

Campus Solutions 2025 Upgrade Delta Guide

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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

$\leftarrow \rightarrow$ C $\widehat{\alpha}$ $$ https://www.lsuhsc.edu/ps/su	pport/selfservice.aspx					A* 🟠	3 🕼 🗝 🧭
LSU Health NEW ORLEANS	Prospective Stud	dents 🗸 🤉 Patient Care 🗸	Job Seekers 🗸	Donors 🗸	Crime Statistics 🗸	Search Q	MENU =
PeopleSoft Support					💦 s	ELF-SERVICE	
Financials	~	PeopleSoft					
Human Resources	~	reopieson					
Student Administration	~	<u>Employee S</u> employeeselfser		aco	Academic Self-Ser ademicselfservice.ls		
End User Training	^						
Overview							
Academic Self Service	~	Purchasing					
Employee Self Service							
Financials	~	Buy	⊌U ه	Buy-U	eProcurement - LSU Orleans 🖪	Health New	
Human Resources	~						
Student Administration	~						
Timekeepers	~	Training					
Web Clock Users		Employee Self-Serv	rice Studer	nt Self-Service	E Faculty Sel	<u>f-Service</u> ■	

2. New Sign On Page

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

	LSU Health
	PeopleSoft HRSA - PS9CS
User ID	
Password	
your browse by others w or shared of	ny information viewed during this PeopleSoft session will be saved to or's Internet cache on the computer you are using and may be viewed ho may also use this computer. We recommend against using public computers to access PeopleSoft. To protect the security of this delete your Internet cache prior to closing the browser windows at the session.
	Sign In

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.

←∣© ♡	
Term Activation Batch Proces	
⊖ 🛞 ∽ Links	Term Activation Batch Process
Enrollment Management 🗸 🗸	Find an Existing Value Search Criteria There any information you have and click Search. Leave fields blank for a list of all values.
Curriculum Management v Term Setup v	Precent Searches Choose from recent searches Image: Choose from recent searches Image: Choose from saved searches
Academic Structure	Run Control ID [begins with ♥]
LSUHSC Processes - Process	Case Sensitive Search Clear
LSUHSC Processes - Use	Tour search results will appear here

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.

🕙 🍘 🗖 🧧 My Scheo	ule x + -
	ss://rdb.pshe.lsuhsc.edu/psc/cspat/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?CONTEXTIDPARAMS=TEMPLATE_D%3aPTPPNAVCOL&scname=AD A* 🔆 🤇 🕼
	<u>^ 0</u>
\leftarrow \odot \checkmark	÷ U
Faculty Center	
My Schedule	Carg Contourn
- My Schedule	Faculty Center Advisor Center Search
Class Roster	My Schedule Class Roster Grade Roster
	Faculty Center
Grade Roster	My Schedule
	2024 1 Hy Later Concore
	Shreveport
	e-t-state e-a Subject
	Show All Classes Show Enrolled Classes Only
	 A https://tdb.pshelsuhscedu/psc/capat/EMPLOYEE/SA/c/NUL/FRAMEWORK PT_AGSTARTPAGE_NUL/GBL/CONTEXTIDPARAMS=TEMPLATE_ID/83aPTPPNAVCOL8scname=AD A ☆ @ @ ☆ … @ A ÷ @ Y Center Schedule Faculty Center Adversion Center Sechedule Faculty Center Gabe Roster My Schedule Change Term Streveport Solveveport Solveveport Solvedule Sont Subject ♥
	AUG 19, 2024-
	TBA TBA Har 5, 2024
	REHS 7551-0001 ADVANCED STATISTICS on the Aug 19, 2024-
	REHS 7554-0001 GRANT WRITING (Course A TDA Aug 19, 2024-
	C (11367) requirement; Dec 5, 2024 C (11367) requireme
	(1392) EVD 3EW (Jelmina) Dec. 0, 3024

This is an example of the *My PeopleSoft Home* page for *Student Self-Service*.

