), and Training (with links for Employee Self-Service, Student Self-Service, and Faculty Self-Service). A red box highlights the Training section.

2. New Sign On Page

The look of the Sign On screen has changed slightly; it now appears similar to the example below.

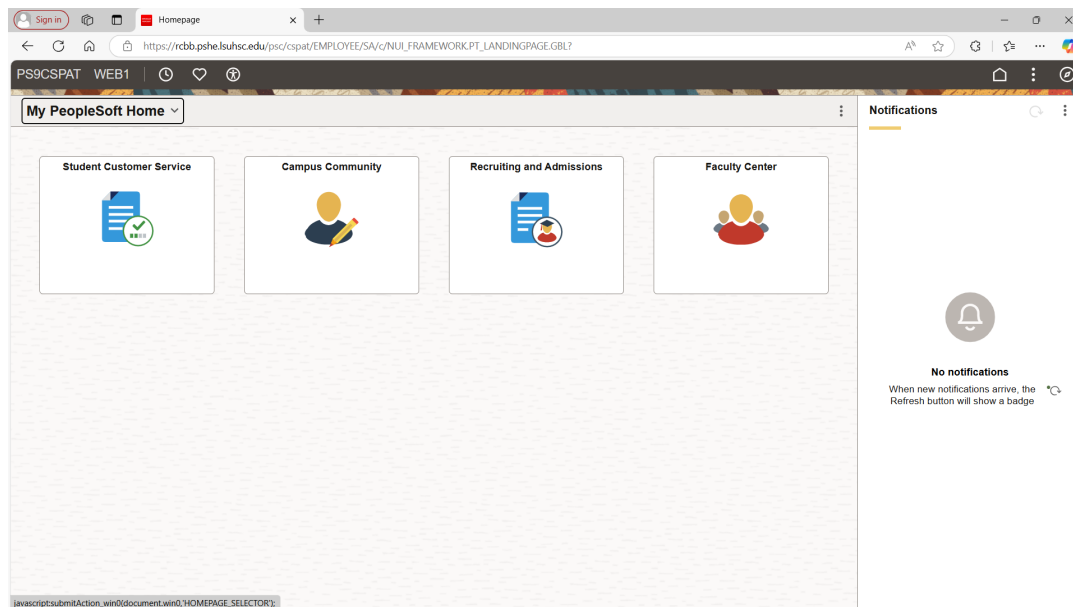


The screenshot shows the sign-in page for LSU Health PeopleSoft HRSA - PS9CS. At the top, the LSU Health logo is displayed. Below it, the text "PeopleSoft HRSA - PS9CS" and a user ID "1" are visible. There are two input fields: "User ID" and "Password". Below the password field is a warning message: "Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session." At the bottom, there is a "Sign In" button.

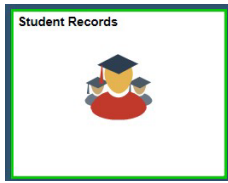
3. My PeopleSoft Home

The **My PeopleSoft Home** page provides access to the **FLUID** tiles for which you have access. As in the past, users click these tiles to access various transactions or modules within the system. Tile availability is still dependent on your specific user access.

This example shows the **My PeopleSoft Home** and tile availability for a Campus Solutions Administrator. Remember the tiles you will see is based on user security access.

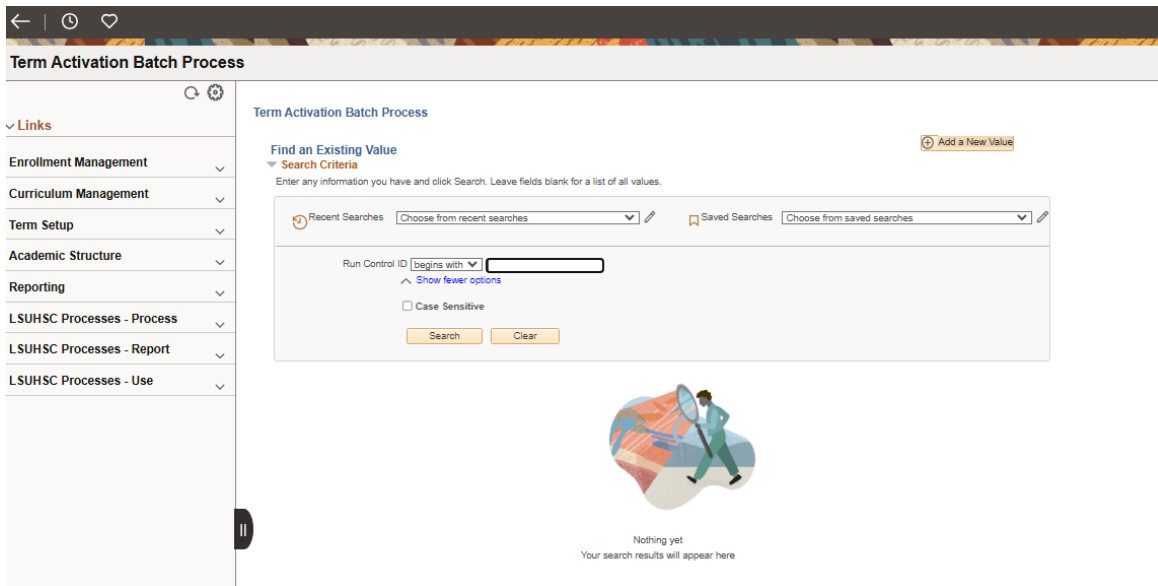


The screenshot shows the "My PeopleSoft Home" page in a web browser. The browser address bar shows the URL "https://rcbb.pshe.lsuhsce.edu/psc/cspat/EMPLOYEE/SA/c/NUI_FRAMEWORK_PT_LANDINGPAGE.GBL?". The page title is "PS9CSPAT WEB1". The main content area displays four tiles: "Student Customer Service", "Campus Community", "Recruiting and Admissions", and "Faculty Center". Each tile has a corresponding icon. On the right side, there is a "Notifications" section with a bell icon and the text "No notifications. When new notifications arrive, the Refresh button will show a badge". At the bottom left, there is a small JavaScript snippet: "javascript:submitAction_win0(document.win0.HOMEPAGE_SELECTOR);".

