

Orion Help

Quick Start Guide for Students



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Quick Start Guide for Students

Quick Start

Quick Guide for Students provides some basic information about how to access and view student related information.

The purpose of this guide is to help students who are new to the Orion PeopleSoft system locate important information in the Student Service Center.

Upon completion of this module, you will be able to:

- Access the Student Service Center
- Check Application Status
- Search for courses or locate them using the Course Catalog.

Signing In to Self Service

Signing in to PeopleSoft is just like opening a secured page on a website on the Internet. You enter the **URL** (Uniform Resource Locator) in your browser window's address box to open the site. When the site opens, you type in your **User ID** and **Password** to access Orion.

Procedure

This topic covers the steps for signing in to the **Orion** PeopleSoft application and navigating to the **Self Service Student Center**.

Step	Action
1.	When you open your default browser's window and type in the URL for the Orion PeopleSoft application or select the bookmark for the site, the Sign In page appears. Use this page to sign in to the application. Here, you can also select the language in which you want your transaction pages to appear.

0B

Step Action

2. Enter your **NetID** in the **User ID** field.

Both the **User ID** and **Password** fields are case sensitive.

NOTE: For purposes of this exercise, enter "**PS**".

3. Enter your **password**. Notice that for security purposes, when you type the password, it will be shown with asterisks. Also note that passwords are case sensitive.

Enter your **NetID** password into the **Password** field.

NOTE: For purposes of this exercise, enter "**PS**".

4. Click the **Sign In** button.

Sign In

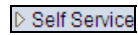
5. Once you are logged in the system displays the **Home** page for the **Orion** system.

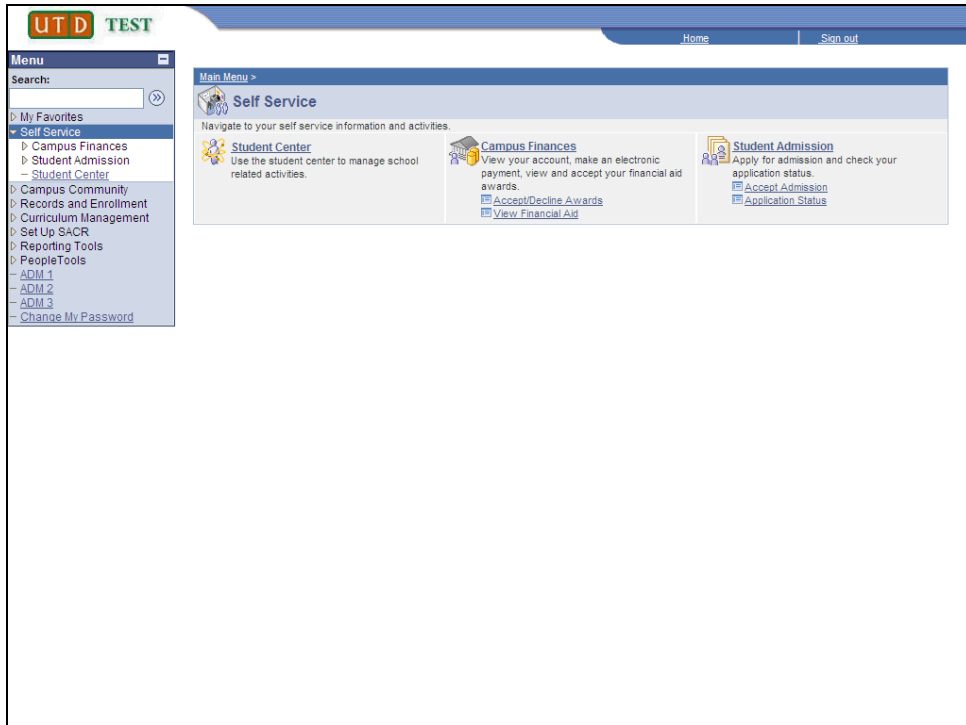
For security purposes, you are logged out after a period of inactivity determined by your security administrator. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.



Step	Action
------	--------

6. Click the **Self Service** link.

 Self Service



Step	Action
------	--------

- | | |
|----|---|
| 7. | Click the Student Center link. |
| 8. | This is the Self Service Student Center . From this page you can manage most aspects of your academic career, including resolving holds, completing enrollment tasks, and enrolling in courses. You can also manage your personal information as well as review your application status. |
| 9. | You have successfully signed in to a PeopleSoft application.
End of Procedure. |

Checking Application Status

This topic explains how to check a student's application status.

Procedure

This topic explains how to check the status of your application.

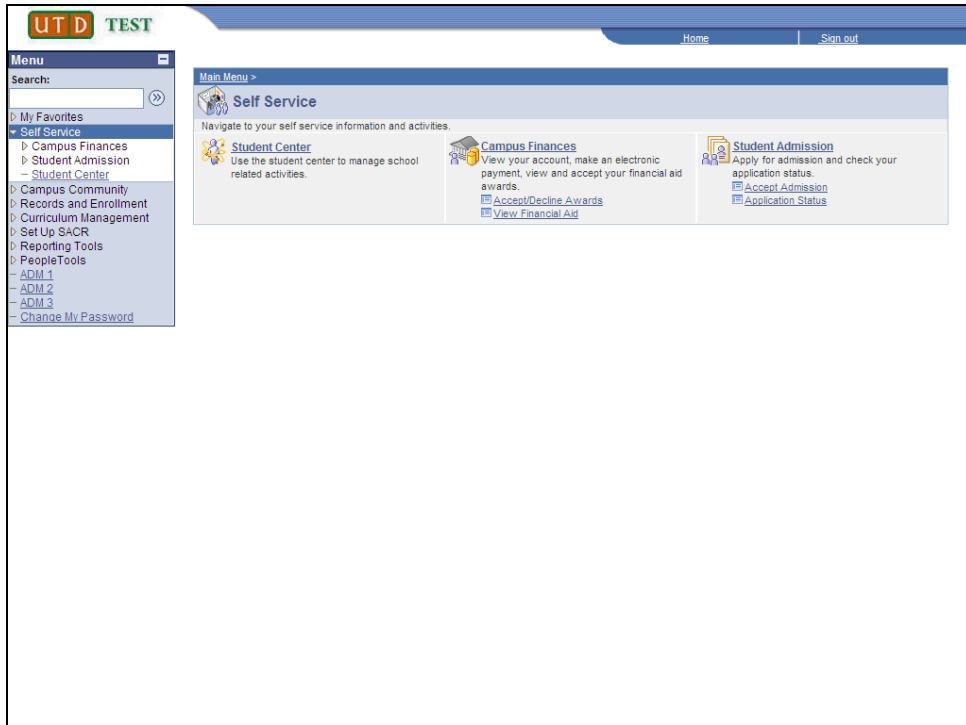


Step	Action
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1. First, you must navigate to the Student Center.

