

Orion Help

Quick Start Guide for Students



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Table of Contents

Quick Start Guide for Students	1
Signing In to Self Service.....	2
Checking Application Status	4
Searching for a Course	7
Browsing the Course Catalog	16

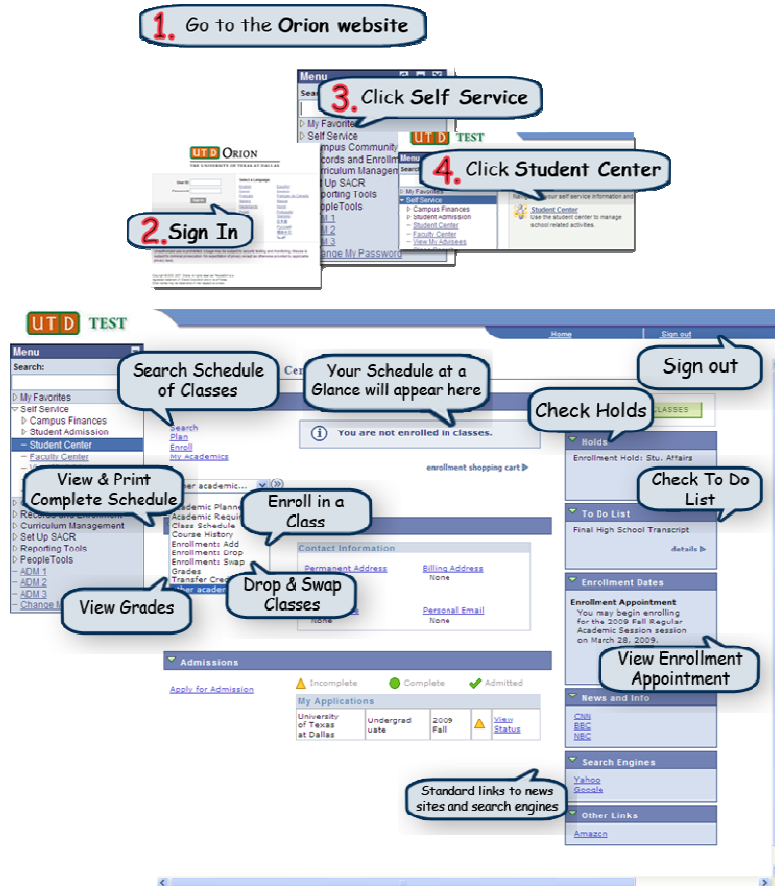
Quick Start Guide for Students

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.



This is a quick overview of the different elements of the Student Center page.
(<http://aisapp34/images/QuickStartW.png>)

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 the secured areas.

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 page in which you would like to work, the Sign In page appears. Use this page to select the language in which you want your transaction pages to appear and to sign in to the application.

UTD Orion ~ TRN
THE UNIVERSITY OF TEXAS AT DALLAS

User ID:
Password:

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
Việt	繁體中文
繁體中文	العربية

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- | 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.

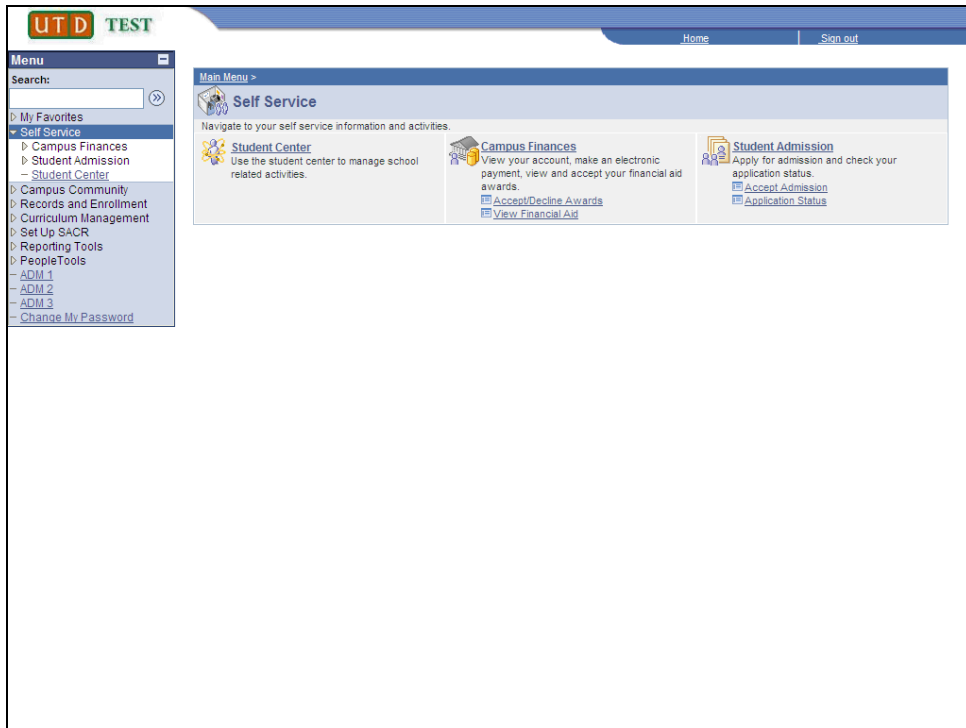
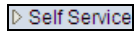
NOTE: For purposes of this exercise, enter " PS ". |
| 4. | Click the Sign In button.
 |
| 5. | Once you are logged in the system displays the Home page for the Orion system.

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.