PS9C	:SPAT WEB1 🕐 ♡	8	<u>∩</u> : 0
My	PeopleSoft Home ~		: Notifications
	My Forms	Student Center Fluid	
		planta .	
			Д)
			No notifications
			When new notifications arrive, the "O Refresh button will show a badge
	Student Center Fluid	To access the Student Self Serv	vice module, the student would click
	plants.	the Student Center Fluid Tile.	

<u>An important change to note about Student Self Service</u> 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.

LSUHSC Homepage	LSUHSC Student C	enter 🕋 🏲	$\diamond \circ \circ \rightarrow$					0	¢ ∶
Student Center	Joshua's Student Center		Student Center Fluid						
	Academics		Academics Co	ourse Histe	ory				56 ros
	Search	You are not entrolled in classes.	Course History	r					
	Elan Enrol	U	View Grades Cla	ass 11	Description 11	Term 11	Grade 1; Uni	s 1; Status 1;	
	My Academics	Enrolment Shopping Ca	View Unofficial Transcript DE	INT 5512	INTERD SPEC TOPICS IN DENT	Spring-New Orleans 2025	2.0	🔶 In Progr	995)
	other academic		View My Classes PE	ERIO 5404	RESEARCH	Spring-New Orleans 2025	2.0	🔶 in Progr	958 -)
	* Finances		Class Search PE	ERIO 5408	LITERATURE REVIEW SEMINAR	Spring-New Orleans 2025	4.0	🔶 In Progr	158)
	My Account	for a second	Shopping Cart	IRID 5409	PERIODONTIC CLINIC	Spring-New Orleans 2025	11.0	0 🔶 In Progr	
	Account inquiry	You have no outstanding charges at this time.		IRIO 5411	JOURNAL CLUB	Spring-New Orleans 2025	1.0	🔶 in Progr	ess ;
	II ViewPrint Invoices	Make a Payment p	20	IRID 5412	GRADUATE TEACHING	Spring-New Orleans 2025	2.0	🔶 In Progr	ess ;
	Financial Aid		Update Classes	ERID 5413	CASE PRESENTATION SEMINAR	Sprino-New Orleans 2025	1.0	In Progr	ess :
	Accept/Decine Awards Report Other Financial Aid		Swap Classes	IRID 5414	ADVANCED DENTAL IMPLANTOLOGY	Spring-New Orleans 2025	1.0	In Progr	
	other financial		Browse Course Catalog	RID 5417	PERIO PRACTICE MANAGEMENT	Spring-New Orleans 2025	1.0		
	Personal Information		My Planner	URID 5404	RESEARCH	Fall-New Orleans 2024	2.0		
			Expected Graduation Term						
	Demographic Data Emergency Contact	Contact Information	Advisors javasoipt submit/action_win0/document win0/DERVED_ACED_FL	ERIO 5408	LITERATURE REVIEW SEMINAR	Fall-New Orleans 2024	4.0		
	Names User Preferences	Legal Address Mailing Address Withheld 1276 Highway 3072 Ruston, LA 71270-11	prescript submarkition_wire(accurrent wire) Christial (Accid) (ODION	PERIODONTIC CUNIC	FalLNew Orleans 2024	5.0	A Is Proce	*55)
	Health Record	Lincoln							
	other personal • (3)	Mobile/Cell Phone LSUHSC Email None None							

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*:

← ⊙ ♡		
Student Center Fluid		
Academics	Course Histo	ry
Course History	Ţ	
View Grades	Class ↑↓	Description ↑↓
View Unofficial Transcript	DENT 5512	INTERD SPEC TOPICS IN DENT

The entire Activity Guide Navigation bar will appear:

\leftarrow 0 \heartsuit			ar de la composición
Student Center Fluid			
Academics	~	Course Histe	ory
Finances	~	Ţ	
Personal Information	~	Class ↑↓	Description ↑↓
To Do List	~	DENT 5512	INTERD SPEC TOPICS IN DENT
Admissions	~	PERIO 5404	RESEARCH
		PERIO 5408	LITERATURE REVIEW SEMINAR

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:

← © ♡							
Student Center Fluid							
Academics	-	To Do's					
Finances	/						1 row
Personal Information	-	Task	Institution		Due Date	Status	¢↓
To Do List	~	Direct Loan GP/PLUS Approval	LSUHSC - Ne	w Orleans	Due Date	Initiated	>
To Do's							
Holds							
Admissions							
	٣						
Holds:							
< 0 ♥							
Student Center Fluid							107/057WB
Academics		Holds					
Finances							1 row
Personal Information	,	T					↑ ↓
📕 To Do List 🗸		Hold Select Hold	Institution	Departme	nt		
To Do's							>
Holds							
Admissions							

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.

