Campus Solutions 2025 Upgrade Delta Guide

Version Date: February 13, 2025
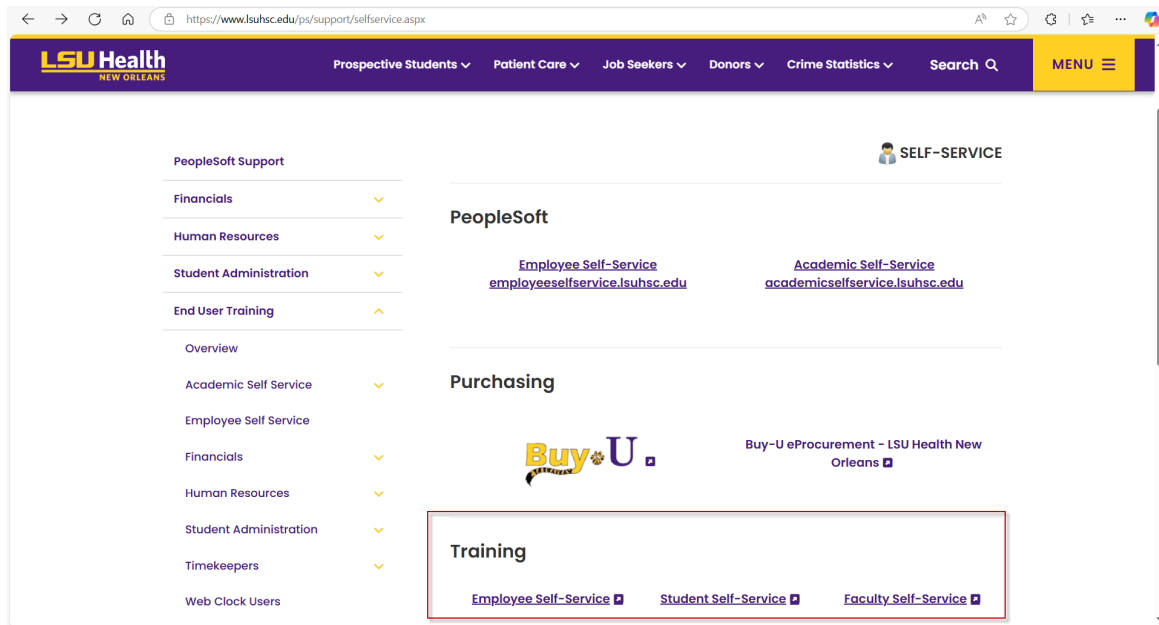
Contents

1. *Introduction*

Welcome to the PeopleSoft Campus Solutions (CS) 2025 Upgrade Delta Guide! There have been some slight changes to the PeopleSoft FLUID Enabled User Interface (UI) for Campus Solutions, mostly around color scheme and navigation. This is due to an upgrade in PeopleTools Version to 8.61.05. This guide is an overview on navigating the screens and reflects the new look of the application.
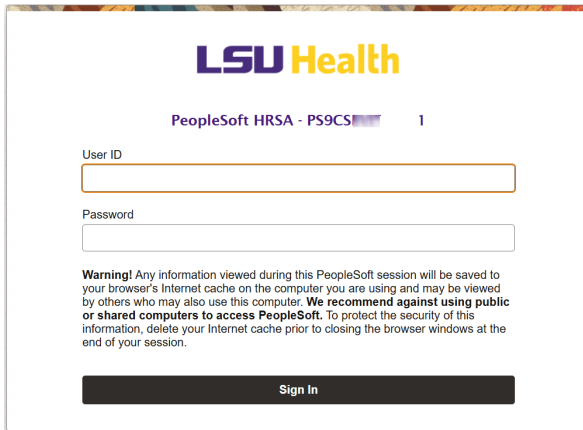
Although the look (colors and icons) and basic navigation has changed, the business pages you know and utilize have basically stayed the same. A major exception is the left navigational menu has changed and the breadcrumb navigation across the top of screens no longer exists. This guide will assist you in navigating within the new layout and aid you as you conduct your daily activities in the system. If you need additional information after reviewing this document, please reach out to the PeopleSoft Training team at peoplesoft.training@lsuhsc.edu. Also additional Self Service training materials can be found online at: https://www.lsuhsc.edu/ps/support/selfservice.aspx

2. *New Sign On Page*

The look of the Sign On screen has changed slightly; it now appears similar to the example below.

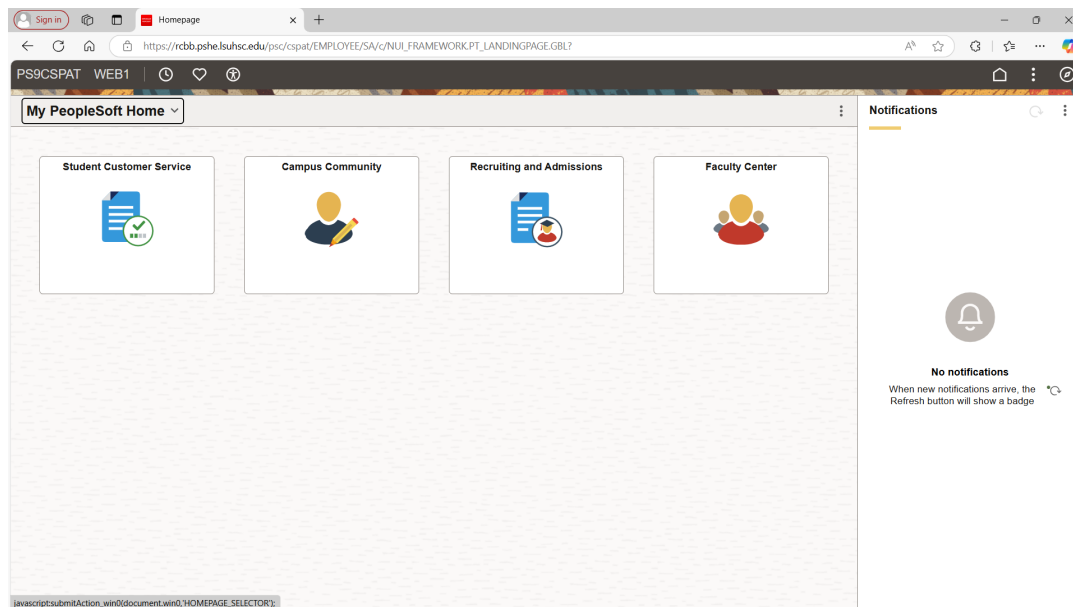## 3. *My PeopleSoft Home*

The ***My PeopleSoft Home*** page provides access to the ***FLUID*** tiles for which you have access. As in the past, users click these tiles to access various transactions or modules within the system. Tile availability is still dependent on your specific user access.

