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