LOG INTO PEOPLESOFT
1. Go to inside.umassmed.edu
2. In left column, click on the Student/Faculty Self Service link
3. OPTIONAL: If no access to intranet use this URL: https://wsa-prd.umasscs.net/psp/wsaprd90/?cmd=login

VIEW MY ADVISEES
4. Log in to PeopleSoft.
5. Click on the Self Service link to get to Advisor Center and click on My Advisees link
6. Click the Photo link to view photo of advisee or click in the 'Include photos in list' radio button

VIEW MY TEACHING SCHEDULE
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on My Schedule link.
3. The teaching schedule for the current term is displayed.
4. OPTIONAL: Click the Change Term button to view the teaching schedule for a different term.
5. To view additional class details, click the class hyperlink.
6. OPTIONAL: To view the schedule in a weekly format, click the View Weekly Teaching Schedule link.

VIEW CLASS ROSTERS
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on the Class Roster link.
3. OPTIONAL: Click the change class button to view the class roster for a different class.
   - Click the Class Roster icon for the desired course.
4. Use the Printer Friendly Version link to print the class roster.

SEARCH FOR CLASSES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on My Schedule link.
3. Click on the Search tab at the top of the page
4. Click the Search for classes link located at the top and bottom of the page.
5. Enter the search criteria.
6. Click the SEARCH button.

CONDUCT A FACULTY SEARCH
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on Class Roster link.
3. Click on the Search tab at the top of the page
4. Click the Faculty Search link located at the top and bottom of the page.
5. Click the Search by Name button.
6. Enter at least the last name or partial last name.
7. Click the Lookup button.
8. If more than one person matches the criteria entered, select the appropriate individual from the list.
9. Select the term you wish to view.

BROWSE COURSE CATALOG
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on Class Roster link.
3. Click on the Search tab at the top of the page
4. Click the Browse Course Catalog link located at the top and bottom of the page.

TEAM MEMBER/INTERVIEWER ACCESS (Medical School Admissions)
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on Team Members/Interviewers link.
3. Team Members click on the View My Applicants link
4. Interviewers click on the View My Interviewees link

ENTER GRADES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Faculty Center and click on Grade Roster link.
3. OPTIONAL: Click the Change Class button, then click the Change Term button to view grade roster for a different term.
4. Click the Grade Roster icon for the desired course.
5. OPTIONAL: Click the checkbox for "Display Unassigned Roster Grades Only" to only view those students for whom no grade has been entered.
6. Either enter the grade or use the drop-down and select the grade
7. Click the Save button frequently

PROBLEMS – Put in a PSCS HEAT TICKET with the HELPDESK
- UMWHelpdesk@umassmed.edu or 6-8643

For detailed instructions visit us online at:
http://inside.umassmed.edu/registrar/index.aspx