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

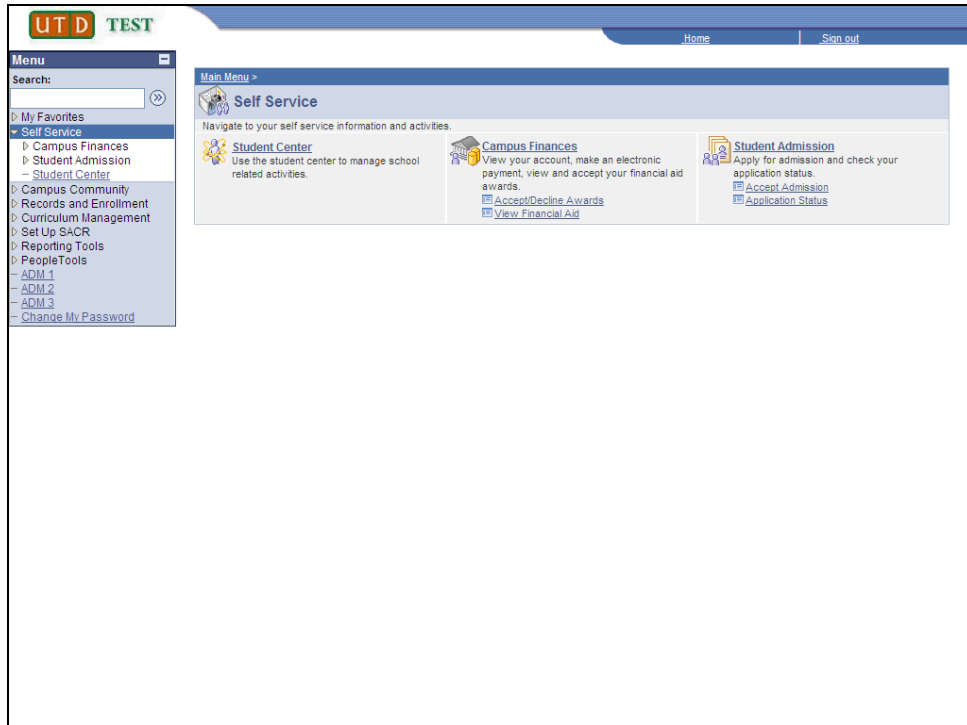
This topic explains how to check a student's application status.

Procedure

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



Step	Action
1.	First, you must navigate to the Student Center. Click the Self Service link. ▶ Self Service

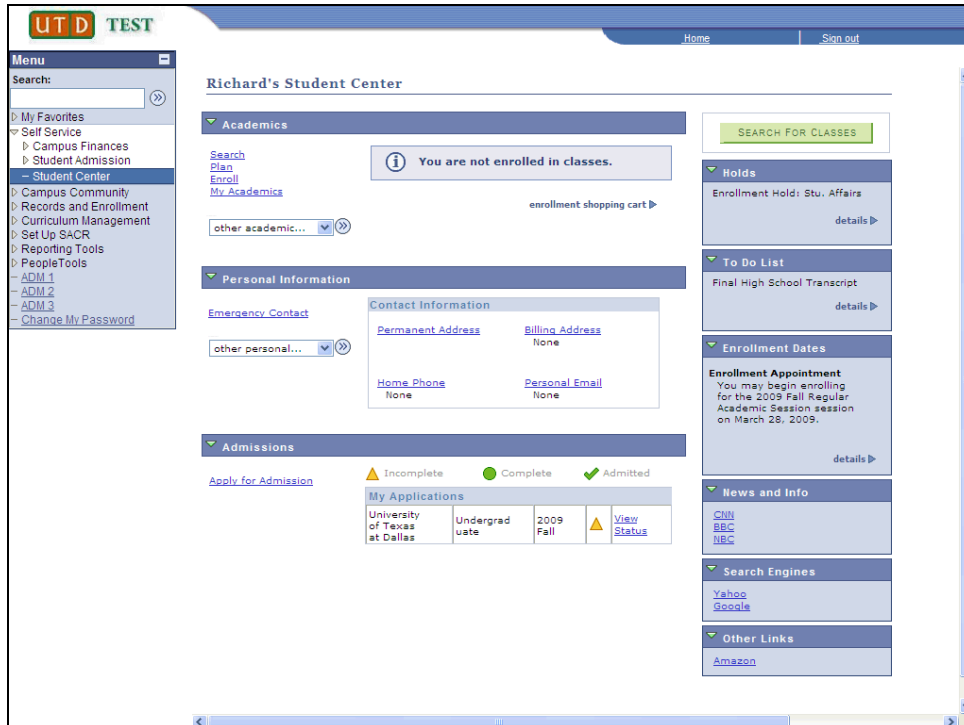


Step	Action
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2.

Click the **Student Center** link.

