

Campus Solutions 9.2 for Administrative Staff

Welcome to Campus Solutions 9.2, FCC's newest version of the PeopleSoft Student Information System. All the functions you're familiar with are still here, but with a fresh new look and feel that makes it easy to navigate through the database. In addition, the new Fluid User Interface is designed to work with mobile devices and adapts the layout for a better user experience. To get you started, this guide introduces the new navigation features you will use in CS9.2: Homepage, Banner, Tiles, and NavBar.

Logging In

In the upper right-hand corner of the FCC website, click on Faculty & Staff or use <https://www.frederick.edu/faculty-staff.aspx>. Click on **Student Records** (via PeopleSoft) and log in using your current Username and Password.

Frederick Community College

Arts | Bienvenidos! | Athletics | Faculty & Staff | FCC For

Programs Admissions Financial Aid Schedules Resources About FCC

Faculty & Staff Essentials

Blackboard Email HR & Payroll via PeopleSoft **Student Records** via PeopleSoft TK20 by Watermark

IMPORTANT: Prior to logging in for the first time, the browsers you use need to have their cache and cookies cleared. Click [here](#) for instructions on how to do this.

Homepages

The new landing homepage is an example of a PeopleSoft "fluid" page, a responsive user interface that makes it easy to use CS9.2 from a phone, tablet, laptop or desktop. Homepages allow you to navigate the system in an easy, familiar layout.

Banner

A menu bar, known as the banner, is at the top of the Homepage. The banner includes the name of the Homepage as well as the following menu buttons:



Home – click to return to your Homepage



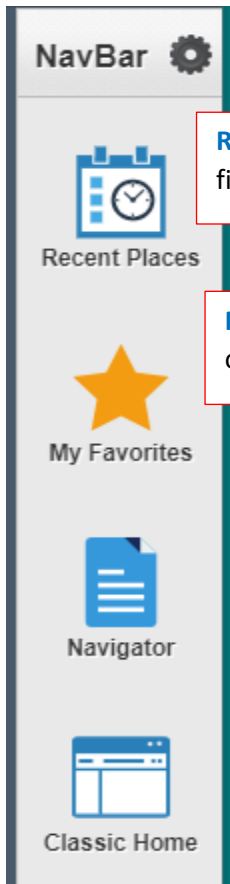
Search – do a global search to find a function



Actions List – click to see a list of actions for the current window, including the Sign Out command



Navigation – the NavBar slides open from the side and is used along with Tiles to navigate



Recent Places will show you the last five pages you visited

My Favorites allows you to save your own list of favorite places in CS9.2

Navigator provides a fluid version of the classic menu

Self Service	>
Campus Community	>
Records and Enrollment	>
Curriculum Management	>
Academic Advisement	>
Set Up SACR	>
Reporting Tools	>
FCC Customizations	>
People Tools	>

Classic Home will take you to the familiar left-hand Main Menu from PS 9.0

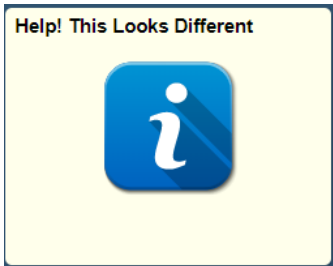
- Self Service**
Navigate to your self service information and activities.
 - AWS Service Tester
 - Review Transactions
 - Campus Personal Information
 - 4 More...
- Campus Community**
Maintain bio/demo information about people and organizations, maintain 3C information.
 - Student Services Ctr (Student)
 - Personal Information (Student)
 - Comments
 - Service Indicators
- Records and Enrollment**
Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.
 - Enroll Students
 - Student Term Information
 - Career and Program Information
 - 5 More...
- Curriculum Management**
Define Course Catalog and Schedule of Classes, manage attendance and grading.
 - Course Catalog
 - Schedule of Classes
 - Combined Sections
 - 4 More...
- Academic Advisement**
Define rules for degree audit, create student exceptions.
 - Student Advisement
 - Academic Requirements
- Set Up SACR**
Define installation options, security, and product-related set up tables.
 - User Defaults
- Reporting Tools**
Run, create, and manage queries and nVision reports.
 - Report Manager
 - Query
 - BI Publisher
- FCC Customizations**
 - Advising
 - Records
 - Testing Center
- PeopleTools**
Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.