This example shows the ***My PeopleSoft Home*** and tile availability for a Campus Solutions Administrator. Remember the tiles you will see is based on user security access.
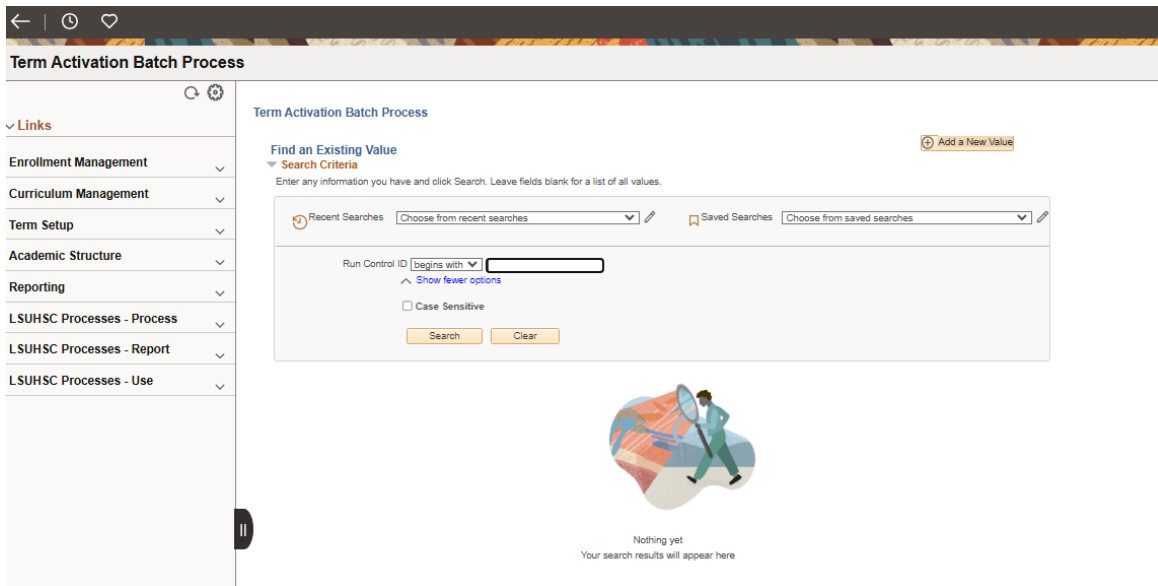
To access a module, such as Student Records, the Administrator would click the Student Records tile.

The Student Records Collection displays, starting with the Term Activation Batch Process screen. The data entry fields on screens are the same as in the previous version of Campus Solutions, as shown in the example below.

This is an example of access for Faculty on the **My PeopleSoft Home** page.
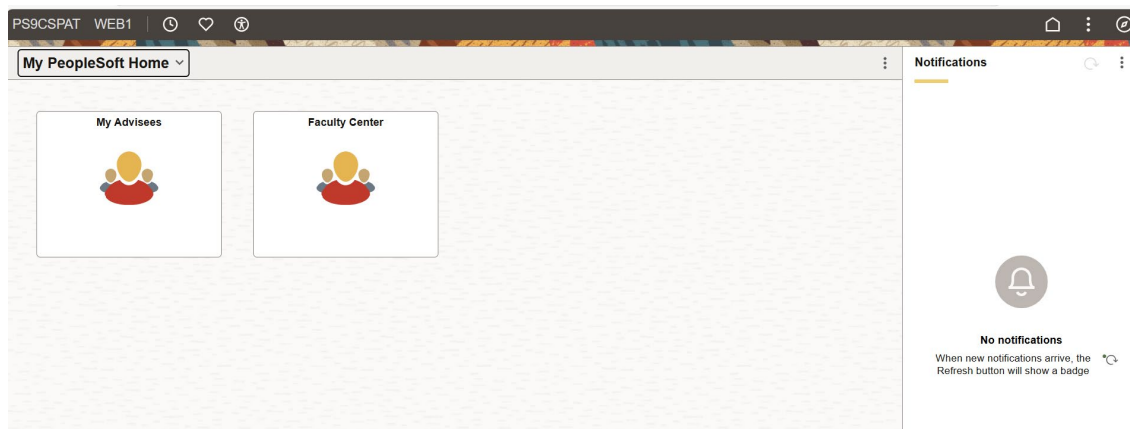
To access a module such as Faculty Center, the Instructor would click the Faculty Center tile.

The *Faculty Center* page displays, starting with the *My Schedule* of classes screen. The data entry fields on screens are the same as in the previous version of Campus Solutions, as shown in the example below.

This is an example of the **My PeopleSoft Home** page for **Student Self-Service**.
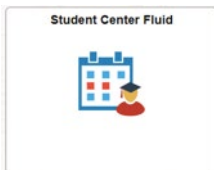
 To access the Student Self Service module, the student would click the Student Center Fluid Tile.

An important change to note about Student Self Service is the Student Center activity navigation item that used to be on the left side of the screen no longer exists. Instead the Student Center page starts with the Academics, My Course History screen.