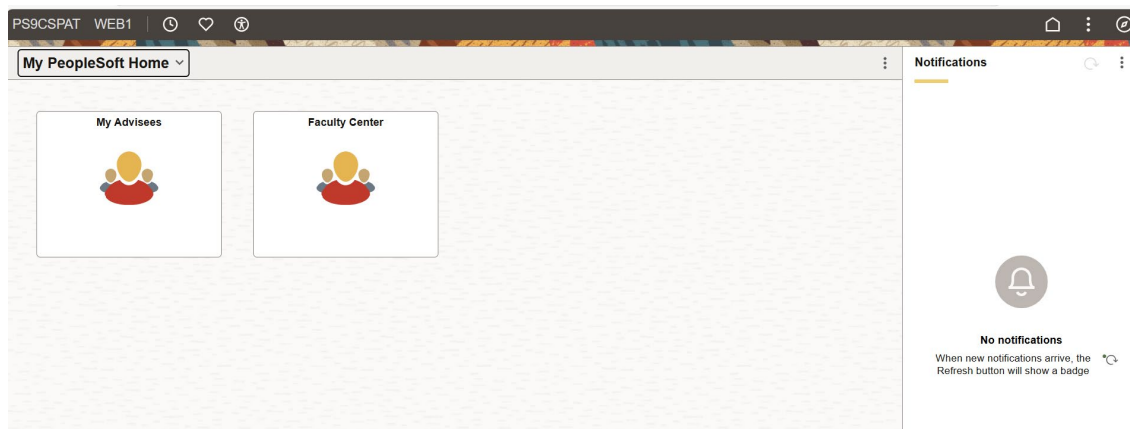


To access a module, such as Student Records, the Administrator would click the Student Records tile.

The Student Records Collection displays, starting with the Term Activation Batch Process screen. The data entry fields on screens are the same as in the previous version of Campus Solutions, as shown in the example below.



This is an example of access for Faculty on the My PeopleSoft Home page.



To access a module such as Faculty Center, the Instructor would click the Faculty Center tile.

The *Faculty Center* page displays, starting with the *My Schedule* of classes screen. The data entry fields on screens are the same as in the previous version of Campus Solutions, as shown in the example below.

The screenshot shows the 'My Schedule' page in the Faculty Center. The page is titled 'Faculty Center' and 'My Schedule'. It displays the following information:

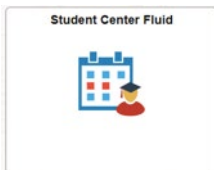
- Term: Fall-Shreveport 2024
- Location: LSUHSC - Shreveport
- Buttons: Change Term, My Exam Schedule
- Options: Schedule Sort (Subject), Show All Classes (selected), Show Enrolled Classes Only
- Table: My Teaching Schedule > Fall-Shreveport 2024 > LSUHSC - Shreveport

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
OCCT 7418-0001 (11326)	QUANTITATIVE RESEARCH METH (Course Requirement)	26	TBA	TBA	Aug 19, 2024 - Dec 6, 2024
REHS 7550-0001 (11359)	FOUNDATIONS OF REHAB SCIENCE (Course 2 Requirement)		TBA	TBA	Aug 19, 2024 - Dec 6, 2024
REHS 7551-0001 (11360)	ADVANCED STATISTICS (Course Requirement)	2	TBA	TBA	Aug 19, 2024 - Dec 6, 2024
REHS 7554-0001 (11367)	GRANT WRITING (Course 1 Requirement)		TBA	TBA	Aug 19, 2024 - Dec 6, 2024
REHS 7556-0001 (11362)	CRITICAL APPRAISAL OF EVID SEM (Seminar)	4	TBA	TBA	Aug 19, 2024 - Dec 6, 2024
REHS 7558-0001 (11366)	PROPOSAL DEVELOPMENT (Course Requirement)	1	TBA	TBA	Aug 19, 2024 - Dec 6, 2024

This is an example of the *My PeopleSoft Home* page for *Student Self-Service*.

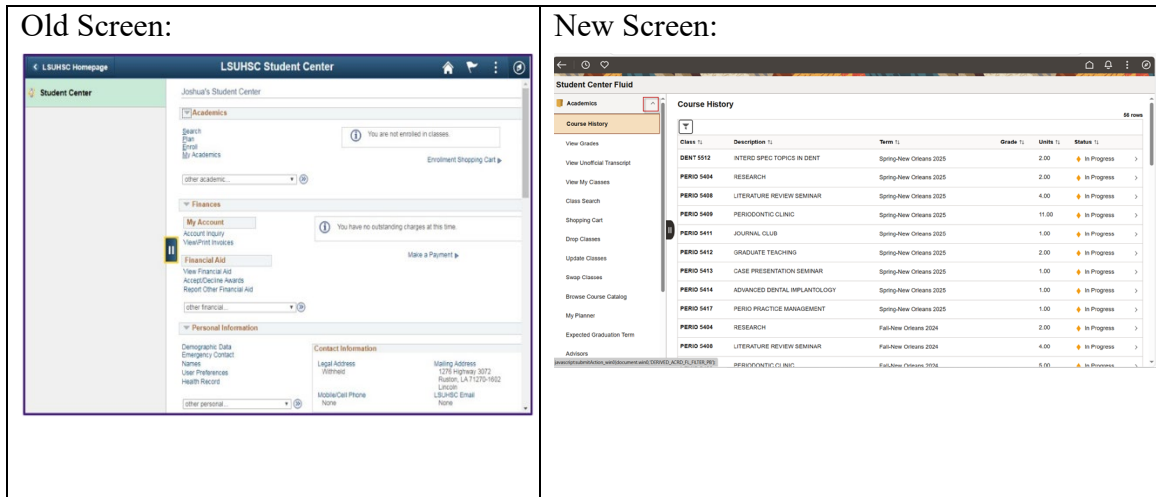
The screenshot shows the 'My PeopleSoft Home' page. The page is titled 'My PeopleSoft Home' and displays the following information:

