

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* Introduction to Campus Solutions	<p>This online course provides a brief overview on how The University of Akron uses PeopleSoft to manage student records. 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).</p> <p>The course can be found at: http://videomedia.uakron.edu/train/SAIntroCourse/CSCourse/presentation.html</p> <p>For questions, email pstrain@uakron.edu</p>		
PeopleSoft* Academic Advising	<p>This online course provides an overview of Advising Self-Service. Completion of this course is required in order to be granted Advising security access.</p> <p>The course can be found at: http://www.uakron.edu/its/learning/training/PSoft9.php</p> <p>Note: Training is required before security is granted.</p>		
Quick Enroll (PeopleSoft*)	<p>Quick enroll is the process of enrolling a student into classes by using PeopleSoft. Complete this online course in order to be granted the Quick Enroll security access, which will allow you to register students.</p> <p>The course can be found at: http://videomedia.uakron.edu/train/Registrar/QuickEnroll/New/presentation.html</p> <p>For questions, email pstrain@uakron.edu</p> <p>Note: 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 records@uakron.edu</p>		

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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>An online course is available, titled “Nolij Web”. This online course will provide instructions for efficiently using Nolij for inquiries and scanning and provide you with skills necessary to manage and modify document images, as well as search for a student’s folder.</p> <p>The online course can be found at: http://videomedia.uakron.edu/train/NolijWeb/Course/presentation.html</p> <p>For questions about NOLIJ, contact Matt Bungard at mrb3@uakron.edu.</p>		

***Note:** Apply for Security access online at: <https://footprints.uakron.edu/secure/ps/>