Tiles

Clicking on a tile will display a navigation menu on the left side of the screen allowing you to access all the functions under that tile. Here's a quick overview of each tile on the staff **My Homepage**:

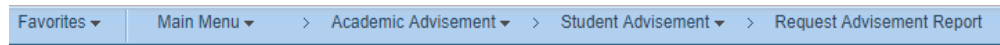
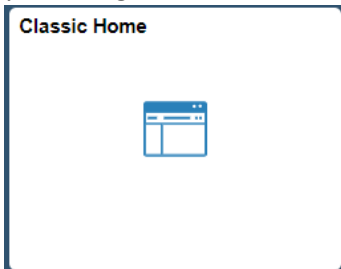
Help

The Help tile provides access to the Staff Navigation Guide to assist you through the transition to CS9.2.

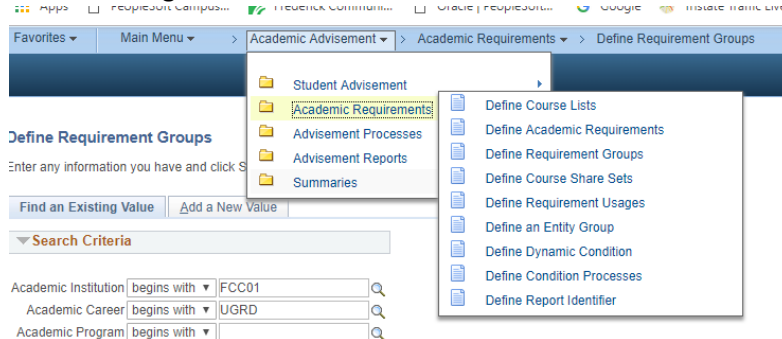


Classic Home

The Classic Home tile is located on both the NavBar and on the Homepage, and gives you access to the Main Menu you used in PS 9.0. Once you click on the Main Menu, it will begin leaving breadcrumbs at the top of the page so you can see your navigation.



To switch to a new page, use the drop-downs from the breadcrumb menu. When opening a New Window, the breadcrumb menu carries over to the new page so you can use it to navigate to a new function.



Navigation Collections

Navigation Collections combine pages from different PS modules (such as Academic Advisement, Records and Enrollment, Admissions) into a cross-functional menu of commonly used pages or components by specific administrative groups. Staff members will only be able to access collections and view pages to which they have security access. The current administrative Navigation Collections are listed below. These can be added to the NavBar or to your Homepage as tiles.

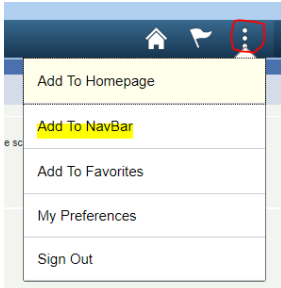


Personalizing the NavBar

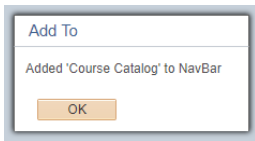
Adding a single Page or a Folder to the NavBar

On the NavBar, use Navigator or Classic Home to navigate to the page or folder you want to add

While on the page or folder you want to add, click on the Action List at the top right and select Add to NavBar

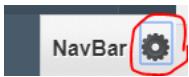


When **adding a page**, click OK on the confirmation box. There is no confirmation box when adding a folder. Just check the NavBar to see that it was added.

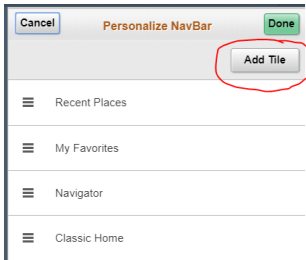


Adding a Collection/Tile to the NavBar

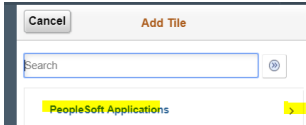
Click on the Personalize NavBar icon



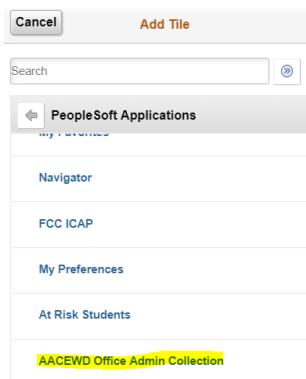
Click on Add Tile Button



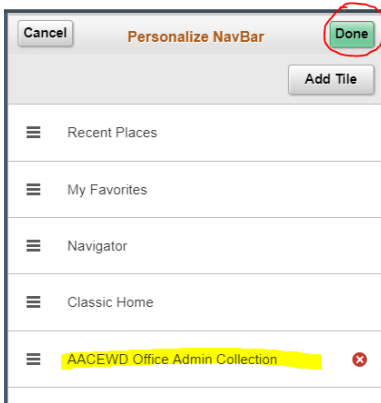
Click on PeopleSoft Applications to bring up menu options



Scroll down to select the ACEWD Office Admin Collection



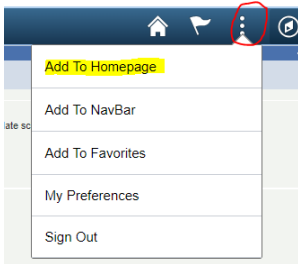
Confirm the collection has been added to your NavBar, then click Done.