[Student Center](#)



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

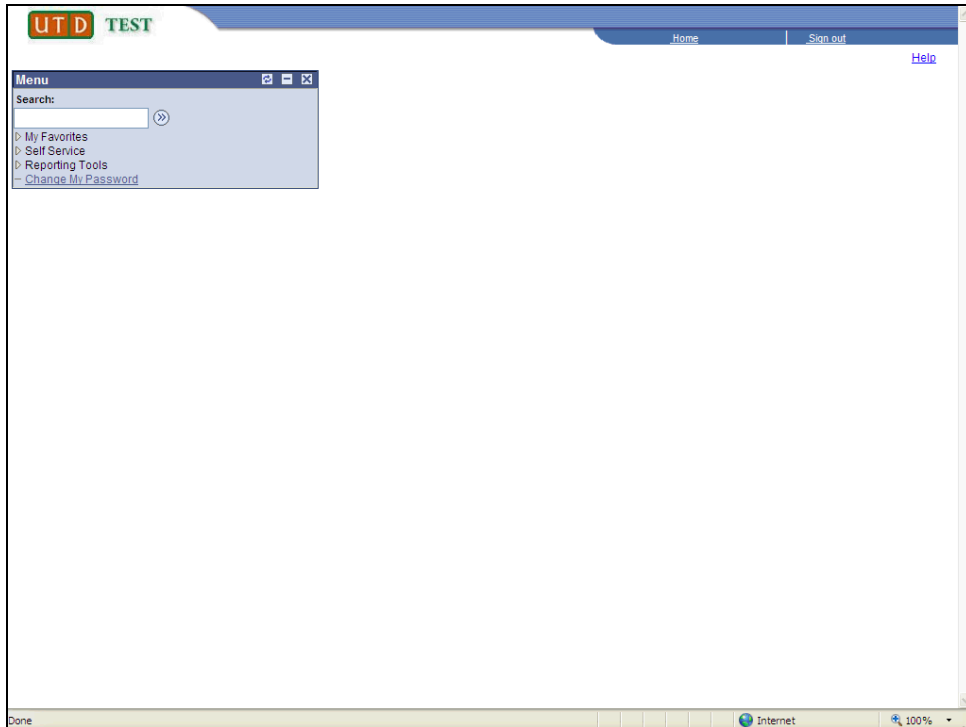
4.	Congratulations! You have successfully completed the steps for checking your Application Status. End of Procedure.
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Searching for a Course

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

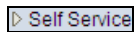
After completing this lesson, you will be able to search the course catalog and add a course to your shopping cart.

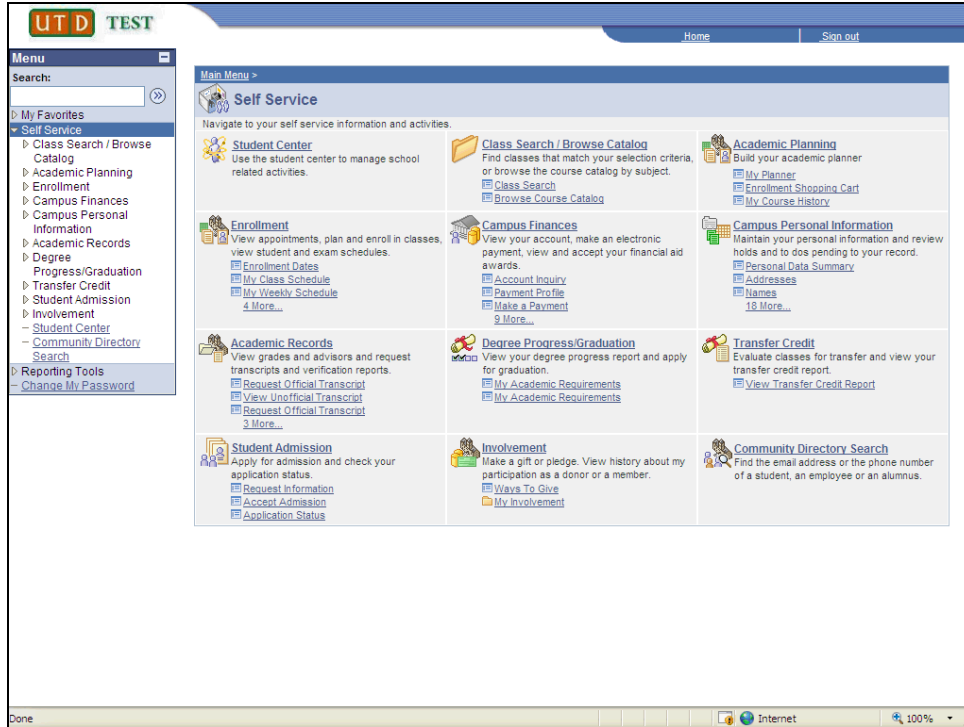


Step	Action
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1. To browse the course catalog, we first need to access the Student Center.

Click the **Self Service** link.