Old Screen:	New Screen:
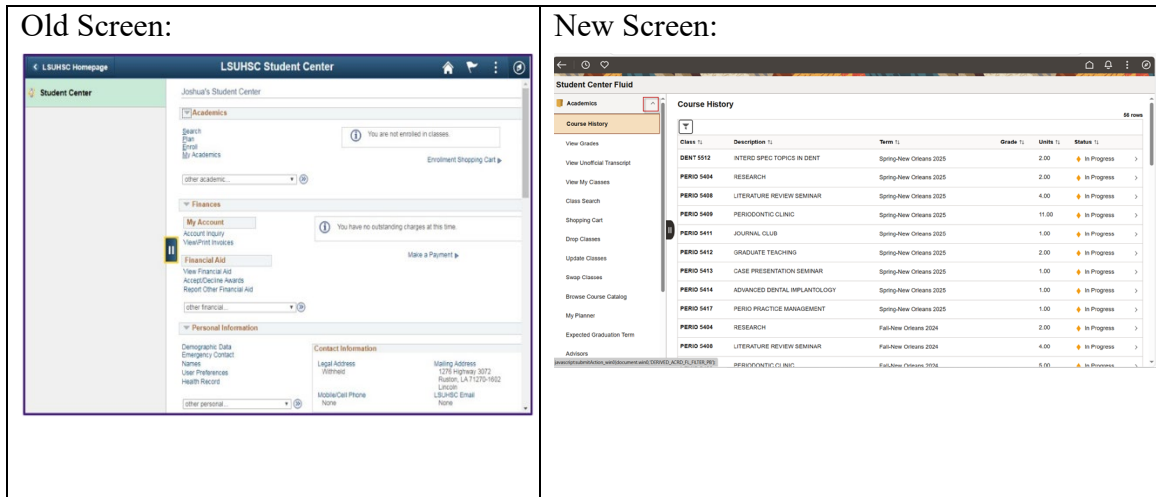
To navigate to various Student Center activities, click the arrow to the right of Academics to see the list of other activity items as shown in the following example. Click the arrow next to *Academics*:
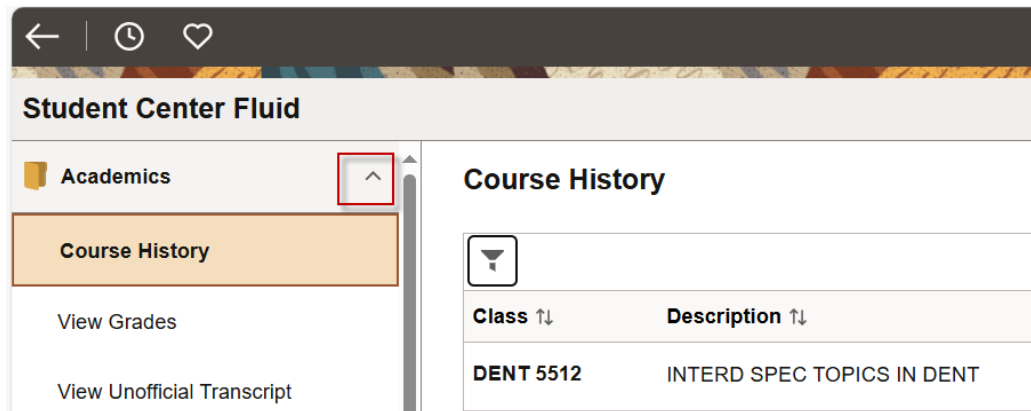
The entire **Activity Guide Navigation** bar will appear:
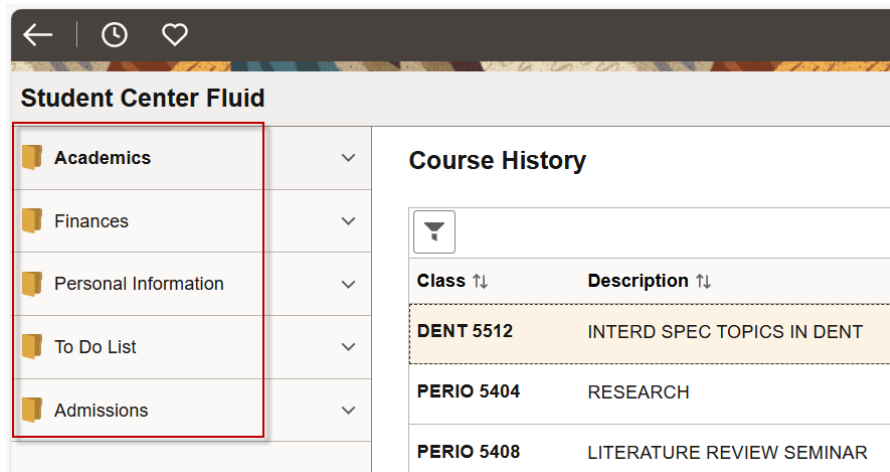
Click the desired activity item name to see activities associated with that particular topic. In this example, *To Do List* activity was clicked and now the student can access *To Do List* items and / or *Holds*.

To Do:

Holds:

3.1.   Note About My PeopleSoft Home for All Modules:

As mentioned previously, the new screens no longer have the breadcrumb navigation across the top, and navigation to other items related to the chosen FLUID tile will display on the left of the screen in a list of related items known as *Activity Guide Navigation*. It is different from **NavBar** navigation (which is discussed later in the document) in that it only displays navigation to items related to the FLUID tile that was chosen from the *My PeopleSoft Home* screen.

Also on all module My PeopleSoft Home screens, the **My Favorites** tile has been removed and there is now a favorites icon in the toolbar, the Heart ♡. Use of this icon is discussed in the *Toolbar Icons Actions* section of this document.