Page	9

🔞 🗖 🧧 Course History	X 🧰 Laur	nch Meeting - Zoom 🗙 🔛 Password Change (LSUHS	50 × +			-	٥
C A https://rcbb	.pshe.lsuhsc.edu/psc/cspa	t/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_I	NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID%3	aPTPPNAVCOL&scname	=AD A [®]	☆ 3 ☆	
0 0						ΟÔ	:
dent Center Fluid	NEW CODE PROVIDE A CARDON AND A	AT DET VERSE AV AL AND A THE C					
Academics	Course His	tory					56 rov
Course History	T						00101
/iew Grades	Class ↑↓	Description 1↓	Term ↑↓	Grade †↓	Units 1↓	Status ↑↓	
iew Unofficial Transcript	DENT 5512	INTERD SPEC TOPICS IN DENT	Spring-New Orleans 2025		2.00	🔶 In Progress	>
iew My Classes	PERIO 5404	RESEARCH	Spring-New Orleans 2025		2.00	🔶 In Progress	>
lass Search	PERIO 5408	LITERATURE REVIEW SEMINAR	Spring-New Orleans 2025		4.00	In Progress	>
hopping Cart	PERIO 5409	PERIODONTIC CLINIC	Spring-New Orleans 2025		11.00	In Progress	>
rop Classes	PERIO 5411	JOURNAL CLUB	Spring-New Orleans 2025		1.00	In Progress	>
pdate Classes	PERIO 5412	GRADUATE TEACHING	Spring-New Orleans 2025		2.00	🔶 In Progress	>
wap Classes	PERIO 5413	CASE PRESENTATION SEMINAR	Spring-New Orleans 2025		1.00	🔶 In Progress	>
rowse Course Catalog	PERIO 5414	ADVANCED DENTAL IMPLANTOLOGY	Spring-New Orleans 2025		1.00	In Progress	>
Ŭ	PERIO 5417	PERIO PRACTICE MANAGEMENT	Spring-New Orleans 2025		1.00	In Progress	>
ly Planner	PERIO 5404	RESEARCH	Fall-New Orleans 2024		2.00	In Progress	>
xpected Graduation Term	PERIO 5408	LITERATURE REVIEW SEMINAR	Fall-New Orleans 2024		4.00	In Progress	>
dvisors							

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*.

← │ ③ ♡ Student Center Fluid							ΟĢ	:
Academics	~	Course Hist	ory					
Finances	~	T						56 rov
Personal Information	~	Class ↑↓	Description 1↓	Term ↑↓	Grade 11	Units ↑↓	Status ↑↓	
To Do List	~	DENT 5512	INTERD SPEC TOPICS IN DENT	Spring-New Orleans 2025		2.00	🔶 In Progress	>
Admissions	~	PERIO 5404	RESEARCH	Spring-New Orleans 2025		2.00	🔶 In Progress	>
		PERIO 5408	LITERATURE REVIEW SEMINAR	Spring-New Orleans 2025		4.00	🔶 In Progress	>

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:
← ⊙ ♡		$\leftarrow \mid \odot \ \heartsuit$
Faculty Center		Faculty Center
🐉 My Schedule	Faculty Center Advisor Center Search	Faculty Center Advisor Center Search
Class Roster	Faculty Center	Faculty Center
F Grade Roster	My Schedule	My Schedule
Gradebook	()	1
Assignments	Co to top	Go to top
	D	D

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



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**:

← ⊙ ♡		0 ₽ : 0
Faculty Center		New Window
🧶 My Schedule	Faculty Center & Artisor Center Search	Add to Favorites
Class Roster	Faculty Center	Sign Out
F Grade Roster	My Schedule	
Gradebook	1	
Assignments	El co to top	