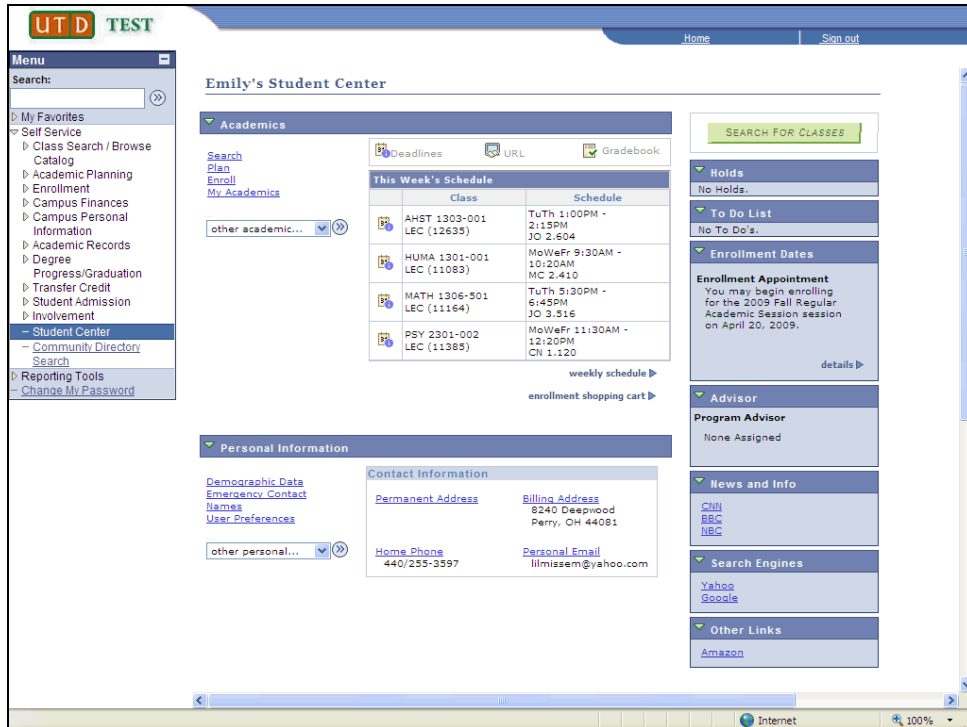




Step	Action
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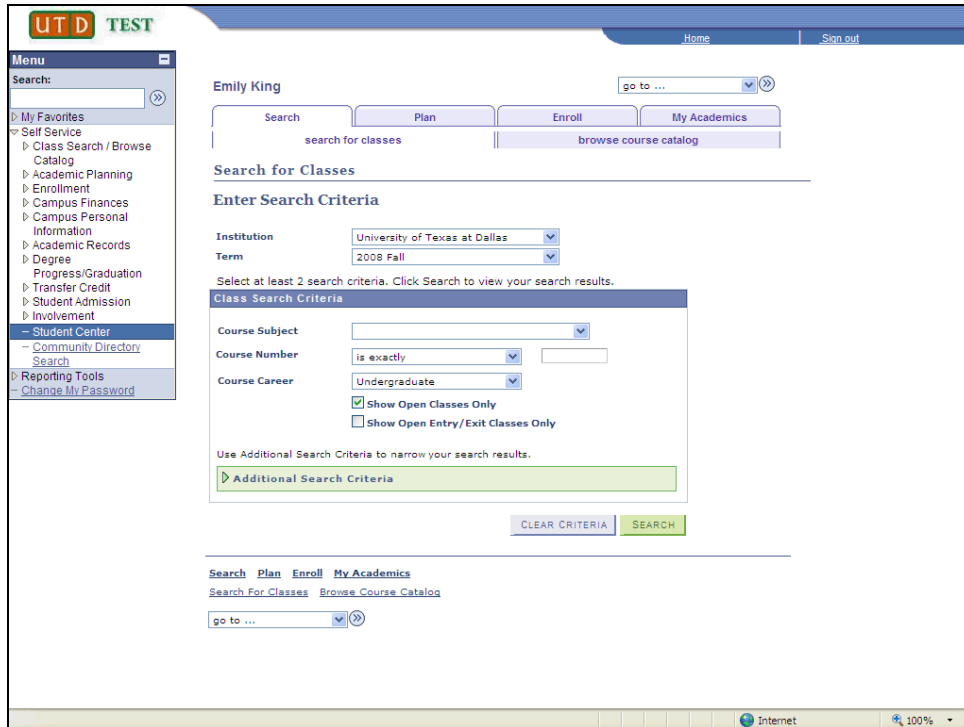
2. Click the **Student Center** link.

[Student Center](#)



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.

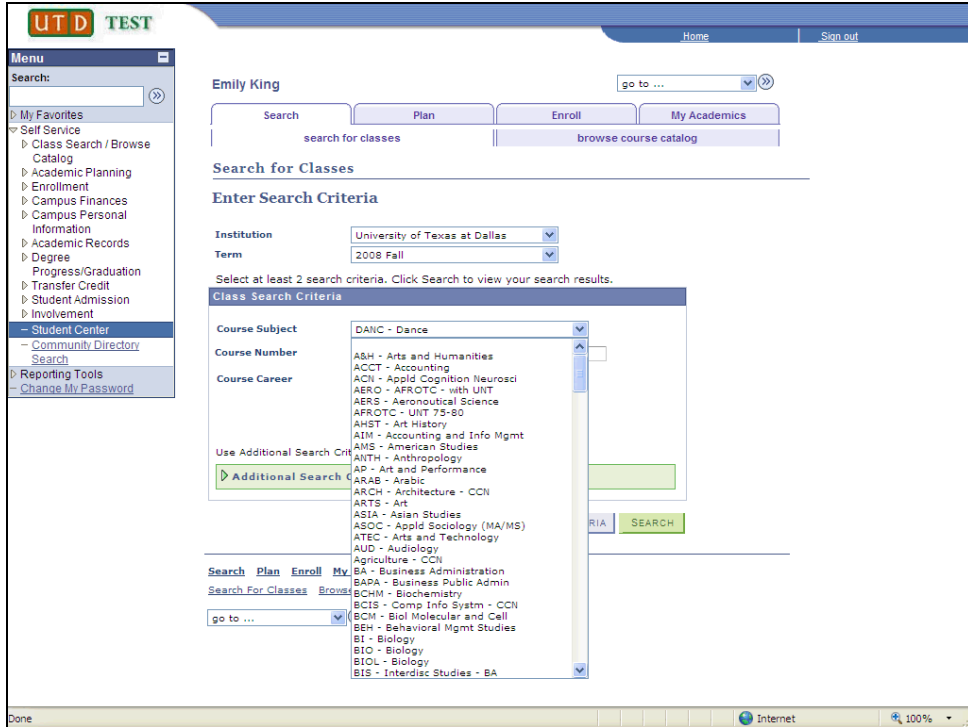


Step	Action
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6.	Select a course subject to narrow your search criteria.
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Click the **Course Subject** list.