4. Screen Controls

Scroll bars are used to scroll up and down the screens.
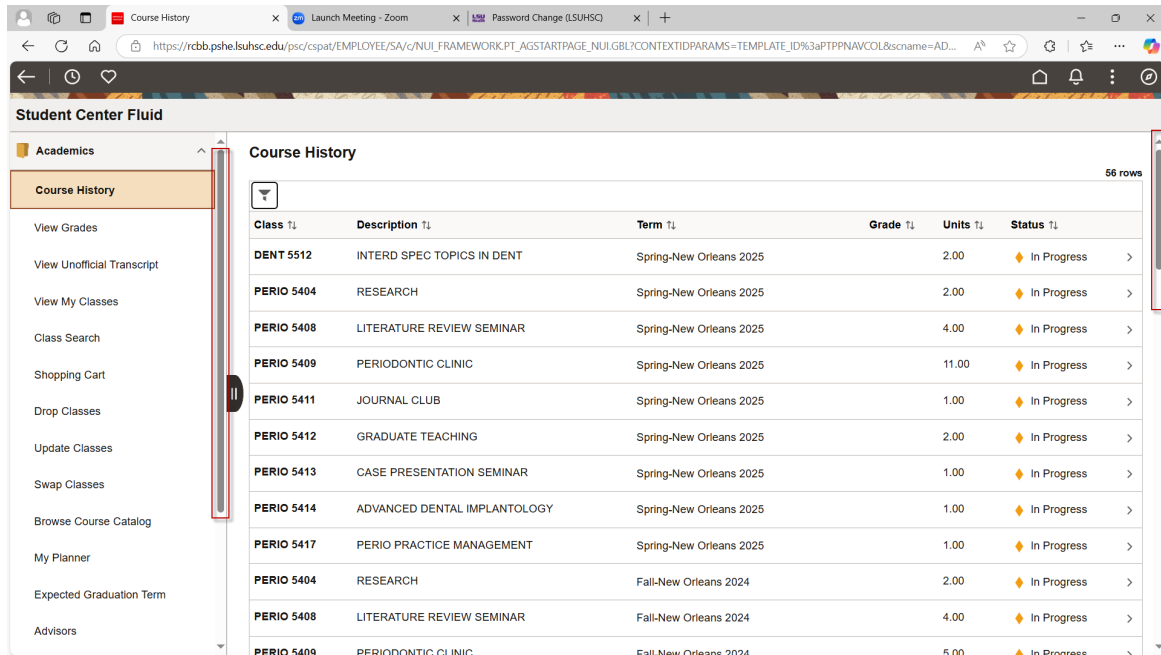
Use the Activity Guide menu on the left to see various options that change depending on the tile chosen from the home page. In this example a Student chose the Student Center tile from *My PeopleSoft Home* and can see items such as: ***Academics, Finances, Personal Information, To Do List, and Admissions*** in their Activity Guide Menu after collapsing the top menu option of ***Academics***.
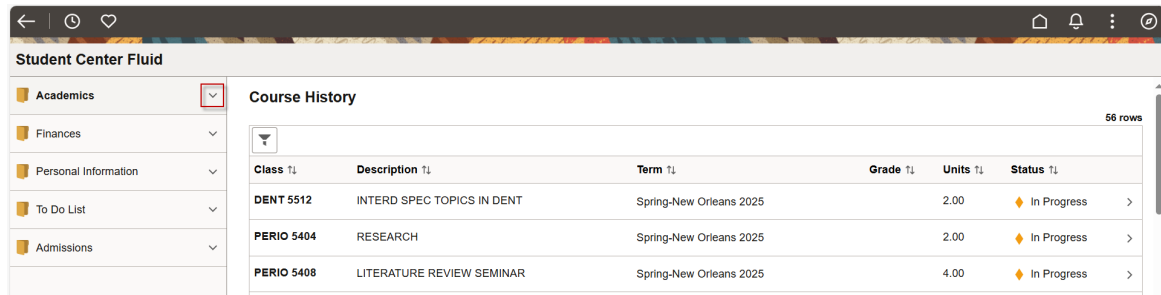
The Activity Guide Navigation menu can be hidden by click this icon in the middle area of the menu.

Below is an example of the screen with the Activity Guide Navigation open and hidden.
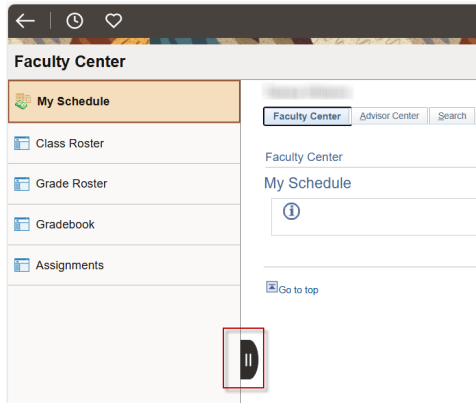
Open: Hidden:
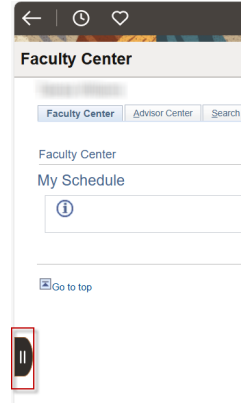
5. *LSUHSC Navigational Toolbar*

Please note, the Navigational Toolbar icons have changed to look like what is shown in the table below, however, the functionality of the icons are still the same.