- Navigation: My PeopleSoft Home
- Tiles: My Forms, Student Center Fluid
- Notifications: No notifications

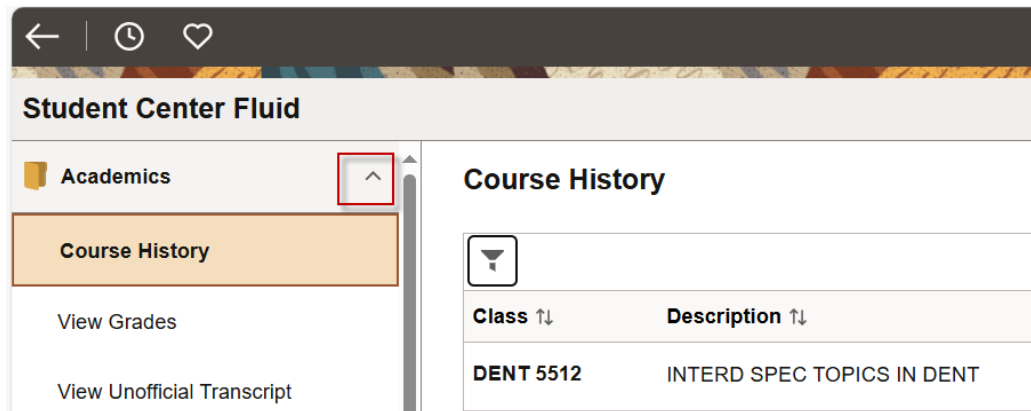


To access the Student Self Service module, the student would click the Student Center Fluid Tile.

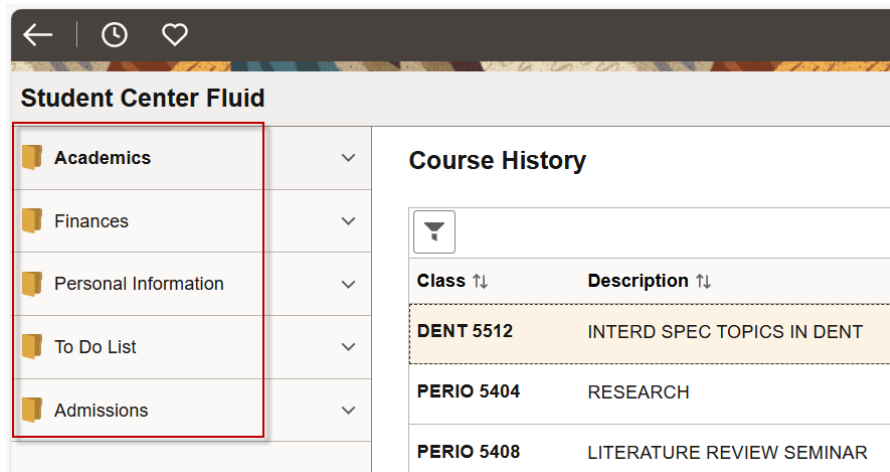
An important change to note about Student Self Service is the Student Center activity navigation item that used to be on the left side of the screen no longer exists. Instead the Student Center page starts with the Academics, My Course History screen.



To navigate to various Student Center activities, click the arrow to the right of Academics to see the list of other activity items as shown in the following example. Click the arrow next to *Academics*:



The entire **Activity Guide Navigation** bar will appear:



Click the desired activity item name to see activities associated with that particular topic. In this example, *To Do List* activity was clicked and now the student can access *To Do List* items and / or *Holds*.

To Do:

The screenshot shows the 'Student Center Fluid' interface. On the left, a navigation menu includes 'Academics', 'Finances', 'Personal Information', 'To Do List' (highlighted with a red box), 'To Do's', 'Holds', and 'Admissions'. The main content area is titled 'To Do's' and displays a table with the following data:

Task	Institution	Due Date	Status
Direct Loan GP/PLUS Approval	LSUHSC - New Orleans		Initiated


Holds:

The screenshot shows the 'Student Center Fluid' interface. On the left, a navigation menu includes 'Academics', 'Finances', 'Personal Information', 'To Do List', 'To Do's', 'Holds' (highlighted), and 'Admissions'. The main content area is titled 'Holds' and displays a table with the following data:

