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

ADD CLASSES
4. Log in to PeopleSoft.
5. Click on the Self Service link to get to Student Center.
6. Click the Enroll link under the Academics heading.
7. Either enter the Class Nbr or search for the class using the Course subject Name or Subject Number.
8. Click the Select class button to add the class
9. Click the Next button
10. When finished, click the Proceed to Step 2 of 3 button.
11. Click Finish Enrolling.

DROP CLASSES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.
3. Click the drop down for "other academic..." and select Enrollment: Drop
4. Click the icon.
5. Click the box in the Select column for the class you wish to drop. You may select multiple classes.
6. Click the Drop Selected Classes button
7. Click Finish Dropping.

SEARCH FOR CLASSES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to the Student Center.
3. Either click the Search link under the Academics heading or click the Search for Classes button.

4. Select the term and enter the search criteria.
5. Click the Search button.
6. Click the Select Class button to add a class.
7. Click the Next button to add the class to your cart.

VIEW GRADES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to the Student Center.
3. Click the drop down for "other academic..." under the Academics heading and select Grades.
4. Click the icon.
5. Select the term and click Continue.
6. To view all courses- all terms (course history) click on the My Academics link.
7. Click on the View my course history link.

VIEW ADVISORS
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to the Student Center.
3. Advisors are listed in the far right column.
4. Click on the link for more info.
5. You can also click on the My Academics link
6. Click View my advisors.

VIEW MY CLASS SCHEDULE
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.
3. Click the drop down for "other academic..." under the Academics heading and select Class Schedule.
4. Click the icon.

VIEW and/or EDIT PERSONAL INFORMATION
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.

3. Under the Personal Information heading:
   a. Demographic Info
      i. Gender
      ii. Date of Birth
      iii. Marital Status
   b. Emergency Contact Info
   c. Names
   d. Addresses (including Box #)
   e. Email Addresses
   f. Languages
   g. Licenses & Certificates
   h. Memberships
   i. Phone Numbers
   j. Privacy Settings (FERPA)
   k. Publications
   l. Work Experience

VIEW FINANCES
1. Log in to PeopleSoft.
2. Click on the Self Service link to get to Student Center.
3. Under Finances heading
   a. Account Inquiry
      i. Balance Summary
      ii. Activity
      iii. Charges Due
      iv. Payments
   b. Setup Direct Deposit
   c. 1098T Fin. Transcript

HELPFUL HINTS:
- Never use the Back button in your browser, always navigate through the Menu or use the Return to Search button.
- F11 = Menu Bar Header and Footer hide/unhide
- User Name and Password are case sensitive
- Contact the Registrar if Personal information is incorrect.

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