5.1.   *Navigational Toolbar Changes*

Pre Upgrade	After Upgrade
On Login	*On Login* on the left on the right
After navigating to a Menu	*After navigating to a Menu* on the left on the right

5.2.   *Toolbar Icon Actions*

    Recently Visited - Displays a list of pages you have recently viewed in the system, for example:
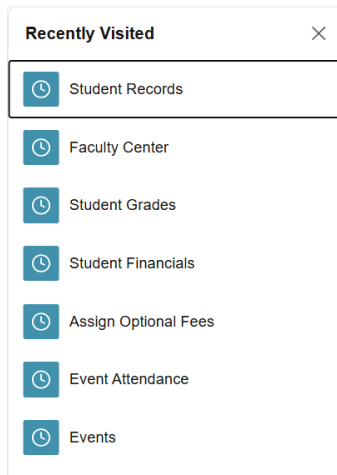
Actions – Displays actions you can take on a particular window. For example, on the home screen actions you can take are open a *new window*, access *help*, or *sign out* of the application as shown below:
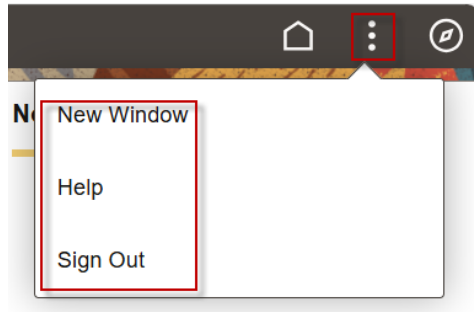
Other screens actions allow you to open a *new window*, add a page to your favorites or *sign out*:
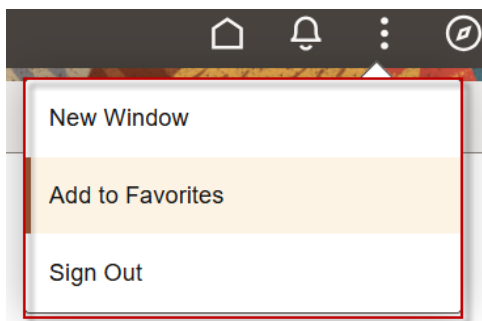
Favorites – Lists any pages you have marked as favorites. To add a page as a favorite, navigate to the screen, then click the **Action** button and select **Add to Favorites**.

In this example we navigated to Faculty Center, clicked the **Actions** button and selected **Add to Favorites**:
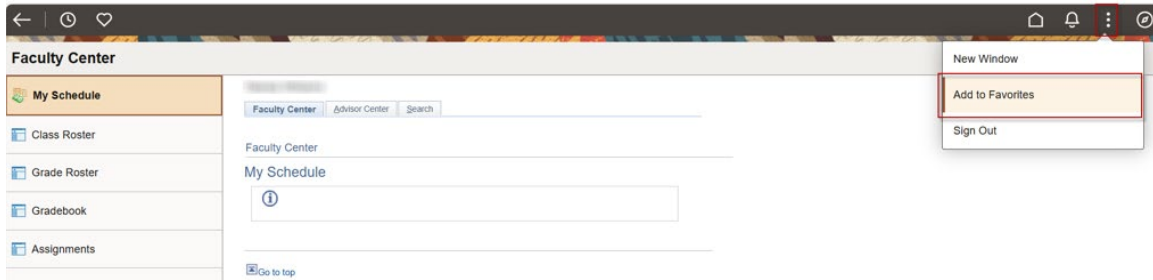
Keep the default name that appears or change it to your preference and click **Add**
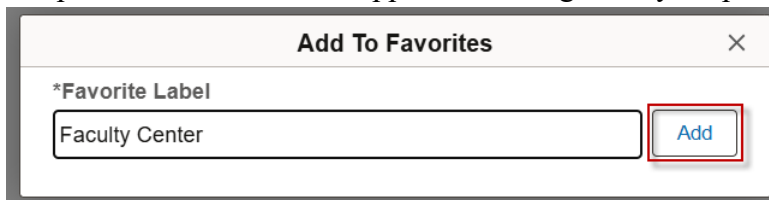
When a confirmation appears click **OK**
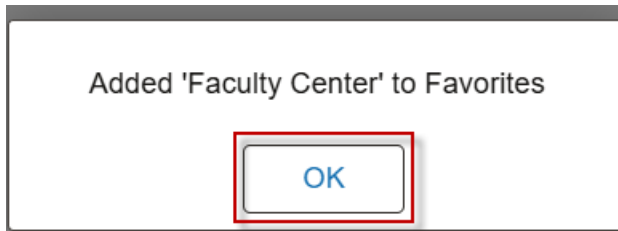
Now Faculty Center is listed under Favorites for quick access in the future via the heart icon on the toolbar:
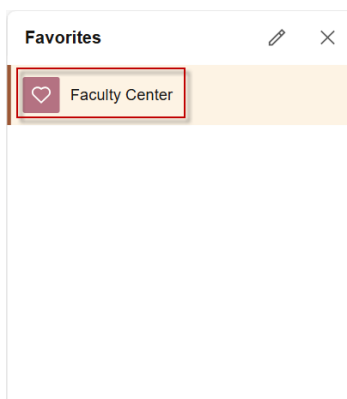
To edit or delete a favorite, click the pencil icon next to favorites
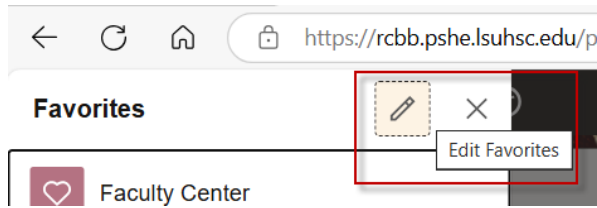
Put a check in the box next to item you want to delete, click delete
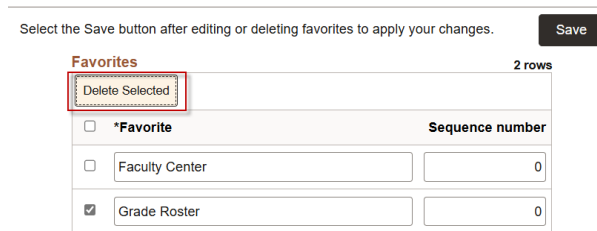
Click Yes to delete the item
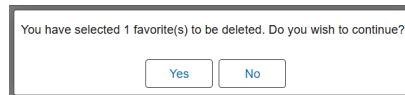
Click Save

You will receive a confirmation that your changes have been saved
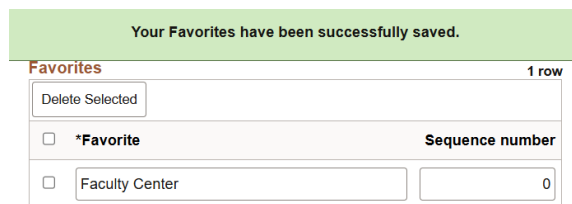
Accessibility – Used to adjust the application to meet specials needs of an individual.