Hold	Institution	Department
Select Hold		

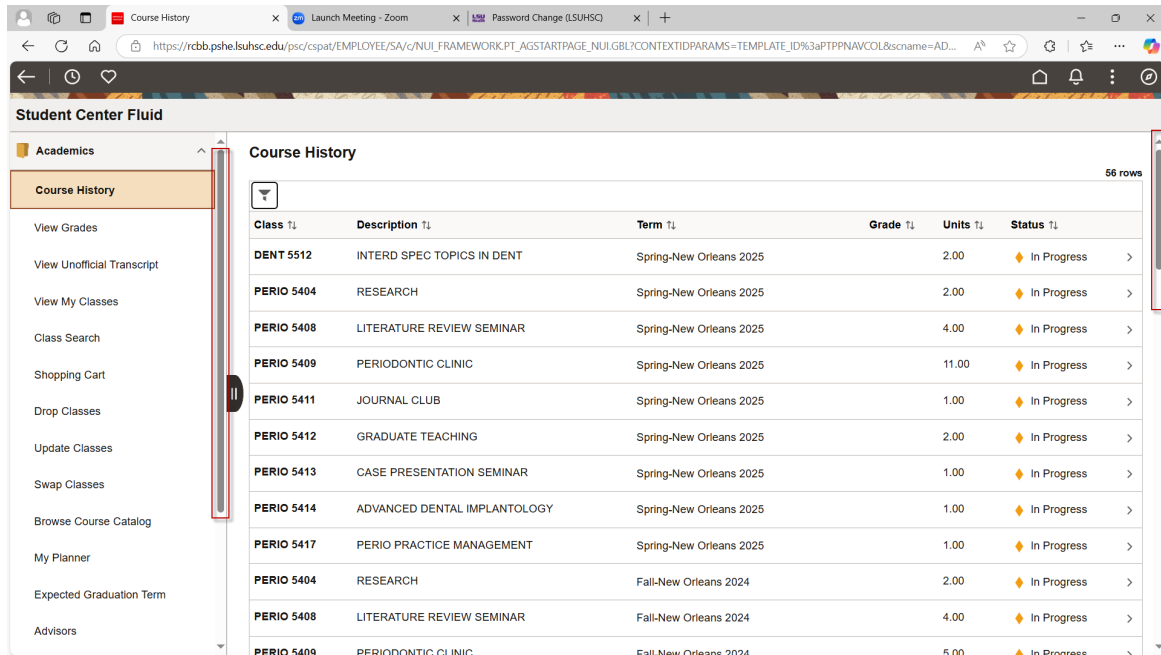
3.1. Note About My PeopleSoft Home for All Modules:

As mentioned previously, the new screens no longer have the breadcrumb navigation across the top, and navigation to other items related to the chosen FLUID tile will display on the left of the screen in a list of related items known as **Activity Guide Navigation**. It is different from **NavBar** navigation (which is discussed later in the document) in that it only displays navigation to items related to the FLUID tile that was chosen from the **My PeopleSoft Home** screen.

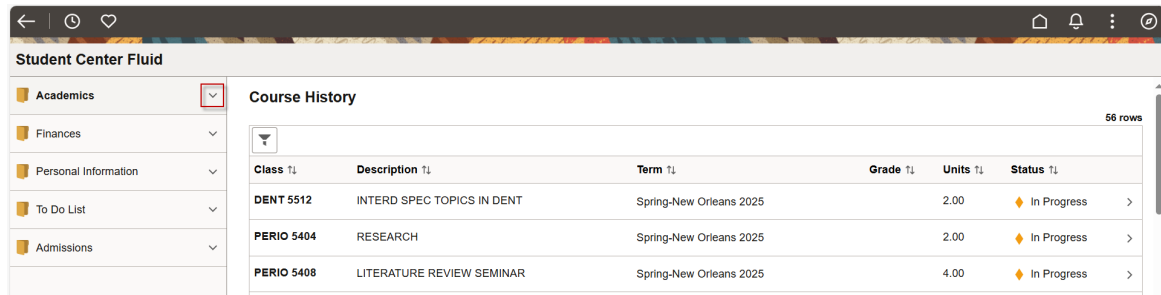
Also on all module My PeopleSoft Home screens, the **My Favorites** tile has been removed and there is now a favorites icon in the toolbar, the Heart . Use of this icon is discussed in the *Toolbar Icons Actions* section of this document.


4. Screen Controls

Scroll bars are used to scroll up and down the screens.



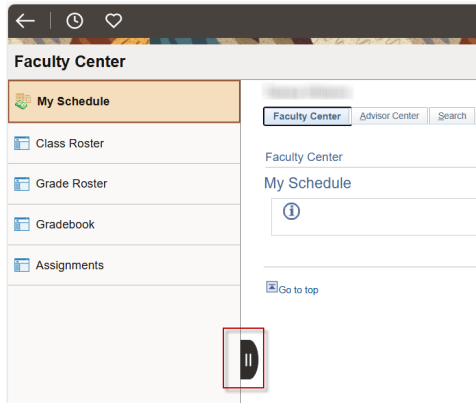
Use the Activity Guide menu on the left to see various options that change depending on the tile chosen from the home page. In this example a Student chose the Student Center tile from *My PeopleSoft Home* and can see items such as: *Academics, Finances, Personal Information, To Do List, and Admissions* in their Activity Guide Menu after collapsing the top menu option of *Academics*.



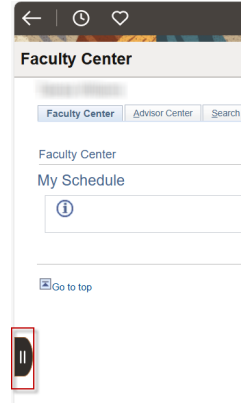
The Activity Guide Navigation menu can be hidden by click this icon  in the middle area of the menu.

Below is an example of the screen with the Activity Guide Navigation open and hidden.

Open:



Hidden:



5. LSUHSC Navigational Toolbar

Please note, the Navigational Toolbar icons have changed to look like what is shown in the table below, however, the functionality of the icons are still the same.