Click the **Self Service** link.

[▶ Self Service](#)

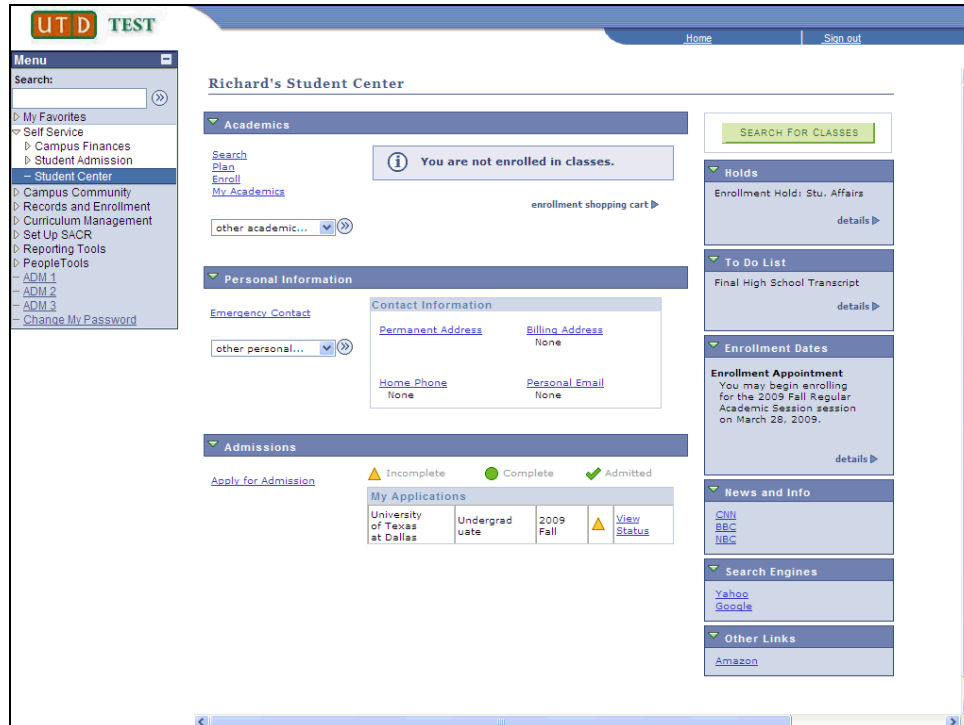


Step	Action
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2.

Click the **Student Center** link.

[Student Center](#)



- | Step | Action |
|------|---|
| 3. | Your application status is displayed at the bottom of the page. The icons tell you if you have been admitted to the university.

In the My Applications table, you can see that the application for this individual is incomplete. He must complete the items listed on his To Do list. |
| 4. | Congratulations! You have successfully completed the steps for checking your Application Status.
End of Procedure. |

Searching for a Course

This topic describes how to search for a course from within the Student Center and how to add a course to your Shopping Cart.

Procedure

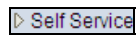
After completing this lesson, you will be able to search the course catalog and add a course to your shopping cart.

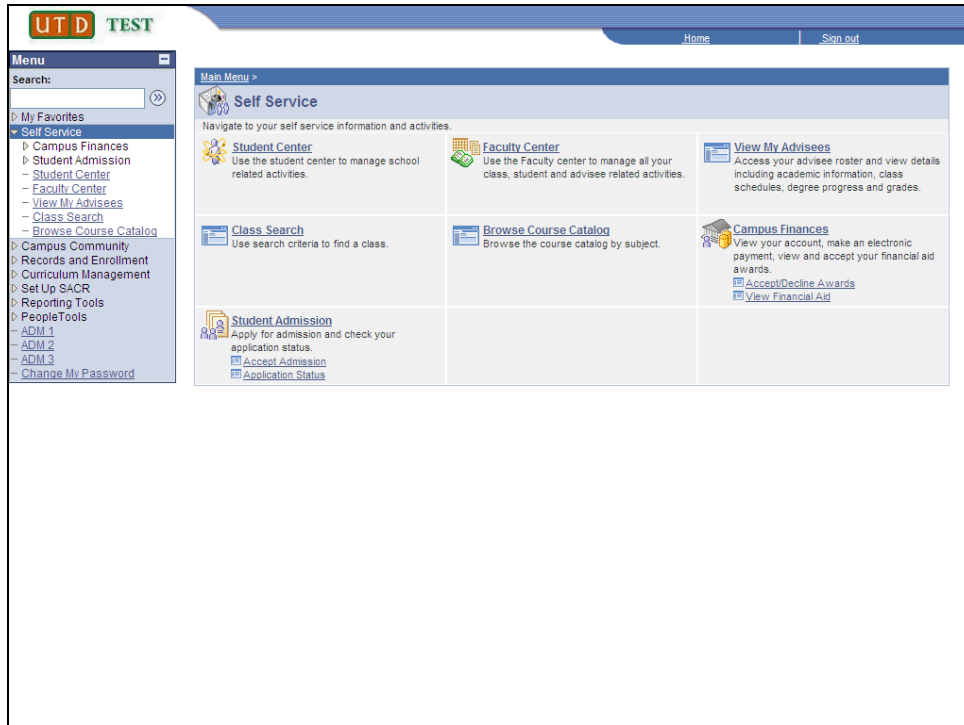


Step	Action
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1. To browse the course catalog, we first need to access the Student Center.

Click the **Self Service** link.