- *Enable Screen Reader*, graphics and effects changes to text and the application verbally reads what is on the screen for people that are visually impaired. Once

Screen Reader mode is enabled, it can only be disable if the user logs out of the current session.

- K*eyboard Shortcuts* offers a list of keystrokes that can be used for in place of using a mouse.
- *Accessibility Help* is as shown below:

Accessibility Help Viewer ✕

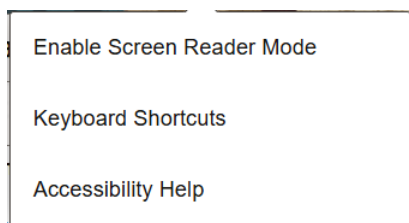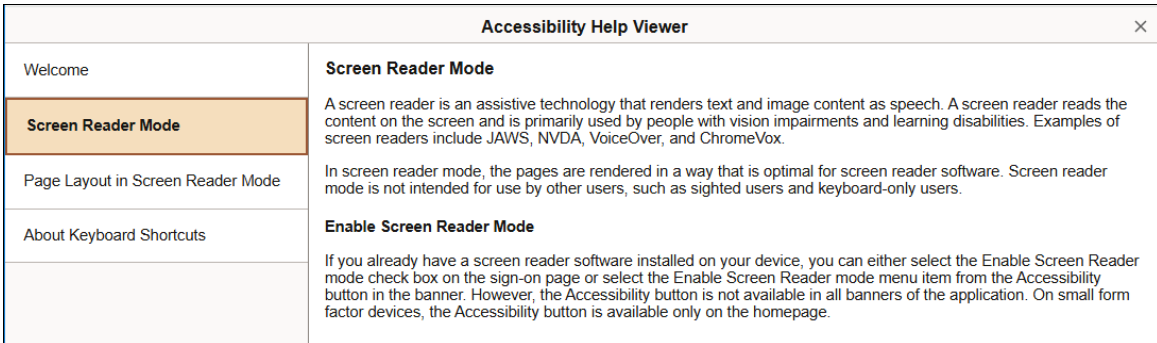| Welcome	**Screen Reader Mode**
Screen Reader Mode	A screen reader is an assistive technology that renders text and image content as speech. A screen reader reads the content on the screen and is primarily used by people with vision impairments and learning disabilities. Examples of screen readers include JAWS, NVDA, VoiceOver, and ChromeVox.
Page Layout in Screen Reader Mode	In screen reader mode, the pages are rendered in a way that is optimal for screen reader software. Screen reader mode is not intended for use by other users, such as sighted users and keyboard-only users.
About Keyboard Shortcuts	**Enable Screen Reader Mode**
	If you already have a screen reader software installed on your device, you can either select the Enable Screen Reader mode check box on the sign-on page or select the Enable Screen Reader mode menu item from the Accessibility button in the banner. However, the Accessibility button is not available in all banners of the application. On small form factor devices, the Accessibility button is available only on the homepage.

 Home – The Home button can be clicked to return to the My PeopleSoft Home from any other page.

 The Notification is a function to notify a user of a pending item they need to be aware of and is in the shape of a bell. This feature is not currently being used.
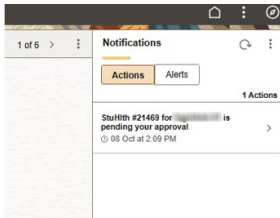
 The Notification Panel – This area is used to notify certain Campus Administration staff of forms that need to be completed. It may also be used other information in the future.

 **NavBar –** Click to access an additional navigational menu.

6. *The NavBar*

The ***NavBar*** contains three options (i.e., *Recently Visited, Favorites* and *Menu*) for navigating the system, a *Search* option, and some users will see a *Worklist* option as well depending on their user ID access. You can choose which navigational option works best for you. The three navigational options will open within the ***NavBar***, while the *Search* option opens in a new page.

