

STUDENT CENTER QUICK REFERENCE

LOG INTO PEOPLESOFT

1. Go to [Inside.umassmed.edu](http://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/wsapr90/?cm_d=login&languageCd=ENG&

ADD CLASSES – only available for 4th year electives

1. Click the **Enroll** link under the **Academics** heading.
2. **Select Term**
3. Click the link to open the class list
4. Click the Select class button to add the class
5. Click the **Next** button
When finished, click the **Proceed to Step 2 of 3** button.
6. Click **Finish Enrolling**.

DROP CLASSES – only available for 4th year electives

1. Click the drop down for “**other academic...**” and select **Enrollment: Drop**
2. Click the  icon.
3. **Select Term**
4. Click the box in the Select column for the class you wish to drop. You may select multiple classes.
5. Click the **Drop Selected Classes** button
6. Click **Finish Dropping**.

VIEW GRADES

1. Click the drop down for “**other academic...**” under the **Academics** heading and select **Grades**.
2. Click the  icon.
3. Select the term and click **Continue**.
4. To view all grades- all terms (course history) click on the **My Academics** link.
5. Click on the **View my course history** link.

VIEW ASSIGNMENTS – first and second year classes only

1. Click the drop down for “**other academic...**” under the **Academics** heading and select **Assignments**.
2. Click the  icon.
3. Select the term and click **Continue**.
4. Click on the Course Title to view assignment grades

VIEW ADVISORS

1. Advisors are listed in the far right column.
2. Click on the  link for more info.
3. You can also click on the **My Academics** link
4. Click **View my advisors**.

VIEW MY CLASS SCHEDULE

1. Click the drop down for “**other academic...**” under the **Academics** heading and select **Class Schedule**.
2. Click the  icon.

COMPLETE PEP FORM – available only for 3rd & 4th year students

1. Click the **Link to PEP Form** link under the **Academics** heading
2. Follow Student PEP Instructions

COMPLETE MSPE DATA – available only for 4th year students

1. Click the **MSPE Unique Characteristics** link under the **Academics** heading
2. Follow the instructions to complete data for the MSPE letters.

VIEW and/or EDIT PERSONAL INFORMATION

– limited as to what can be added/changed

1. 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. **Phone Numbers**
 - g. **Privacy Settings (FERPA)**
 - h. **Publications**
 - i. **Work Experience**

VIEW FINANCES

1. Under **Finances** heading
 - a. **Account Inquiry**
 - i. **Account Activity**
 - ii. **Charges Due**
 - iii. **Payments**
 - iv. **View 1098-T**
 - b. **View my Bill**
 - c. **Setup Direct Deposit**
 - d. **Make a Payment**

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 & password are case sensitive
- Contact the Registrar’s Office if any personal data is incorrect.