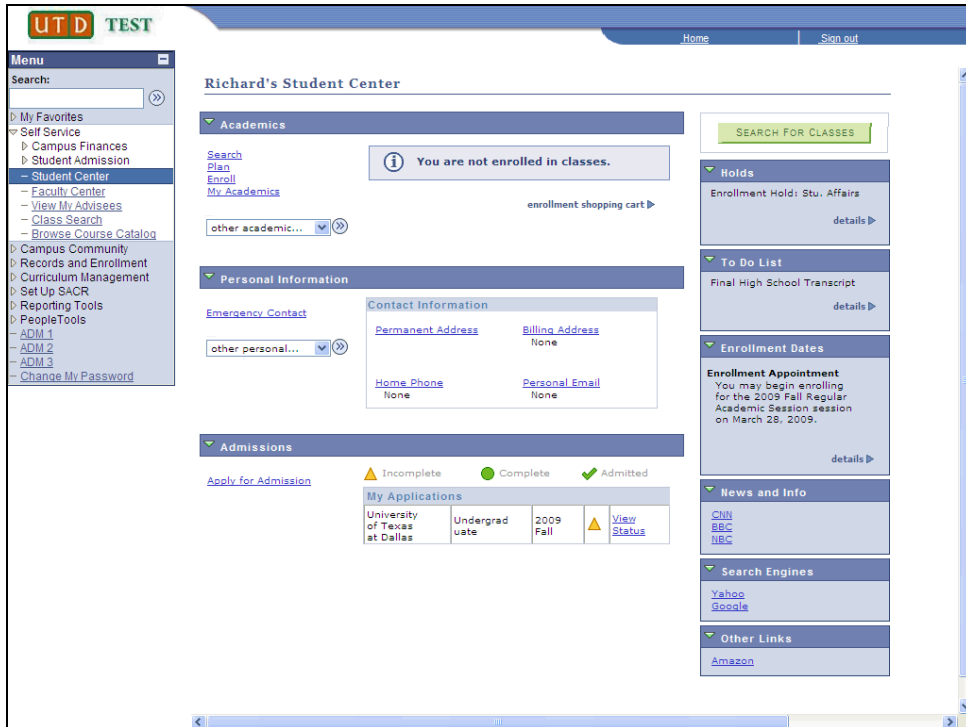


Step	Action
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2.

Click the **Student Center** link.



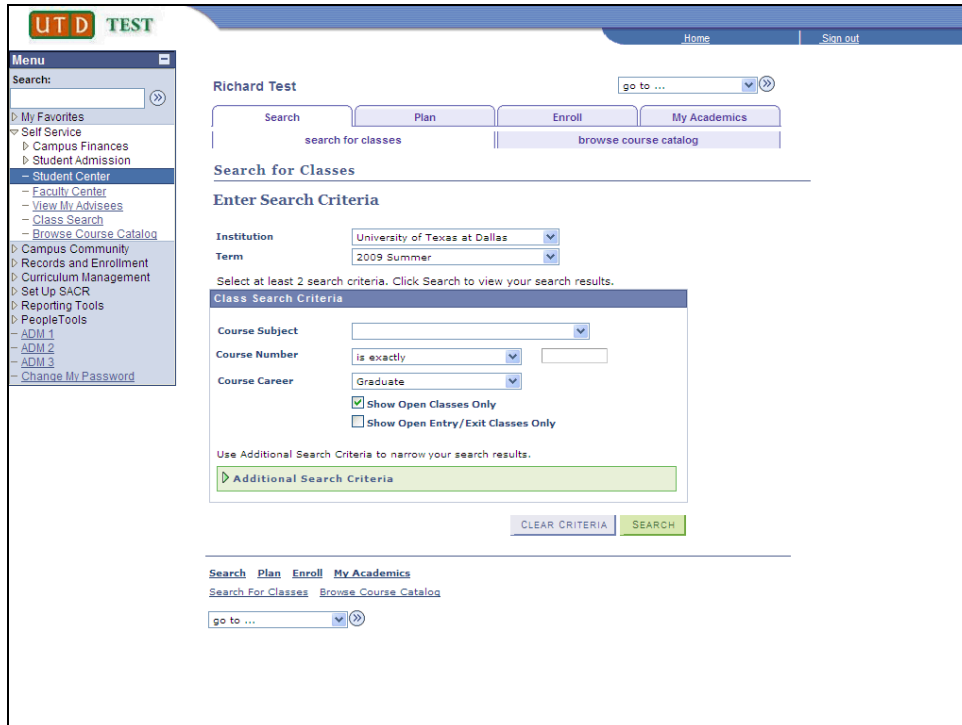


Step Action

3. The catalog can be accessed numerous ways, From the **Student Center** home page; students can click the **Search for Classes** button, or click on the word **Search** at the left of the Academics area.

Click the **Search for Classes** button.

4. Students use the **search for classes** feature to search a schedule of classes for a specific term.
5. The **browse course catalog** feature is used to view what courses are offered.

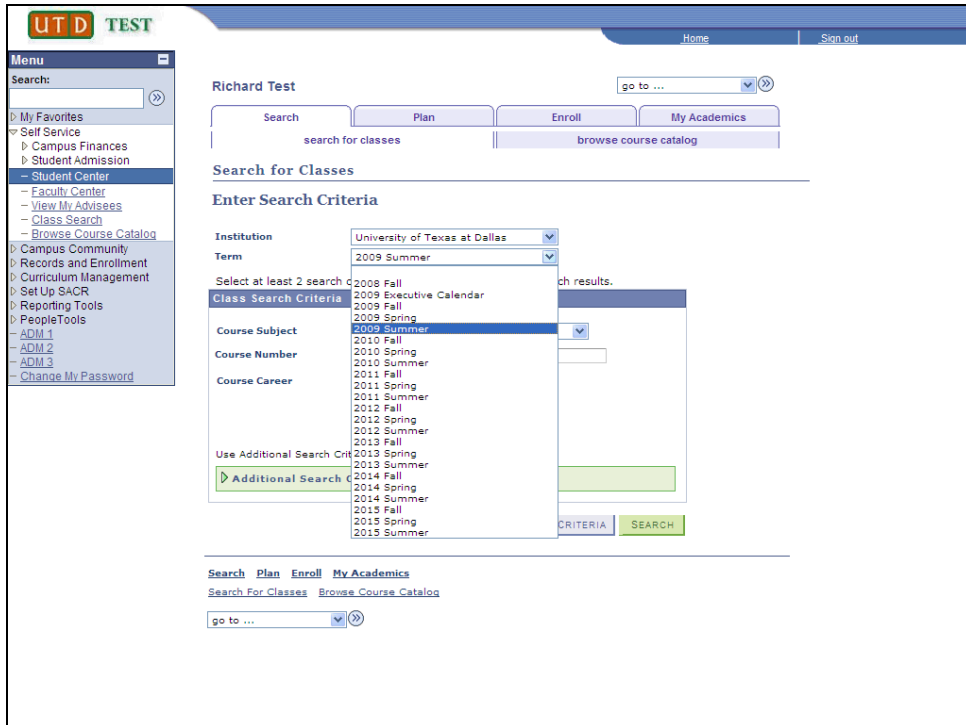


Step	Action
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6.	Make sure the correct term is displayed in the Term list.
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Click the **Term** list.



