**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