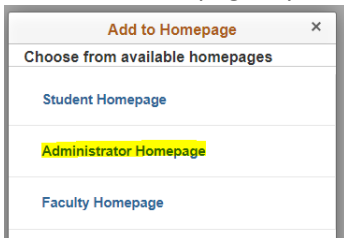
Personalizing the Homepage

[Adding a single Page or a Folder to your Homepage](#)

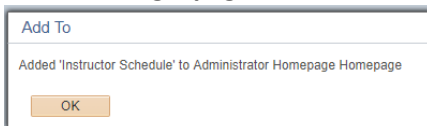
From NavBar, use Navigator or Classic Home to navigate to the page or folder you want to add
While **on the page or folder you want to add**, click the Action List and select Add to Homepage



Select the homepage if you have more than one

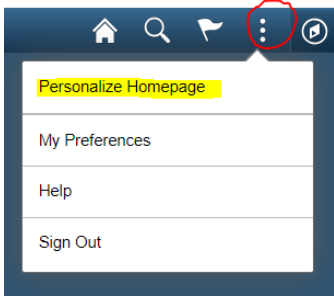


When **adding a page**, click OK on the confirmation box. There is no confirmation when adding a folder.



Adding a Collection/Tile to your Homepage:

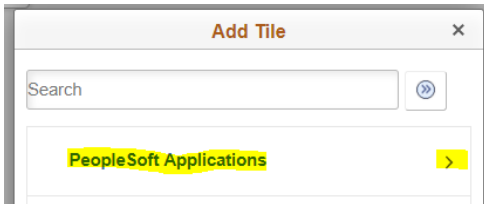
While on your Homepage, click on Action List to select Personalize Homepage



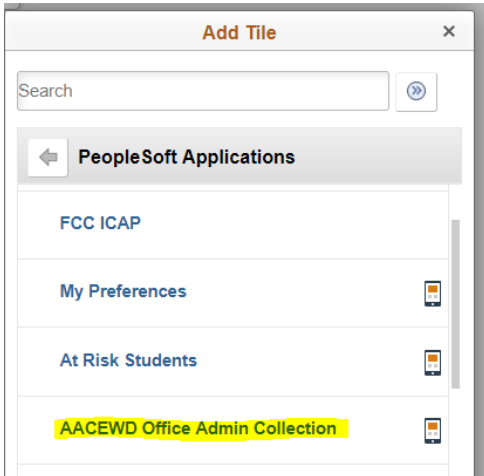
On the right side of the screen, click on Add Tile button




Click on PeopleSoft Applications to bring up menu options



Scroll down to select the collection you want



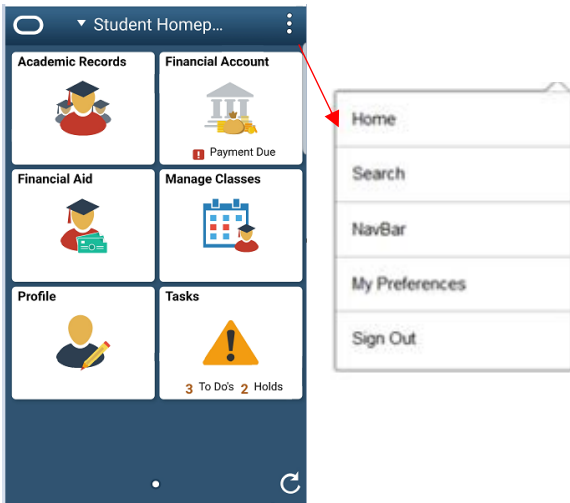
Confirm the collection was added to the Personalize Homepage Screen.

Click  in the upper right corner.

NOTE: Use Personalize Homepage to remove tiles as well as change their position on the Homepage.

Mobile Navigation

When using CS9.2 on a mobile device, the banner and its menu options reduce in size with the Action List remaining available. The tiles will also rearrange and size to your device, but you will have the same access.



Homepage Selector

The administrative staff homepage is delivered by Oracle as My Homepage. Some administrative staff have an additional role on campus (faculty member or student); each role has a different Homepage with tiles and navigation specific to the functions of that role. To navigate between Homepages, use the center drop-down menu on the banner, called the Homepage Selector.