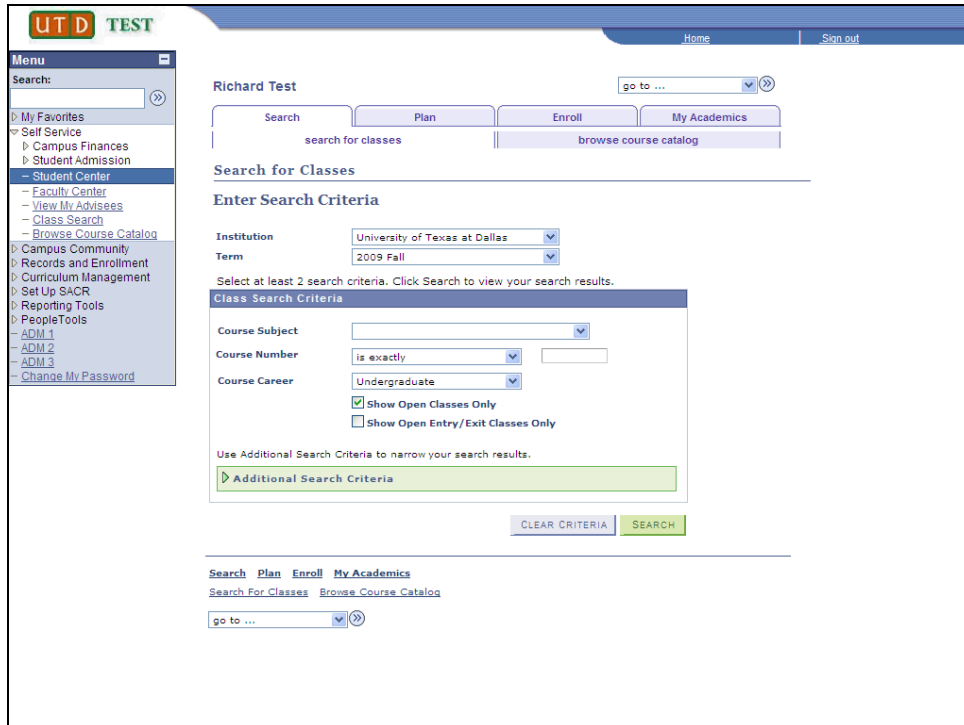


Step	Action
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- | | |
|----|--------------------------|
| 7. | Select the desired term. |
|----|--------------------------|

In this example, click the **2009 Fall** list item.

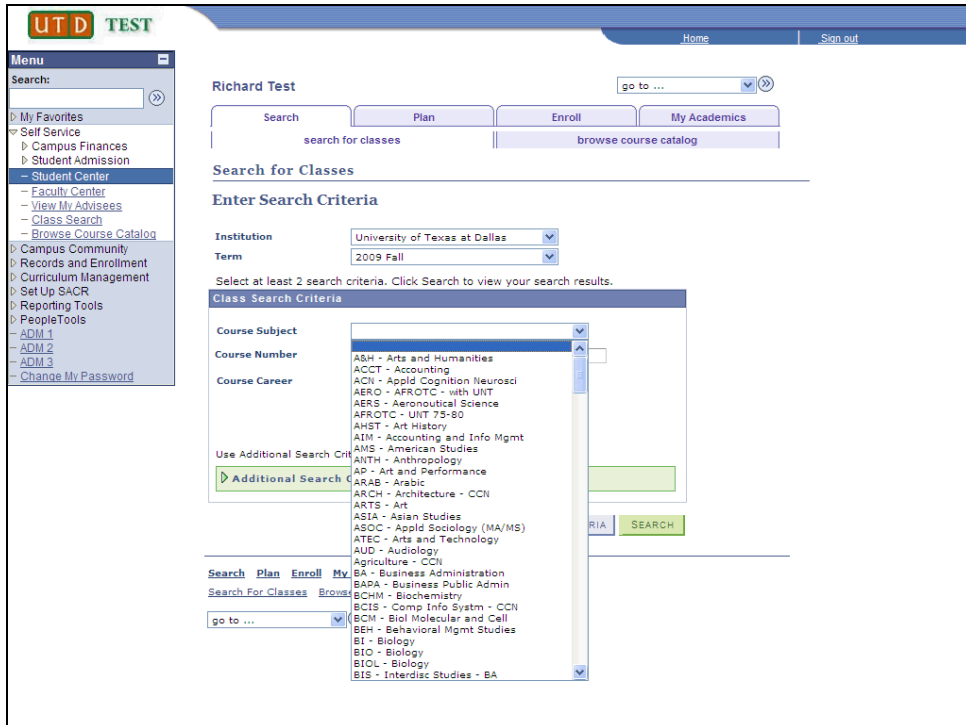
2009 Fall



Step	Action
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8.	Select a course subject to narrow your search criteria.
----	---

Click the **Course Subject** list.