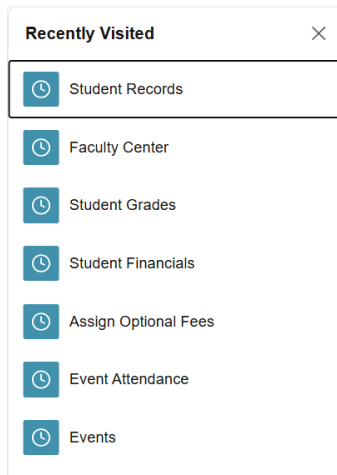
5.1. Navigational Toolbar Changes

Pre Upgrade	After Upgrade
<p>On Login</p>	<p>On Login</p>
<p>After navigating to a Menu</p>	<p>After navigating to a Menu</p>

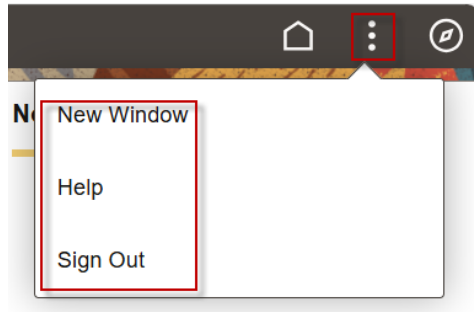
5.2. Toolbar Icon Actions



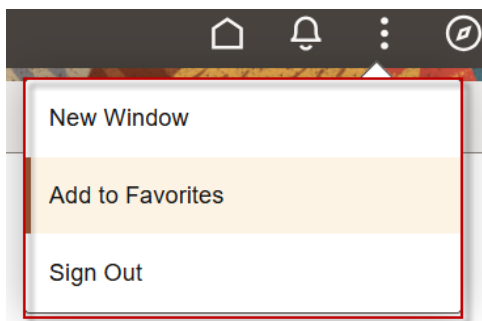
Recently Visited - Displays a list of pages you have recently viewed in the system, for example:



Actions – Displays actions you can take on a particular window. For example, on the home screen actions you can take are open a *new window*, access *help*, or *sign out* of the application as shown below:

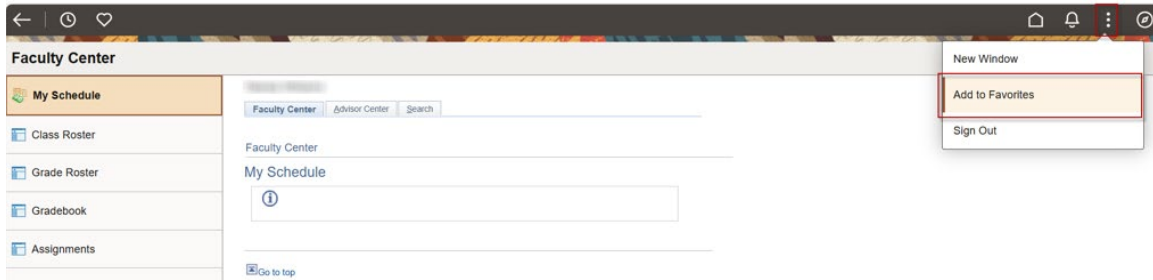


Other screens actions allow you to open a *new window*, add a page to your favorites or *sign out*:

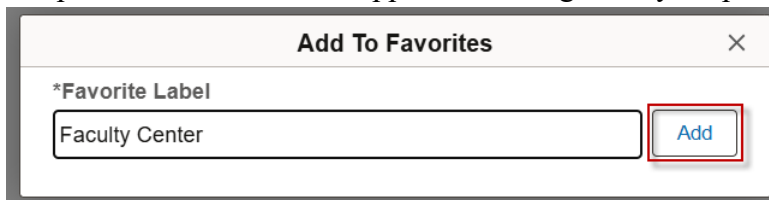


Favorites – Lists any pages you have marked as favorites. To add a page as a favorite, navigate to the screen, then click the **Action** button and select **Add to Favorites**.

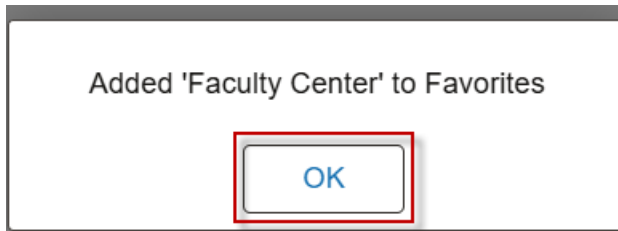
In this example we navigated to Faculty Center, clicked the **Actions** button and selected **Add to Favorites**:



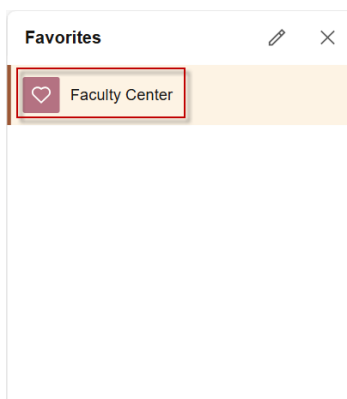
Keep the default name that appears or change it to your preference and click **Add**



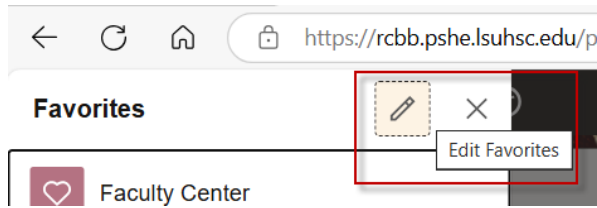
When a confirmation appears click **OK**



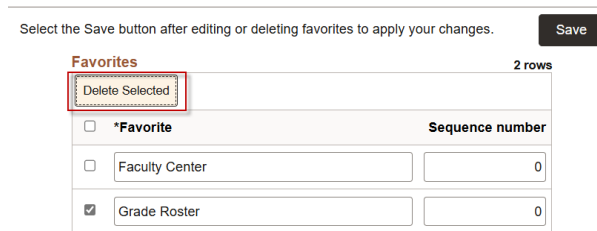
Now Faculty Center is listed under Favorites for quick access in the future via the heart icon on the toolbar:



