

Advising Training Checklist

This checklist is a training guide for new Advisors at The University of Akron. Each course will provide a description and contact information for the training. This list is meant to be a guide and may not include ALL tasks that you, as an Advisor, will need to be able to accomplish. Many of the courses listed below are required before security will be granted.

Course/Training	Description	Attended Training	Obtained Security
Advising Data	This training will come from your Department. This training should include the data you need to know to effectively advise a student in your respective college.		
PeopleSoft* SA/HR V9 New User	<p>A brief overview is presented on how The UA uses PeopleSoft to manage student administration and human resource data. You will learn menu navigation, terminology, setting favorites, creating new windows, searching for pages and using the Download Tool. You will review common student data inquiries (such and FERPA, Service Indicators, Student Demographic Information, Student Program/Plan, Student's Schedules) and receive information on common navigation paths, on locating UA's PeopleSoft documentation and computer-based classes on the web and on the Student Self-Service applications.</p> <p>You can sign up for this at: https://www.uakron.edu/seminars/index.php For questions, email pstrain@uakron.edu</p>		
PeopleSoft* Academic Advising	<p>Review (and print) the online training manual for PeopleSoft Academic Advising.</p> <p>The manual can be found at: http://www.uakron.edu/its/learning/training/PSoft9.php</p>		
Quick Enroll (PeopleSoft*)	<p>Quick enroll is the process of enrolling a student into classes by using PeopleSoft.</p> <p>You can sign up for this at: https://www.uakron.edu/seminars/index.php For questions, email pstrain@uakron.edu Training is required before security is granted.</p>		
Student Program/Plan Changes (PeopleSoft*)	<p>This page is used when you need to change the student's college (program) and/or major (plan) in the PeopleSoft System.</p> <p>Contact information for Program/Plan changes is slauck@uakron.edu.</p>		

Course/Training	Description	Attended Training	Obtained Security
DARS	<p>DARS Overview Presentation: Open to all faculty and staff. Covers how to navigate DARS web, how to run a degree audit, how to read a degree audit, and interpreting the interactive audit. Offered several times each term.</p> <p>When you have questions about DARS or when you want to find out more about training, email DARS@uakron.edu.</p>		
	<p>DARS Exception Training: Access to this training requires department head or dean approval. Offered usually once per term.</p> <p>When you have questions about DARS or when you want to find out more about training, email DARS@uakron.edu.</p>		
NOLIJ	<p>A paperless filing cabinet, NOLIJ allows you to review documents such as applications, transcripts, advising meeting notes, select PeopleSoft data and more. You locate a student through key fields such as student name or ID number.</p> <p>For questions about NOLIJ, contact Matt Bungard at mr3@uakron.edu.</p>		

***Note:** For questions about security in PeopleSoft, you can email pssecurity@uakron.edu