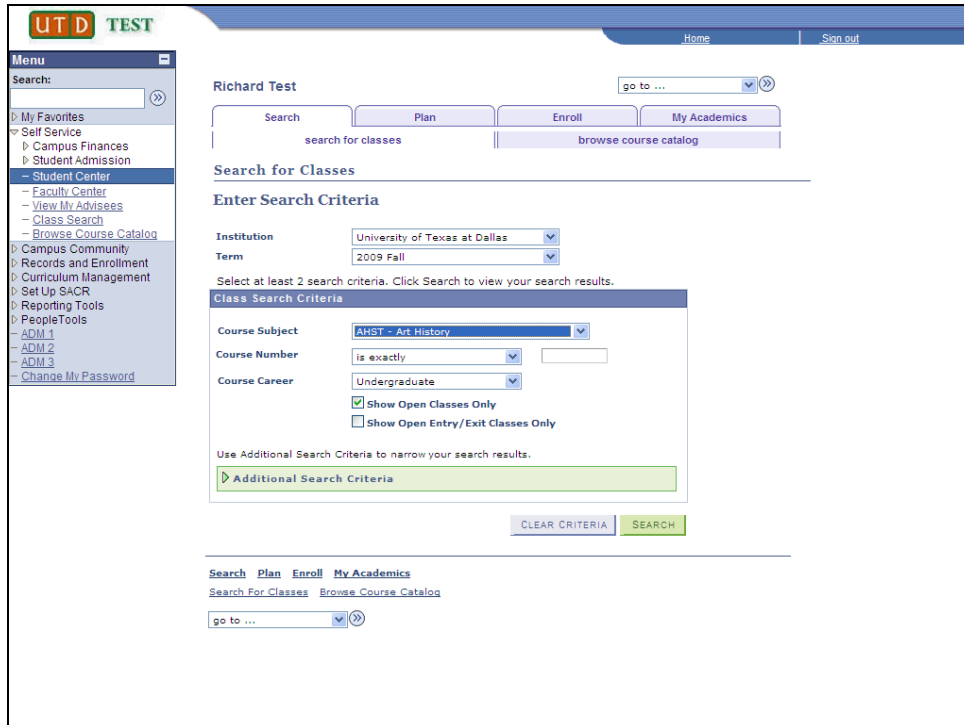


Step Action

9. Locate the desired **subject**.

For example, click the **AHST - Art History** list item.

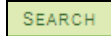
AHST - Art History

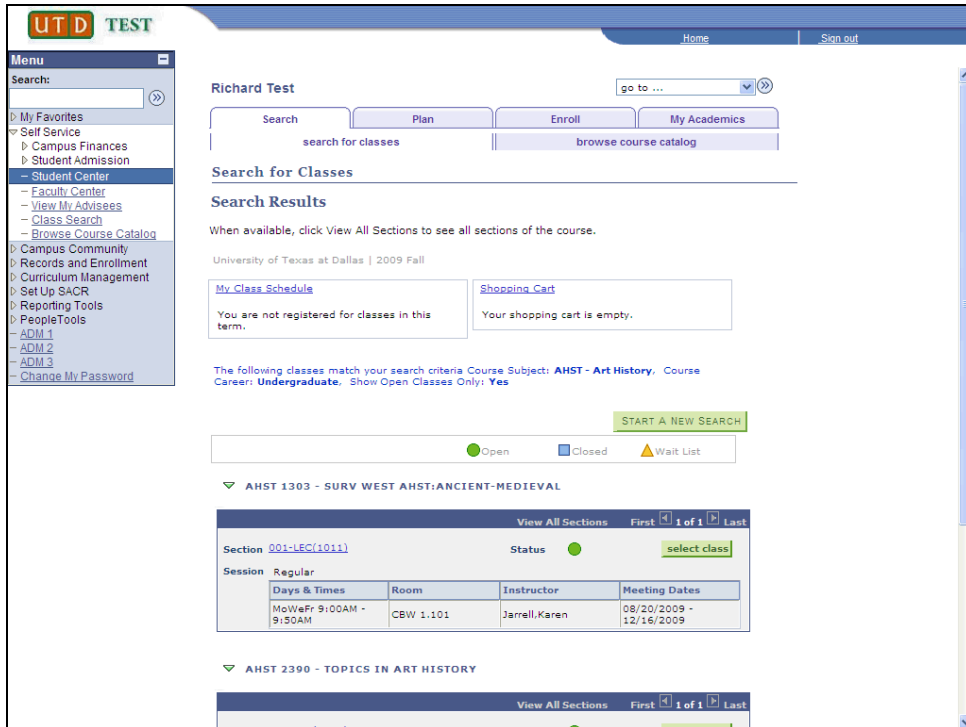


Step	Action
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10.

Click the **Search** button.





Step **Action**

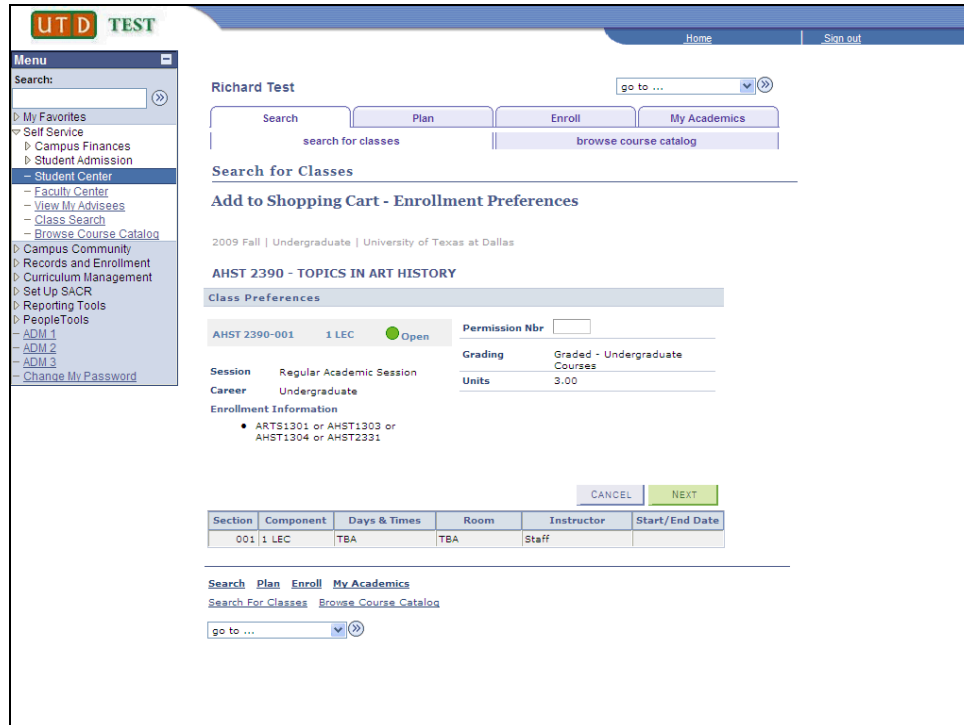
11. Click the scrollbar to display all the classes that meet the search criteria.

12. Once you locate the class and section you wish to attend you need to select it.

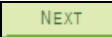
In this example, select the **AHST 2390** course.