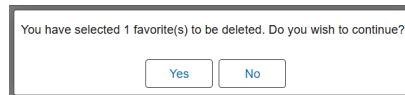
To edit or delete a favorite, click the pencil icon next to favorites



Put a check in the box next to item you want to delete, click delete



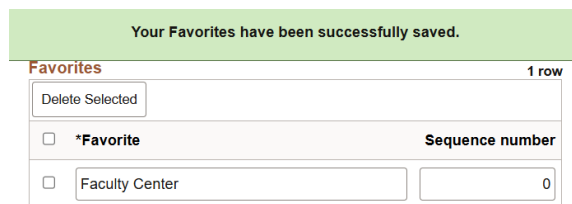
Click Yes to delete the item




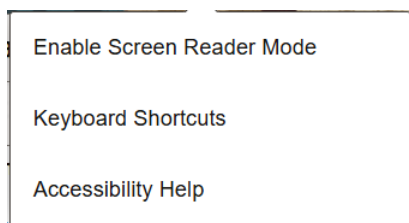
Click Save



You will receive a confirmation that your changes have been saved



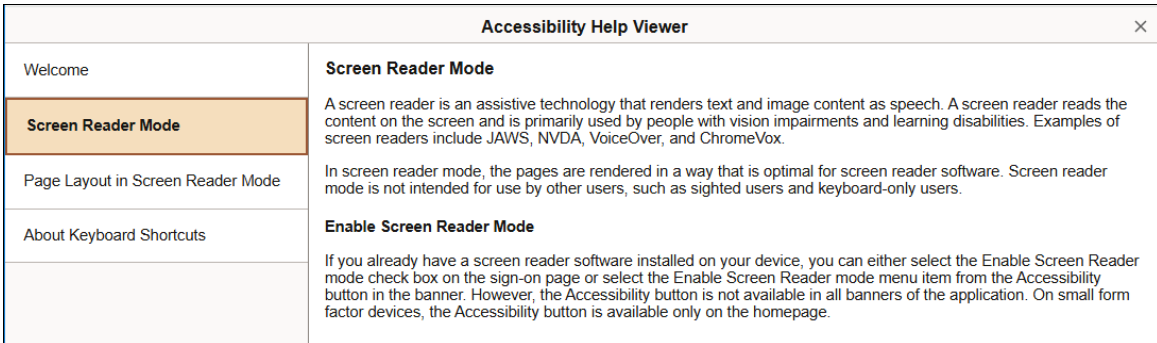
 **Accessibility** – Used to adjust the application to meet special needs of an individual.



- *Enable Screen Reader*, graphics and effects changes to text and the application verbally reads what is on the screen for people that are visually impaired. Once

Screen Reader mode is enabled, it can only be disabled if the user logs out of the current session.

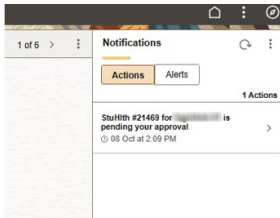
- *Keyboard Shortcuts* offers a list of keystrokes that can be used in place of using a mouse.
- *Accessibility Help* is as shown below:



Home – The Home button can be clicked to return to the My PeopleSoft Home from any other page.



The Notification is a function to notify a user of a pending item they need to be aware of and is in the shape of a bell. This feature is not currently being used.



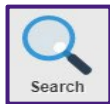
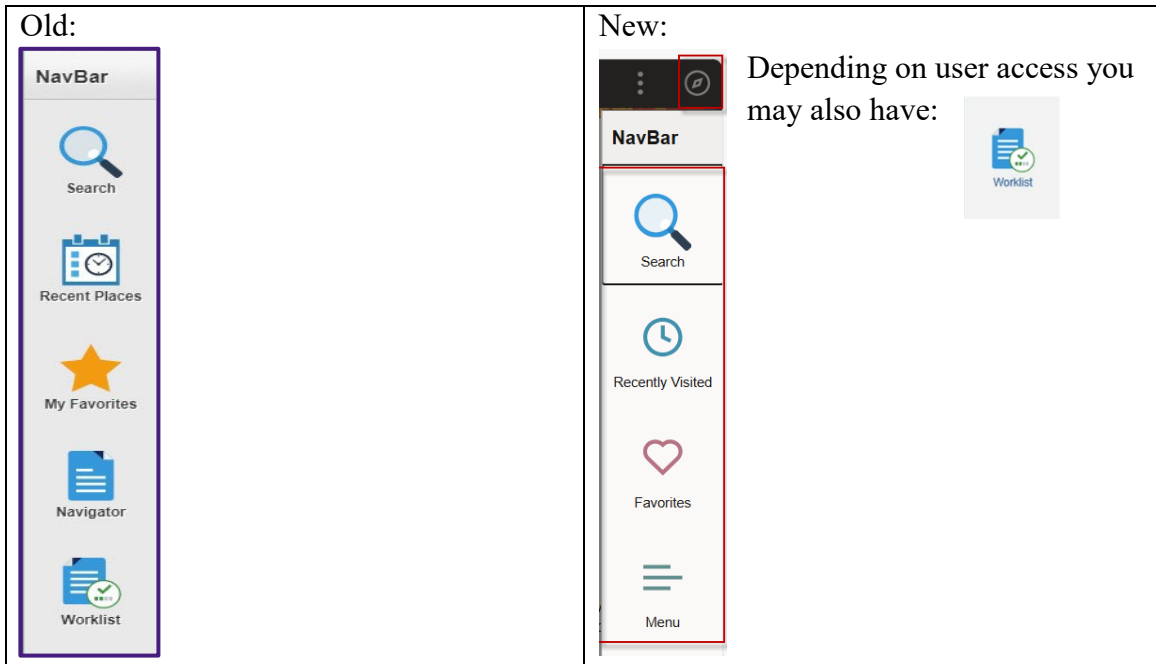
The Notification Panel – This area is used to notify certain Campus Administration staff of forms that need to be completed. It may also be used for other information in the future.