Step Action

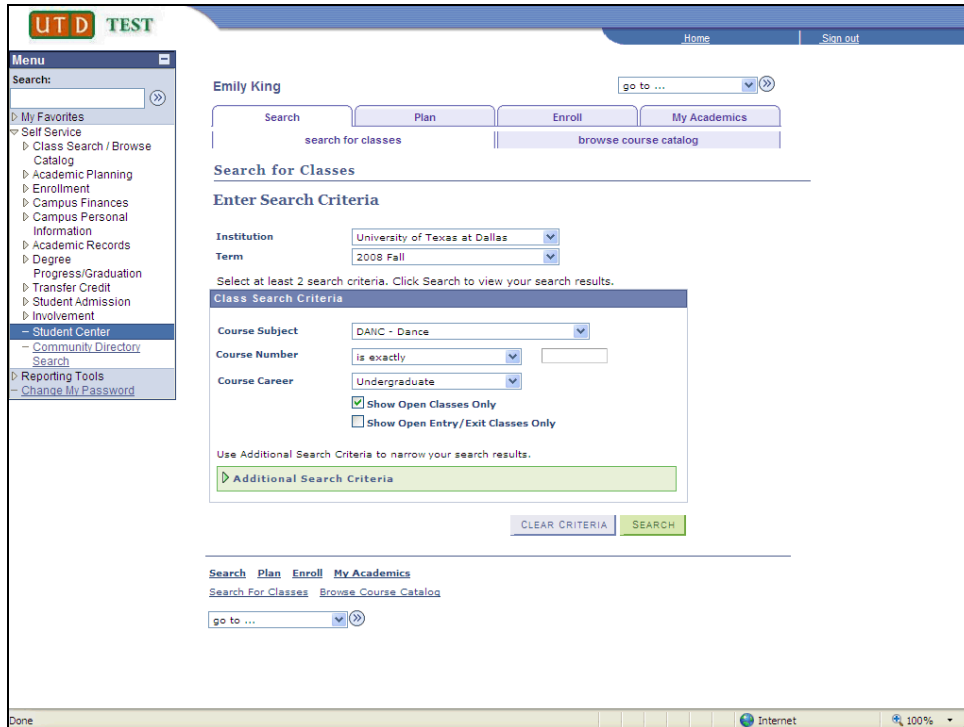
7.

Click the scrollbar.

8.

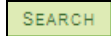
Click the **DANC - Dance** list item.

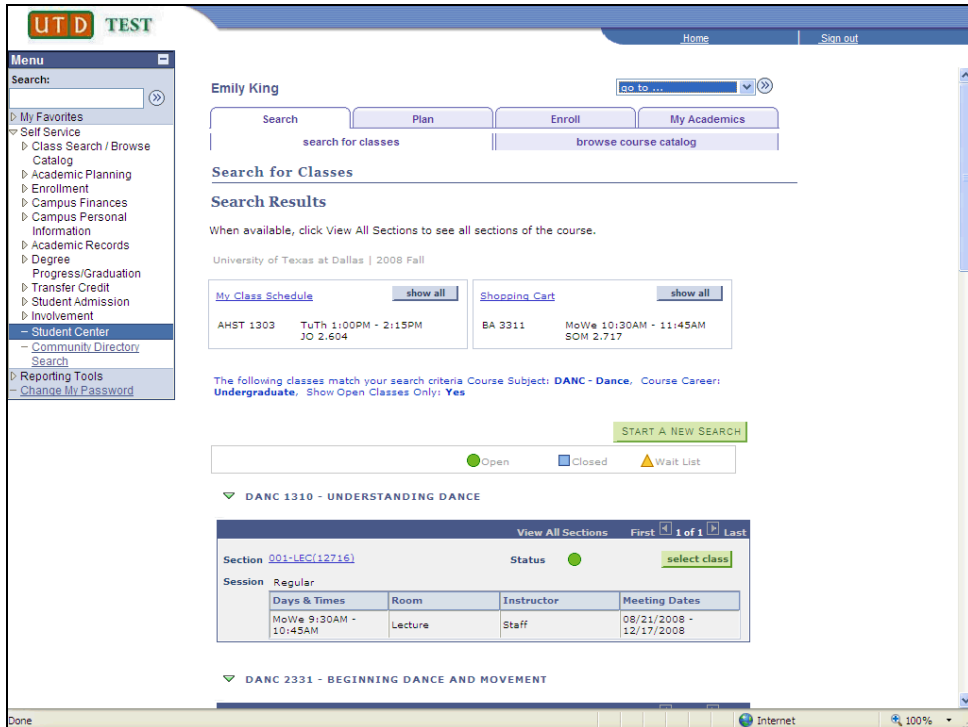
DANC - Dance



Step	Action
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9. Click the **Search** button.