Click the **Select Class** button.

select class



- | Step | Action |
|------|---|
| 13. | This page provides detailed information about the course selected, including pre-requisites and instructor information.

Click the Next button.
 |
| 14. | The new course is displayed in your Shopping Cart. |
| 15. | You now know how to search the course catalog and add a course to your shopping cart.
End of Procedure. |

Browsing the Course Catalog

You have two options to search for courses in the PeopleSoft Enterprise Student Records system: browsing the course catalog and entering specific search criteria.

The **Browse Course Catalog** page is used to see a list of courses offered at the institution. Once you locate the course you're interested in, the **Browse Course Catalog - Course Detail** page enables you to view course details and access class sections.

Procedure

This lesson deals with using the course catalog.


After completing this lesson, you will be able to browse the course catalog, as well as view course details and add the course to your planner or shopping cart.

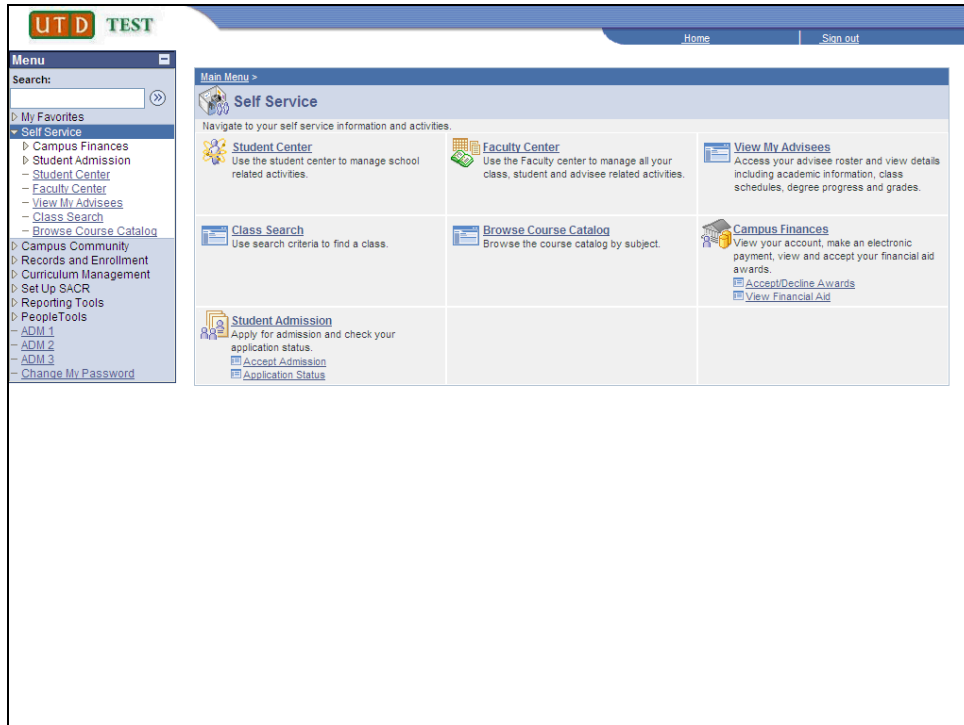
You will also be able to select a specific course section and add it to your shopping cart.



Step	Action
1.	To browse the course catalog, we first need to access the Student Center.

Click the **Self Service** link.

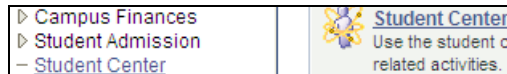
 Self Service



Step	Action
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2.

Click the **Student Center** link.

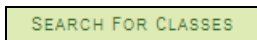




Step Action

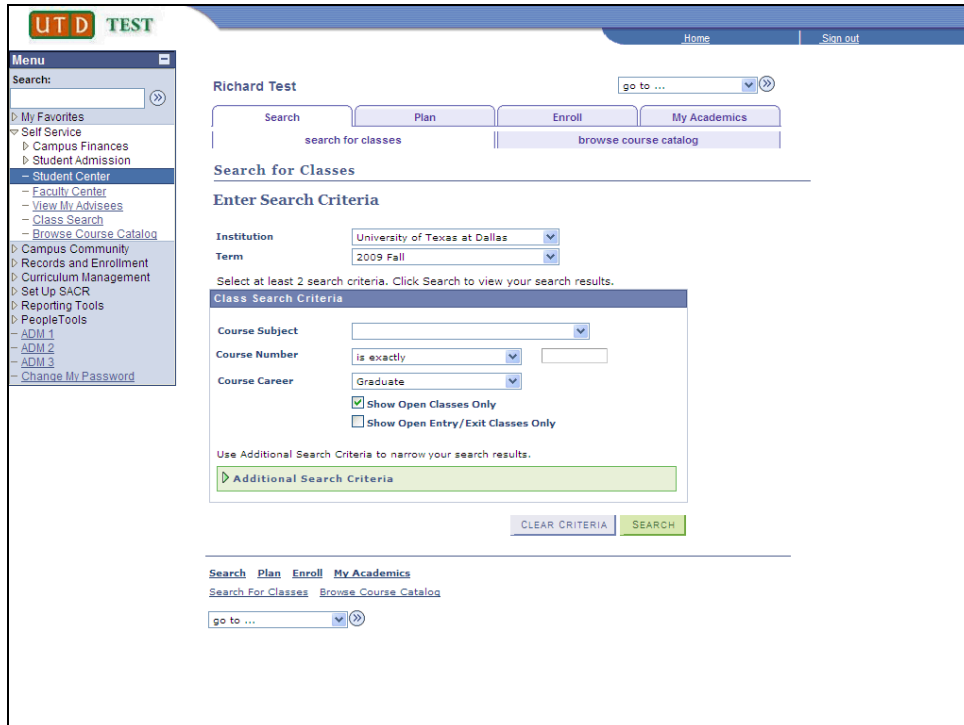
3. The catalog can be accessed numerous ways, From the **Student Center** home page; students can click the **Search for Classes** button, or click on the word **Search** at the left of the Academics area.

Click the **Search for Classes** button.



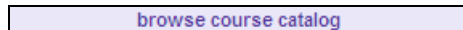
4. Students use the **search for classes** feature to search a schedule of classes for a specific term.
5. Use the **Browse Course Catalog** page to browse the course catalog to find course details.