| Old:	New:
	Depending on user access you may also have:
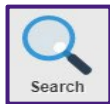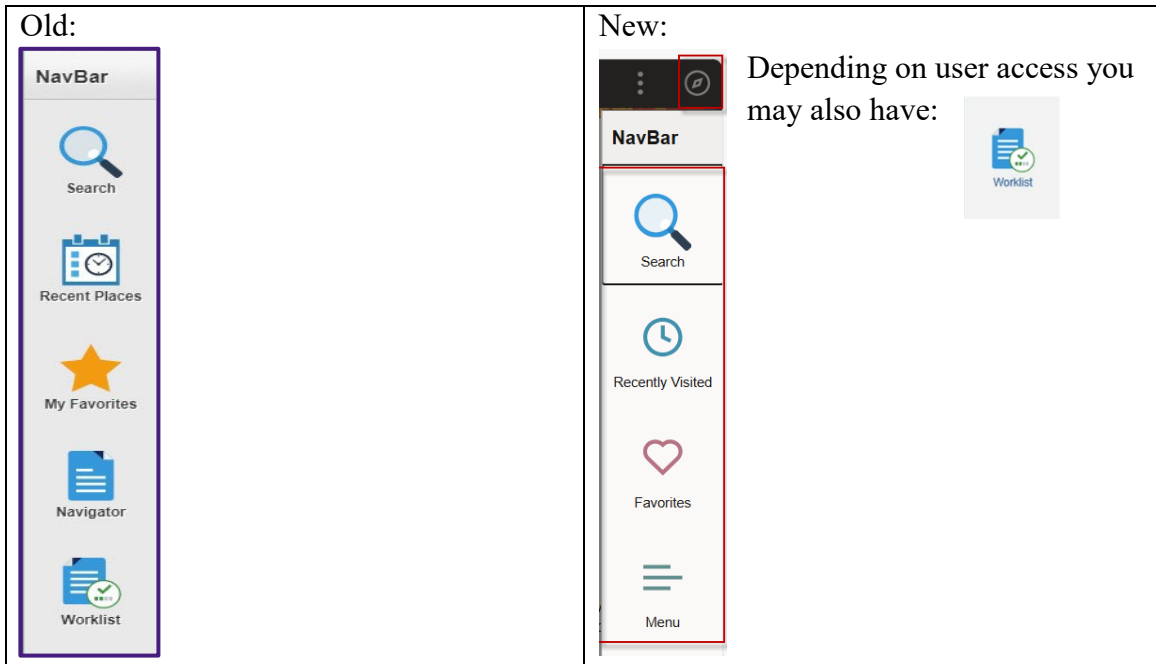
 Search - allows you to navigate directly from your search results to the action you are looking for. The item used for the search must have a minimum of two characters. You can also narrow your search results by using multiple words such as *'Class Roster'* as your search parameter.
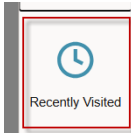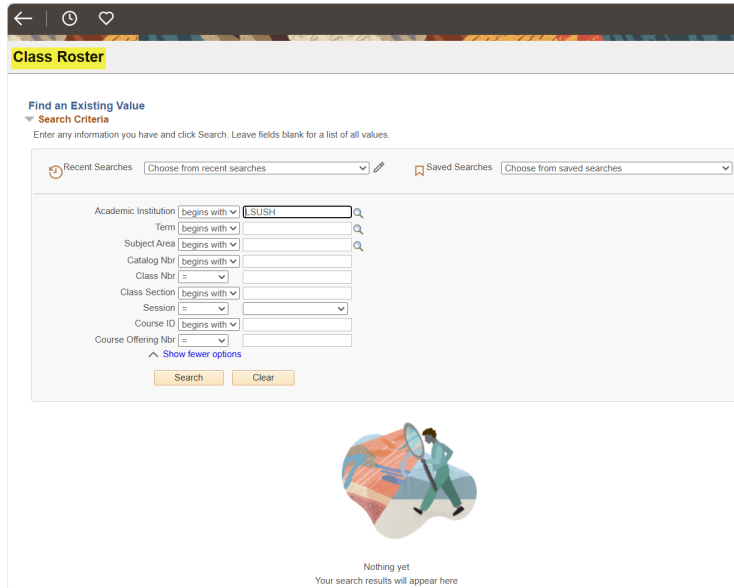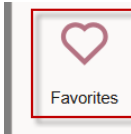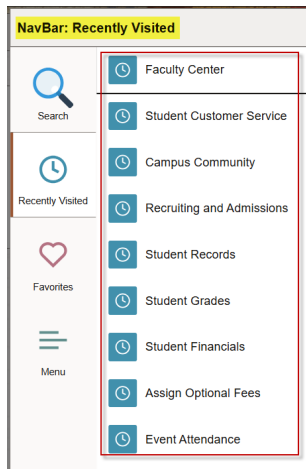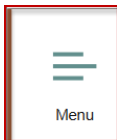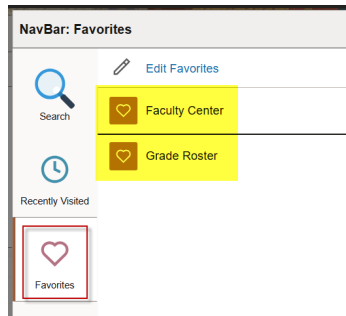
- Enter search Terms
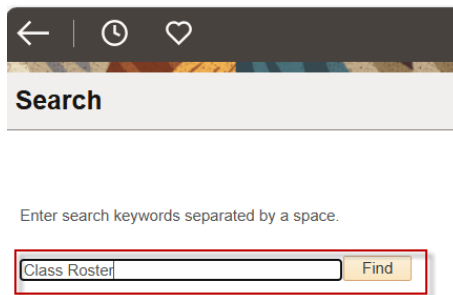
- Choose item from results
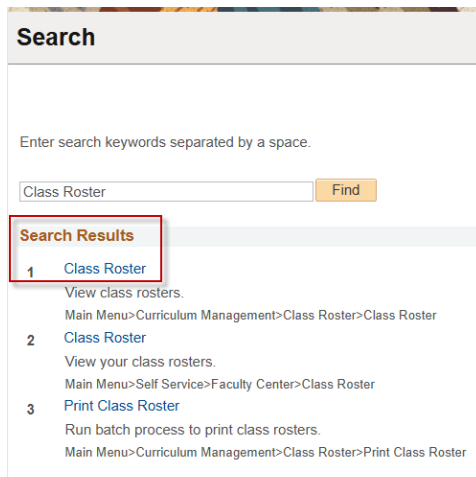
- Chosen page appears

 Recently Visited - lists the most recent pages you have viewed in the system. Click the page name to return a page listed.
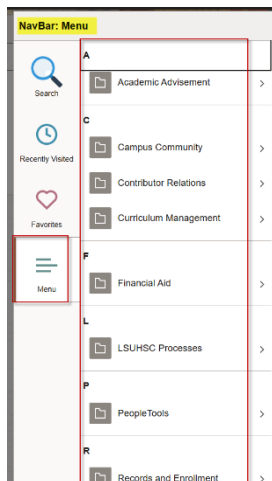

 Favorites – Displays your previously saved favorites. See section *5.2 Toolbar Icon Actions* of this document to learn how to add and edit favorites.