- | Step | Action |
|------|---|
| 10. | Click the scrollbar. |
| 11. | Click the Select Class button.
select class |

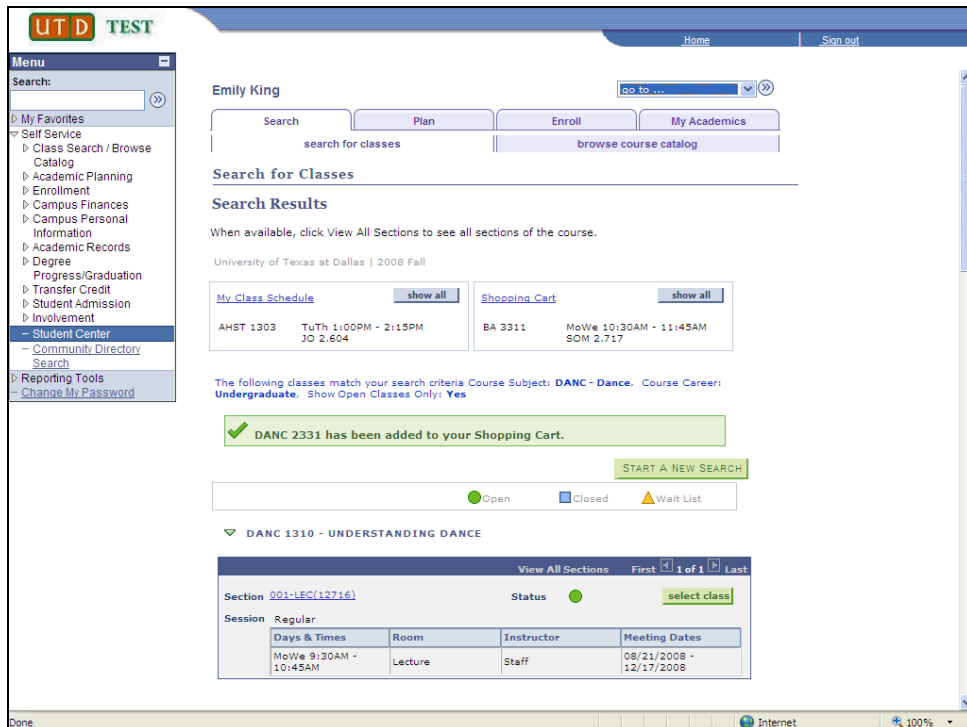
The screenshot shows the UTD TEST system interface. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below this is a search bar for 'Emily King' and buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area is titled 'Add to Shopping Cart - Enrollment Preferences' and shows details for the class 'DANC 2331 - BEGINNING DANCE AND MOVEMENT'. The class is currently 'Open' and has 2 units. Below this, there is a table with columns for Section, Component, Topic, Days & Times, Room, Instructor, and Start/End Date. The table contains one row: Section 001, Component 2 ENS, Topic STRETCH, CONDITIONING, ALIGNME, Days & Times TuTh 10:00AM - 11:15AM, Room JO 1.216, Instructor Staff, and Start/End Date 08/21/2008 - 12/17/2008. At the bottom of the table, there are 'CANCEL' and 'NEXT' buttons. The 'NEXT' button is highlighted in green.

Step Action

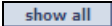
12.

Click the **Next** button.





Step Action

13. Click the **Show All** button.

14. The new course is displayed in your Shopping Cart.
15. Congratulations, 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.

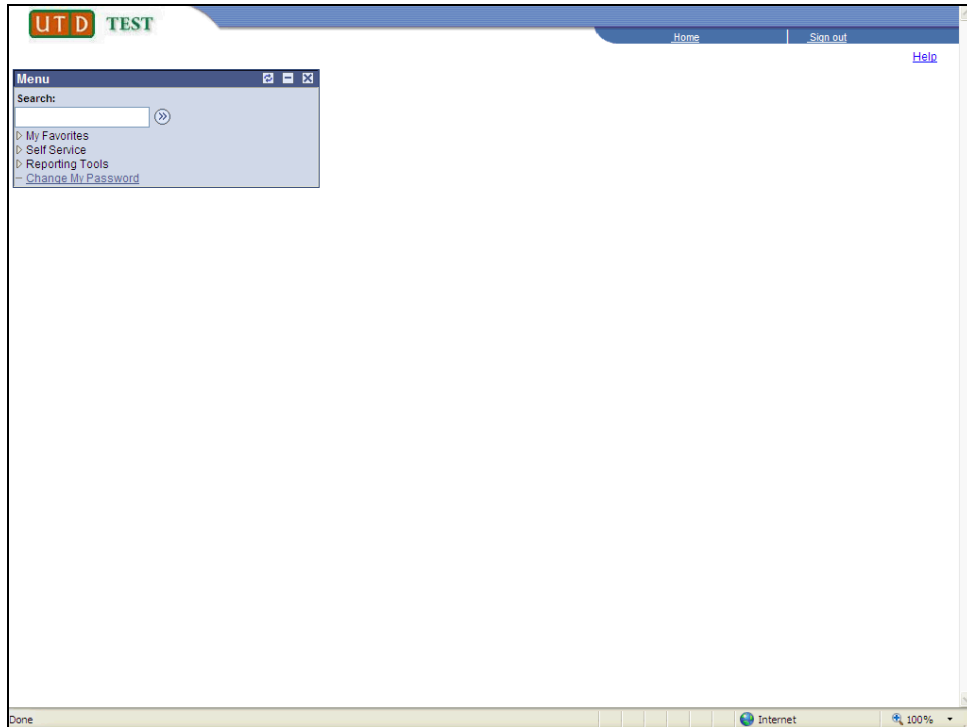
The **Browse Course Catalog** page is used to see a list of courses offered at the institution. Once you locate the course you're interested in, the **Browse Course Catalog - Course Detail** page enables you to view course details and access class sections.