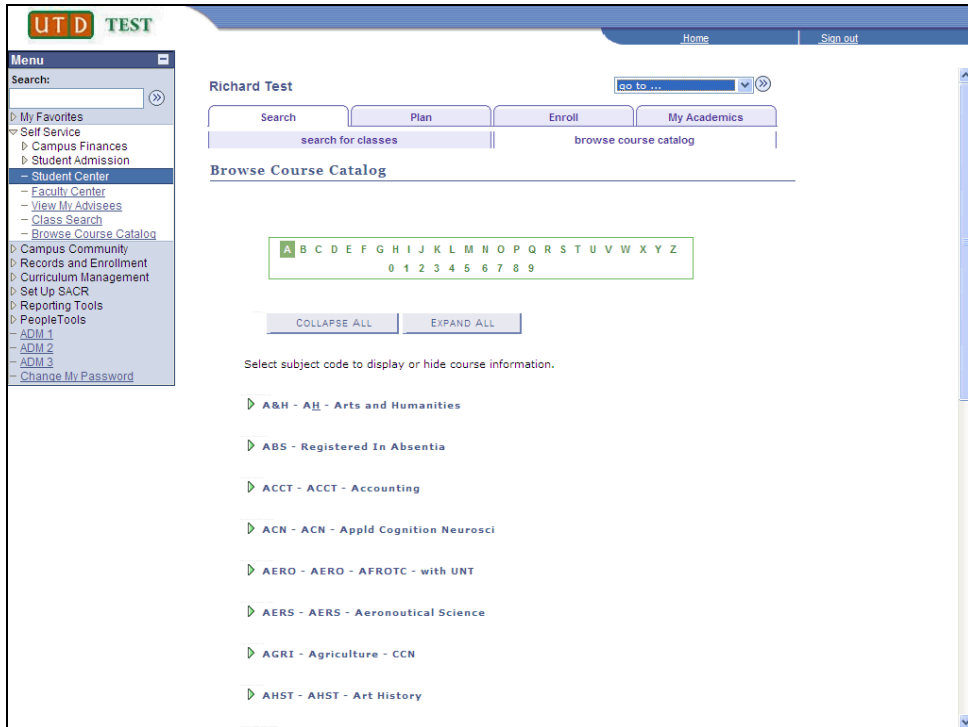
Students can browse the course catalog by academic subject. They can also select courses to add to their planner, view course details, as well as view section information for the indicated term.



Step	Action
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6. Click the **browse course catalog** link.





Step	Action
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7.	We want to look at what dance courses are offered.
----	--

Click the object.





Step	Action
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8. A list of all the courses starting with the letter **D** displays.
 Click the **DANC - DANC - Dance** link.
DANC - DANC - Dance
9. You can view the course detail by clicking on the **Course Nbr** or the **Course Title**.
 Click the **1310** link.
1310
10. Students are able to drill down on the **Course Detail** page to view class sections for a selected term and, if term activated, to directly add classes to their shopping cart.
11. Students with a single career can add courses to their planner directly from the **Browse Course Catalog** page or from the **Course Detail** page.
 Students with multiple careers are only able to add courses to their planner from the **Course Detail** page.

The screenshot shows the Orion system interface for a student named Richard Test. The main content area displays the details for course DANC 1310 - UNDERSTANDING DANCE. The course detail section includes the following information:

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergrad Graded
Course Components	Lecture Required

Enrollment Information:

Typically Offered	Once A Year
Requirement Designation	Core - 050 Fine Arts
Course Attribute	Freshman Level Course

Description:

DANC 1310 Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions; the nature of dance compared to other performing arts; and relations between social and theatrical dance. (3-0) Y

Buttons for 'view class sections' and 'add to planner' are visible in the course detail section.

Step Action

12. You can view sections for a specific term and enroll; or add the course to your planner for a future term.

Let's add the course to the planner.



Click the **Add to Planner** button.

add to planner

The screenshot shows the UTD TEST student portal interface. At the top left is the UTD TEST logo. Below it is a navigation menu with categories like 'My Favorites', 'Self Service', 'Campus Finances', 'Student Admission', 'Student Center', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'ADM 1', 'ADM 2', 'ADM 3', and 'Change My Password'. The main content area shows the user's name 'Richard Test' and a search bar. Below the search bar are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. A message box states 'DANC 1310 has been added to your Planner.' Below this is a link to 'Return to Browse Course Catalog'. The course detail section for 'DANC 1310 - UNDERSTANDING DANCE' includes a table with the following information:

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergrad Graded
Course Components	Lecture Required
Enrollment Information	
Typically Offered	Once A Year
Requirement Designation	Core - 050 Fine Arts
Course Attribute	Freshman Level Course
Description	
DANC 1310 Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions, the nature of dance compared to other performing arts, and relations between social and theatrical dance. (3-0) Y	

Buttons for 'view class sections' and 'add to planner' are visible next to the course details. A 'Main Content' button is also present.

- | Step | Action |
|------|--|
| 13. | Click the Plan link.
 |
| 14. | Students can use the planner to review a comprehensive list of their degree requirements and access course details linked to a particular requirement. |
| 15. | Click the UNDERSTANDING DANCE link.
 |

The screenshot shows the Orion system interface for a student named Richard Test. The main content area displays the 'My Planner' section for the course 'DANC 1310 - UNDERSTANDING DANCE'. A table provides course details, and a 'view class sections' button is highlighted in green. The table data is as follows:

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Undergrad Graded
Course Components	Lecture Required

Enrollment Information:

Typically Offered	Once A Year
Requirement Designation	Core - 050 Fine Arts
Course Attribute	Freshman Level Course

Description:

DANC 1310 Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions; the nature of dance compared to other performing arts, and relations between social and theatrical dance. (3-0) Y

Step Action

16.

Click the **View Class Sections** button.

view class sections

17.

Click the scrollbar.

18.

The system displays all class sections for this course for a particular term.

Click the **Terms Offered** list.