NavBar – Click to access an additional navigational menu.

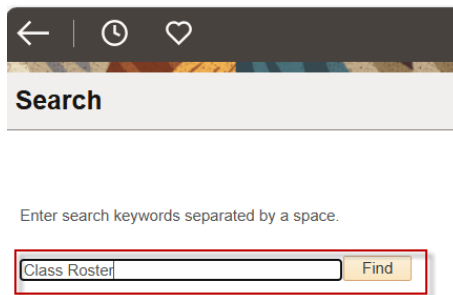
6. The NavBar

The *NavBar* contains three options (i.e., *Recently Visited*, *Favorites* and *Menu*) for navigating the system, a *Search* option, and some users will see a *Worklist* option as well depending on their user ID access. You can choose which navigational option works best for you. The three navigational options will open within the *NavBar*, while the *Search* option opens in a new page.

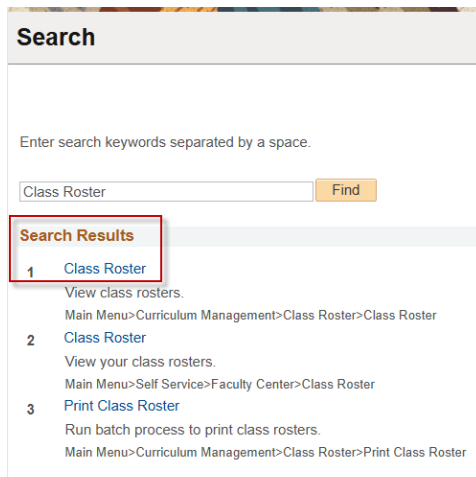


Search - allows you to navigate directly from your search results to the action you are looking for. The item used for the search must have a minimum of two characters. You can also narrow your search results by using multiple words such as *'Class Roster'* as your search parameter.

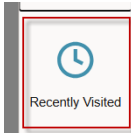
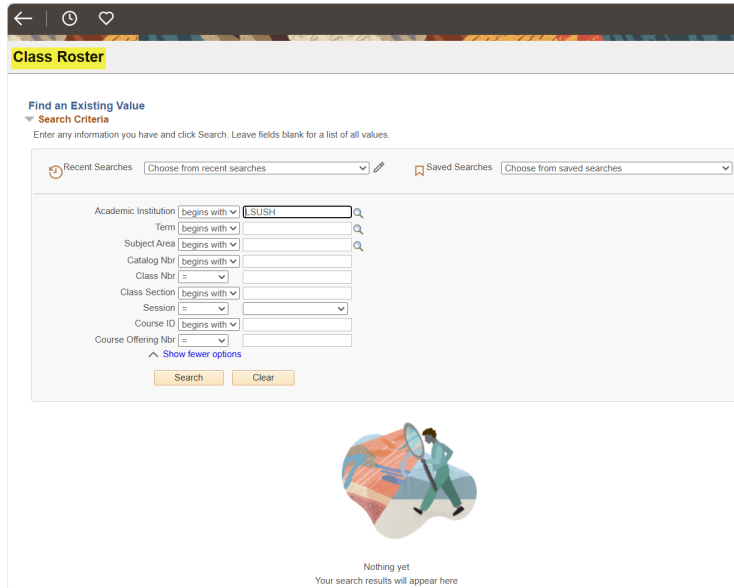
- Enter search Terms



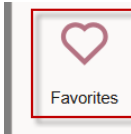
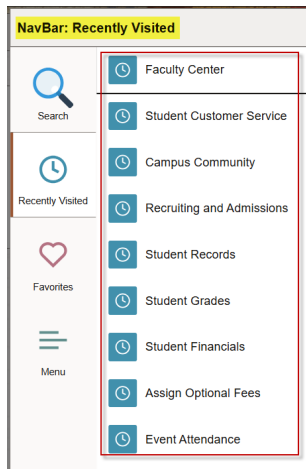
- Choose item from results



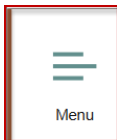
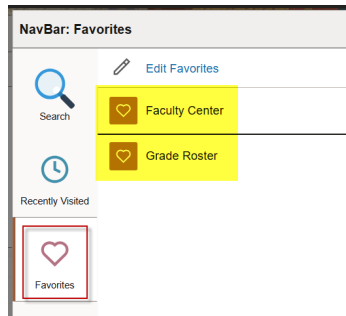
- Chosen page appears



Recently Visited - lists the most recent pages you have viewed in the system. Click the page name to return a page listed.

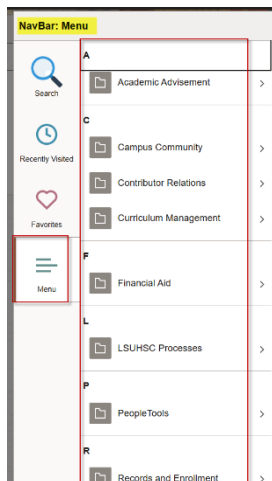


Favorites – Displays your previously saved favorites. See section 5.2 *Toolbar Icon Actions* of this document to learn how to add and edit favorites.