Procedure

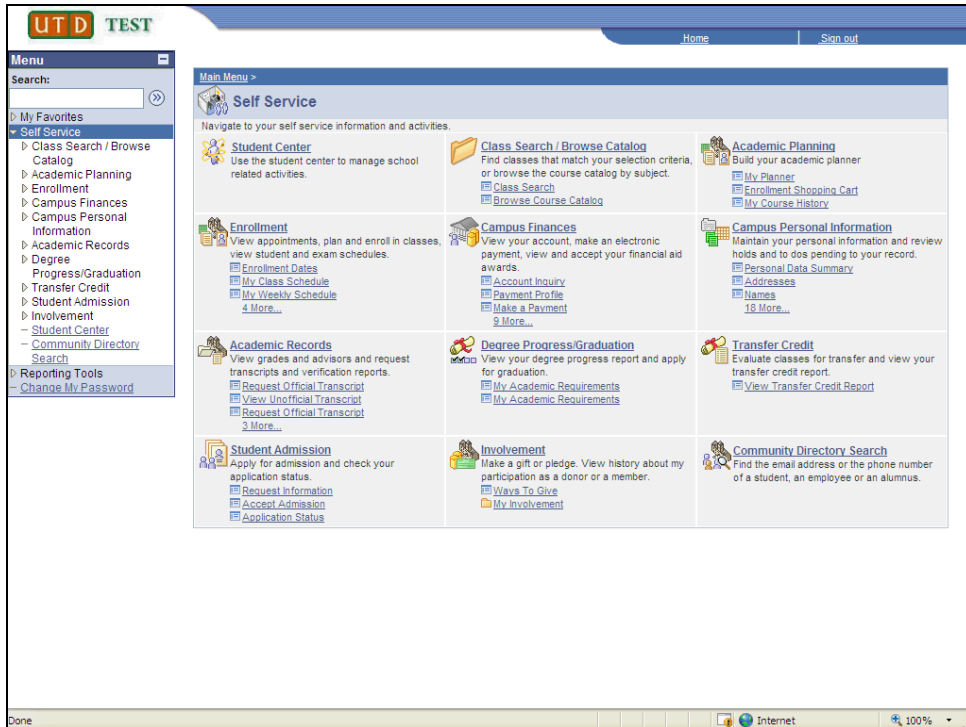
This lesson deals with using the course catalog.

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.

[Student Center](#)



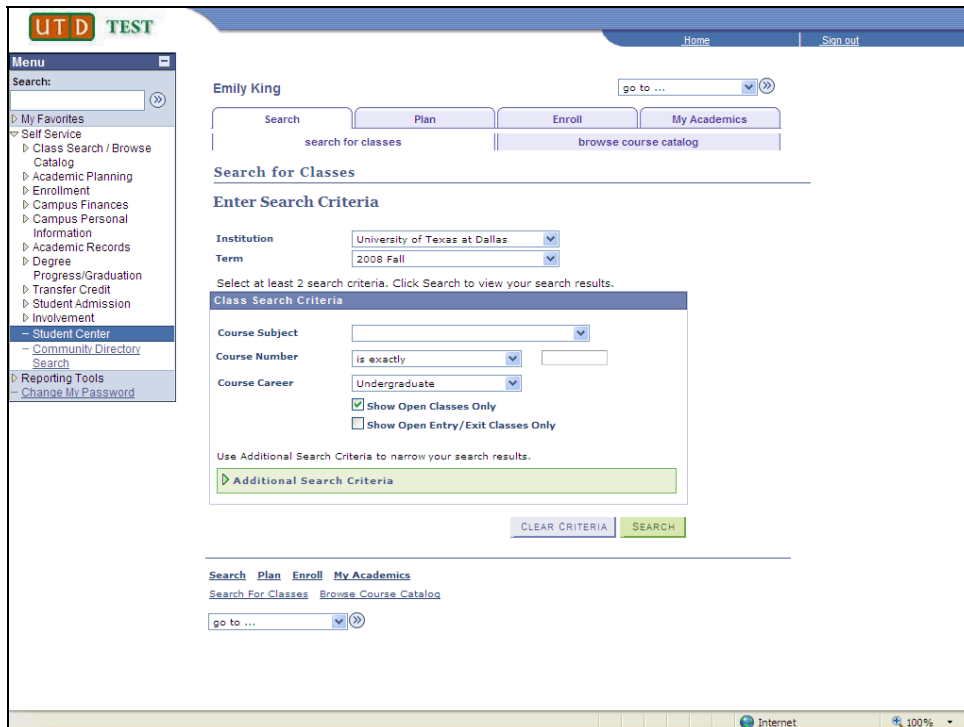
Step Action

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

6.

Click the **browse course catalog** link.

[browse course catalog](#)

7.

We want to look at what dance courses are offered.

Click the **D** link.

[D](#)

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 **Understanding Dance** link.

[1310 UNDERSTANDING DANCE](#)

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.

Step Action

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.