2004 Spring

The screenshot shows the UTD TEST interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Campus Finances', 'Student Admission', 'Student Center', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'ADM 1', 'ADM 2', 'ADM 3', and 'Change My Password'. The main content area displays the course description for DANC 1310: 'Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions, the nature of dance compared to other performing arts, and relations between social and theatrical dance. (3-0) Y'. Below this is the 'Course Schedule' section. A 'Terms Offered' dropdown menu is open, showing a list of terms: 2004 Spring, 2004 Spring (highlighted), 2005 Spring, 2006 Fall, 2006 Spring, 2007 Spring, 2007 Summer, 2008 Fall, and 2008 Spring. A 'show sections' button is visible. Below the dropdown, there are status indicators for 'Open', 'Closed', and 'Wait List'. A table titled 'DANC 1310 sections for 2004 Spring' shows one section: '001-LEC (14456)' with session '1', status 'Open', days 'TuTh', start time '2:00PM', end time '3:15PM', room 'Lecture', instructor 'Staff', and dates '01/12/2004 - 05/03/2004'. At the bottom, there are links for 'Return to My Planner', 'Search Plan Enroll My Academics', 'My Planner', 'Shopping Cart', 'Course History', and a 'go to ...' search bar.

Step Action

19. Click the **2008 Fall** list item.

2008 Fall

UTD TEST

Home | Sign out

Menu

Search:

- My Favorites
- Self Service
 - Campus Finances
 - Student Admission
- Student Center
 - Faculty Center
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Campus Community
 - Records and Enrollment
 - Curriculum Management
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
- ADM 1
- ADM 2
- ADM 3
- Change My Password

DANC 1310 Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions, the nature of dance compared to other performing arts, and relations between social and theatrical dance. (3-0) Y

Course Schedule

Terms Offered: 2008 Fall

i You are not eligible to enroll in term 2004 Spring at this time.

Open Closed Wait List

DANC 1310 sections for 2004 Spring

Section	Session	Status			
001-LEC (14456)	1	<input checked="" type="radio"/>			
Days	Start	End	Room	Instructor	Dates
TuTh	2:00PM	3:15PM	Lecture	Staff	01/12/2004 - 05/03/2004

[View All](#) | 1 of 1 | [Last](#)

[Return to My Planner](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

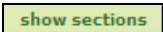
[My Planner](#) [Shopping Cart](#) [Course History](#)

go to ...

Step Action

20.

Click the **Show Sections** button.



21.

The system updates the list with class sections scheduled for the selected term.

UTD TEST Home Sign out

Menu

Search:

- My Favorites
- Self Service
- Campus Finances
- Student Admission
- Student Center
 - Faculty Center
 - View My Advisees
 - Class Search
 - Browse Course Catalog
- Campus Community
- Records and Enrollment
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools
- ADM 1
- ADM 2
- ADM 3
- Change My Password

Description

DANC 1310 Understanding Dance (3 semester hours) Lectures, discussions, and performances designed to explore artistic, philosophical, and historical dimensions of the theatrical dance experience. Areas of emphases may include differing dance traditions, the nature of dance compared to other performing arts, and relations between social and theatrical dance. (3-0) Y

Course Schedule

Terms Offered: 2008 Fall

AHST 1303 TuTh 1:00PM - 2:15PM
JO 2.504

BA 3311 MoWe 10:30AM - 11:45AM
SOM 2.717

Open Closed Wait List

DANC 1310 sections for 2008 Fall

Section	Session	Status	
001-LEC (12716)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>

Days	Start	End	Room	Instructor	Dates
MoWe	9:30AM	10:45AM	Lecture	Staff	08/21/2008 - 12/17/2008

View All 1 of 1 Last

[Return to My Planner](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

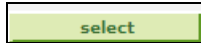
[My Planner](#) [Shopping Cart](#) [Course History](#)

go to ...

Step Action

22.

Click the **Select** button.

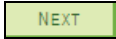


The screenshot shows the UTD ORION interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Campus Finances', 'Student Admission', 'Student Center', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'ADM 1', 'ADM 2', 'ADM 3', and 'Change My Password'. The main content area is titled 'Richard Test' and includes a search bar and buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'my planner', 'shopping cart', and 'course history'. The current page is 'Add to Shopping Cart - Enrollment Preferences' for 'DANC 1310 - UNDERSTANDING DANCE' in the '2008 Fall' semester. It displays 'Class Preferences' for 'DANC 1310-001' (1 LEC, Open) with a 'Permission Nbr' field. Below this are fields for 'Session' (Regular Academic Session), 'Grading' (Graded - Undergraduate Courses), 'Career' (Undergraduate), 'Units' (3.00), and 'Requirement Designation' (Core - 050 Fine Arts). At the bottom of the preferences section are 'CANCEL' and 'NEXT' buttons. A table lists section options:

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	1 LEC	Mo/Wr 9:30AM - 10:45AM	Lecture	Staff	08/21/2008 - 12/17/2008

At the bottom of the page are navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' search bar.

- | Step | Action |
|------|-------------------------------|
| 23. | Click the Next button. |



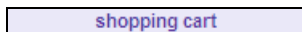
The screenshot shows the UTD TEST website interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Campus Finances', 'Student Admission', 'Student Center', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', and administrative links (ADM 1, ADM 2, ADM 3, Change My Password). The main content area features a green notification box stating 'DANC 1310 has been added to your Shopping Cart. To enroll in classes from your 2008 Fall Shopping Cart, click here.' Below this is a 'Return to My Planner' link and the course title 'DANC 1310 - UNDERSTANDING DANCE'. The 'Course Detail' section includes fields for Career (Undergraduate), Units (3.00), Grading Basis (Undergrad Graded), and Course Components (Lecture, Required). A 'view class sections' link is present, with a note that the course is in the planner under 'Term(s) Unassigned'. The 'Enrollment Information' section lists 'Typically Offered' (Once A Year), 'Requirement Designation' (Core - 050 Fine Arts), and 'Course Attribute' (Freshman Level Course). The 'Description' section provides a detailed overview of the course. At the bottom, the 'Course Schedule' section shows a dropdown for '2008 Fall' and a 'show sections' button. Below this are two buttons: 'My Class Schedule' and 'Shopping Cart', each with a 'show all' button. A table below these buttons lists course sections: 'AHST 1303 TuTh 1:00PM - 2:15PM' and 'BA 3311 MoWe 10:30AM - 11:45AM'.

Step	Action
------	--------

24. The course is added to your shopping cart.

Click the **Vertical** scrollbar.

25. Click the **shopping cart** link.



26. The course is now displayed in your shopping cart.

27. Congratulations, you now know how to browse the course catalog, view course details and add a course to your planner. You also know how to select a course section and add it to your shopping cart.

End of Procedure.