Keep the default name that appears or change it to your preference and click Add

Add To Favorites	×
*Favorite Label	
Faculty Center	Add

When a confirmation appears click $\mathbf{O}\mathbf{K}$



Now Faculty Center is listed under Favorites for quick access in the future via the heart icon on the toolbar:

Favorites	P	×
Faculty Center		

https://rcbb.pshe.lsuhsc.edu/p \leftarrow С ഹ 0 Favorites \times **Edit Favorites** C Faculty Center

Put a check in the box next to item you want to delete, click delete

Select the Save	e button after editing or deleting	g favorites to apply y	our changes.	Save
Favor	rites te Selected		:	2 rows
	*Favorite		Sequence nur	nber
	Faculty Center			0
	Grade Roster			0

Click Yes to delete the item

You have selected 1 favorite(s) to be deleted. Do you wish to continue?
Yes No

Click Save

Save

You will receive a confirmation that your changes have been saved

	Your Favorites have been s	successfully saved.
avo	rites	1 row
Dele	te Selected	
	*Favorite	Sequence number
	Faculty Center	0

Accessibility – Used to adjust the application to meet specials needs of an individual.

Enable Screen Reader Mode
Keyboard Shortcuts
Accessibility Help

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

To edit or delete a favorite, click the pencil icon next to favorites

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

- Keyboard 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.

		Δ	:	0
1 of 6 > 🚦	Notifications		Ģ	:
	Actions Alerts]		
			1 A	tions
	StuHith #21469 for pending your approval © 08 Oct at 2:09 PM	is is		>

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:
NavBar	Depending on user access you
Search	May also have:
Recent Places	Search
My Favorites	Recently Visited
Navigator	Favorites
Worklist	Menu



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

← O ♡
Search
Enter search keywords separated by a space.
Class Roster Find

• Choose item from results

Search								
Ente	r search keywords separated by a space.							
Clas	ss Roster Find							
Clas	ss Roster							
Sea	rch Results							
1	Class Roster							
-	View class rosters.							
	Main Menu>Curriculum Management>Class Roster>Class Roster							
2	Class Roster							
	View your class rosters.							
	Main Menu>Self Service>Faculty Center>Class Roster							
3	Print Class Roster							
	Run batch process to print class rosters.							
	Main Menu>Curriculum Management>Class Roster>Print Class Roster							

• Chosen page appears

$\begin{array}{c c} \leftarrow & \odot & \\ \hline \\$						
Find an Existing Value Search Criteria Enter any information you		ave fields blank for a list of all	values	s.		
Recent Searches	Choose from recent se	arches	1	Saved Searches	Choose from saved searches	~ <i>(</i> /
Sul Ca Clas	Institution begins with Term begins with begins with begins with Class Nor Session begins with Session begins with begins with Session begins with Session beg					
				ng yet ts wil appear here		



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.

NavBar: Favorites				
	Bdit Favorites			
Search	Faculty Center			
U	Grade Roster			
Recently Visited				
\bigtriangledown				
Favorites				

_
_
Menu

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*.

_			3 C's and Event Summaries	>	NavBar: Menu
s					Menu > Student Admissions
Menu Self Service	>	Search	Applicant Summaries	>	Search Applicant Summaries
Set Up Common Objects	>	C	Application Delete	>	Academic Test Summary
		Recently Visited	Application Entry	`	Recently Visited Applicant Progression
Set Up SACR	>				Application Evaluation Summary
C Student Admissions	>	\bigcirc	Application Evaluation	>	Favorites Application Materials Summary
		Favorites	Application Fees and Deposits	>	Application Recruiters
Student Financials	>	_	Application Maintenance		Menu Application Summary
Student Recruiting		Menu	Application Maintenance	>	
Student Recruiting			n a a a a constant		Education 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.

NavBar: Menu				
	Menu > LSUHSC Processes			
Search	Student Financials			
0	Process	>		
Recently Visited	Report	>		
\heartsuit				
Favorites				
=				
Menu				

This concludes the Delta Guide for navigating Campus Solutions.