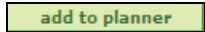


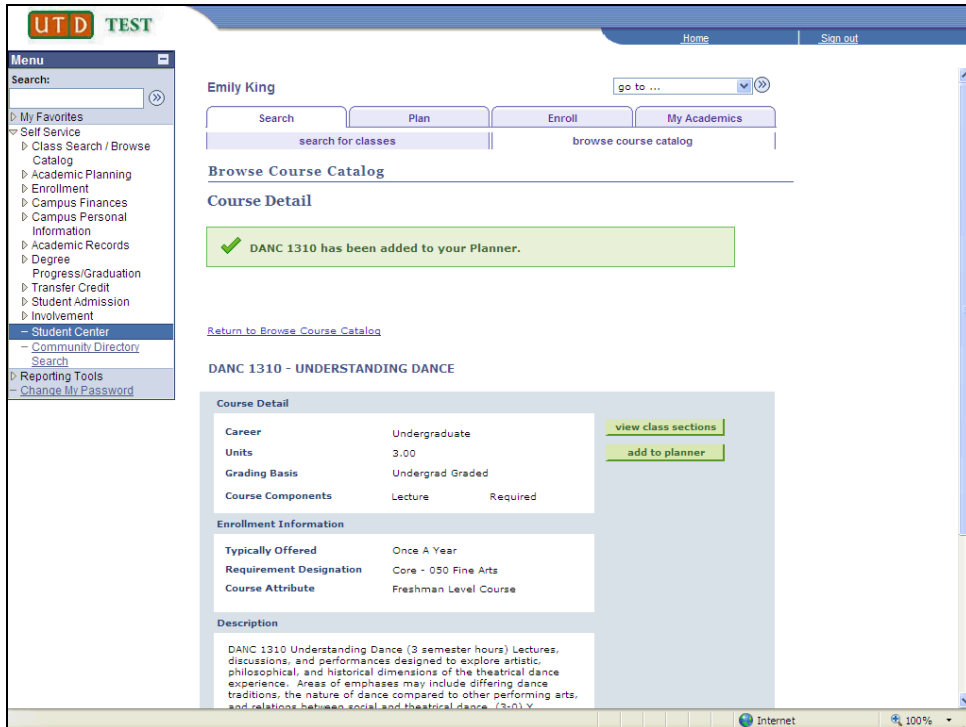
Step Action

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.

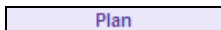




Step	Action
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13.

Click the **Plan** link.

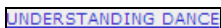


14.

Students can use the planner to review a comprehensive list of their degree requirements and access course details linked to a particular requirement.

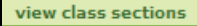

15.

Click the **UNDERSTANDING DANCE** link.





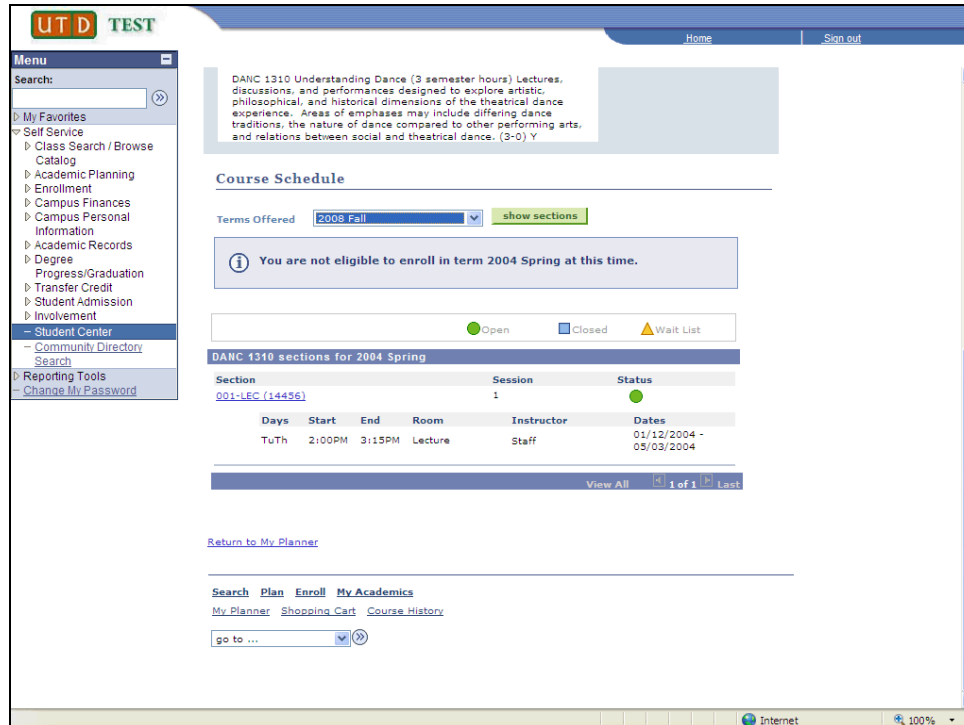
Step	Action
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- | | |
|-----|--|
| 16. | Click the View Class Sections button.
 |
| 17. | Click the scrollbar. |
| 18. | The system displays all class sections for this course for a particular term.
Click the Terms Offered list.
 |

The screenshot shows the Orion system interface for UTD TEST. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Class Search / Browse', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Student Admission', 'Involvement', 'Student Center', 'Community Directory', 'Search', 'Reporting Tools', and 'Change My Password'. The main content area displays course information for 'DANC 1310 Understanding Dance (3 semester hours)'. Below this is a 'Course Schedule' section with a 'Terms Offered' dropdown menu currently set to '2004 Spring'. A 'show sections' button is visible. A message box states '2004 Spring at this time.' Below the message 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 '2:00PM', end '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 field.

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



Step Action

20.

Click the **Show Sections** button.

show sections

21.

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

22.

Click the **Select** button.

select

23.

The course is added to your shopping cart.

Click the **Vertical** scrollbar.

24.

Click the **shopping cart** link.

shopping cart

25.

The course is now displayed in your shopping cart.

26.

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.