Menu – Used to navigate to various pages within the system
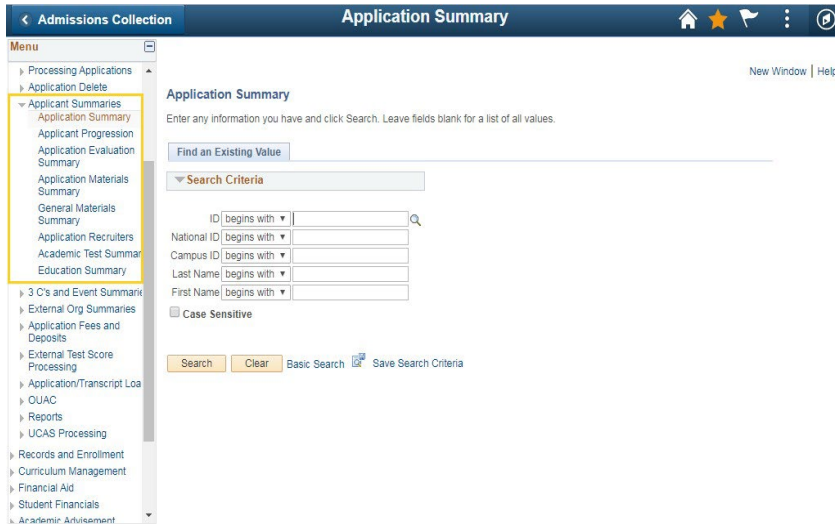
7. *Using the NavBar: Menu*

Menu is a way to navigate through the full menu of items for which you have security access. The menus are used to move from page to page, but unlike the old menus they do not display the breadcrumb trail at the top of the page. The page names are listed in alphabetical order.

To move from screen to screen using *Menu* click a module name (e.g., Student Admissions) and all items to which you have access to for that menu will display. You can continue to drilldown until you reach the page you need. In this example, the user drilled down to reach the **Application Summary** screen by clicking, *Student Admissions*, *Applicant Summaries*, and then *Application Summary*.
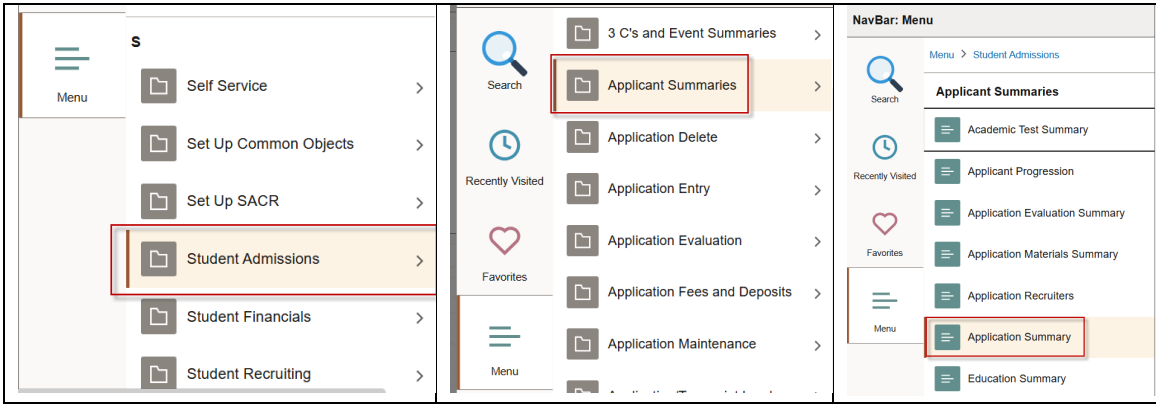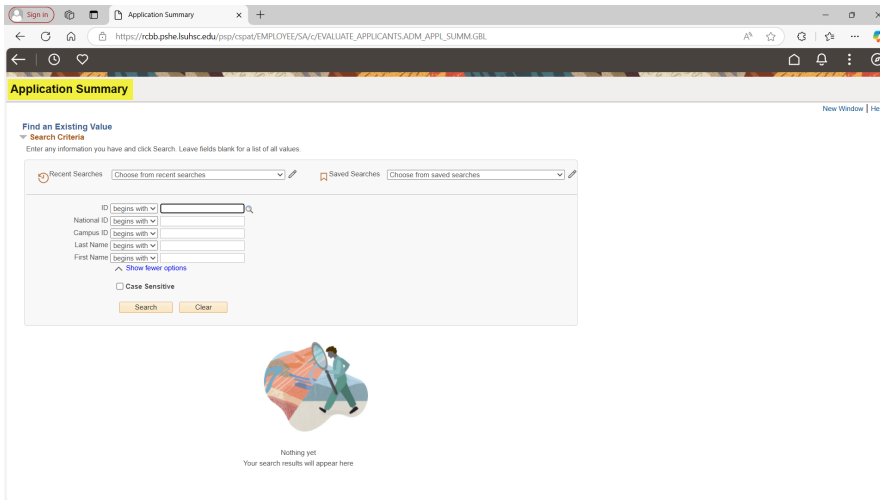
Note, as mentioned previously, once you reach the screen, the classic menu on the left no longer exists.
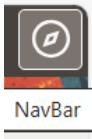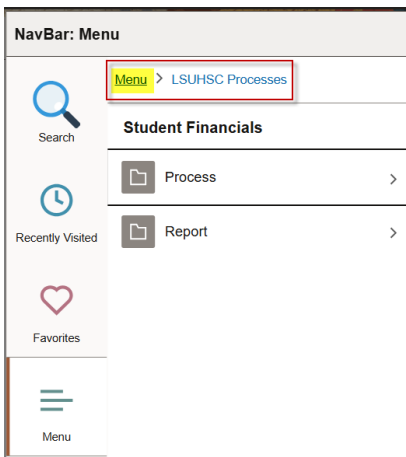
Old:

New:

To navigate to a different section, you should use the NavBar by clicking the compass icon again.

If while navigating the Menu on NavBar, you need to get back to the top level of Menu items, there is a list of what you have clicked on at the top of the menu. Click menu to return to the main alphabetical list.

This concludes the Delta Guide for navigating Campus Solutions.