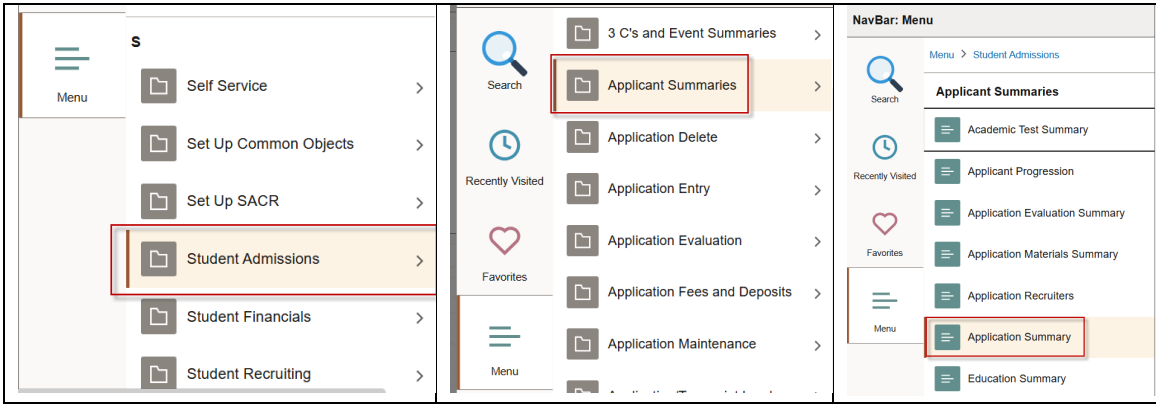
Menu – Used to navigate to various pages within the system

7. Using the NavBar: Menu



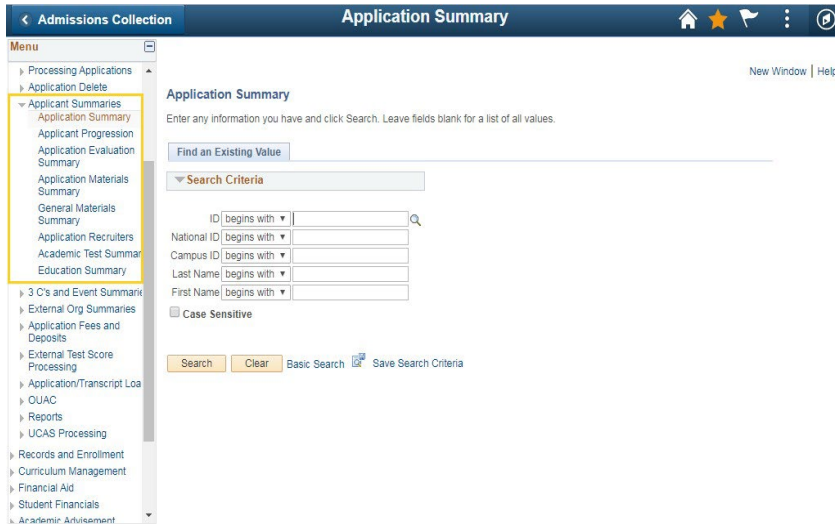
Menu is a way to navigate through the full menu of items for which you have security access. The menus are used to move from page to page, but unlike the old menus they do not display the breadcrumb trail at the top of the page. The page names are listed in alphabetical order.

To move from screen to screen using **Menu** click a module name (e.g., Student Admissions) and all items to which you have access to for that menu will display. You can continue to drilldown until you reach the page you need. In this example, the user drilled down to reach the **Application Summary** screen by clicking, *Student Admissions*, *Applicant Summaries*, and then *Application Summary*.

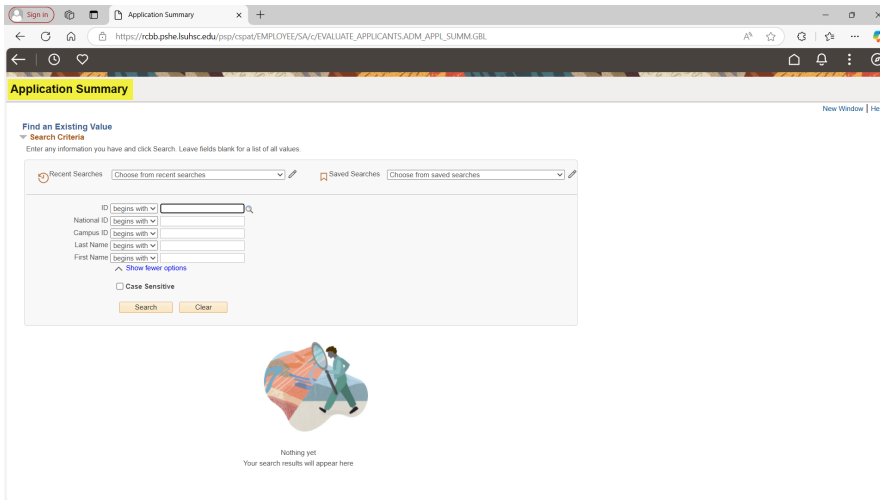


Note, as mentioned previously, once you reach the screen, the classic menu on the left no longer exists.

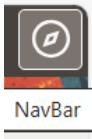
Old:



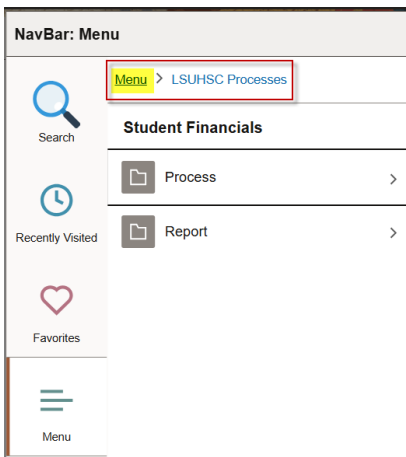
New:



To navigate to a different section, you should use the NavBar by clicking the compass icon again.



If while navigating the Menu on NavBar, you need to get back to the top level of Menu items, there is a list of what you have clicked on at the top of the menu. Click menu to return to the main alphabetical list.



This concludes the Delta Guide for navigating Campus Solutions.