

STUDENT SELF ENROLLMENT

1. Please type the URL in Explorer, provided to you in the letter. Following screen will show up:



2. Login to PeopleSoft using the User Id and Password provide to you in the letter.

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Student

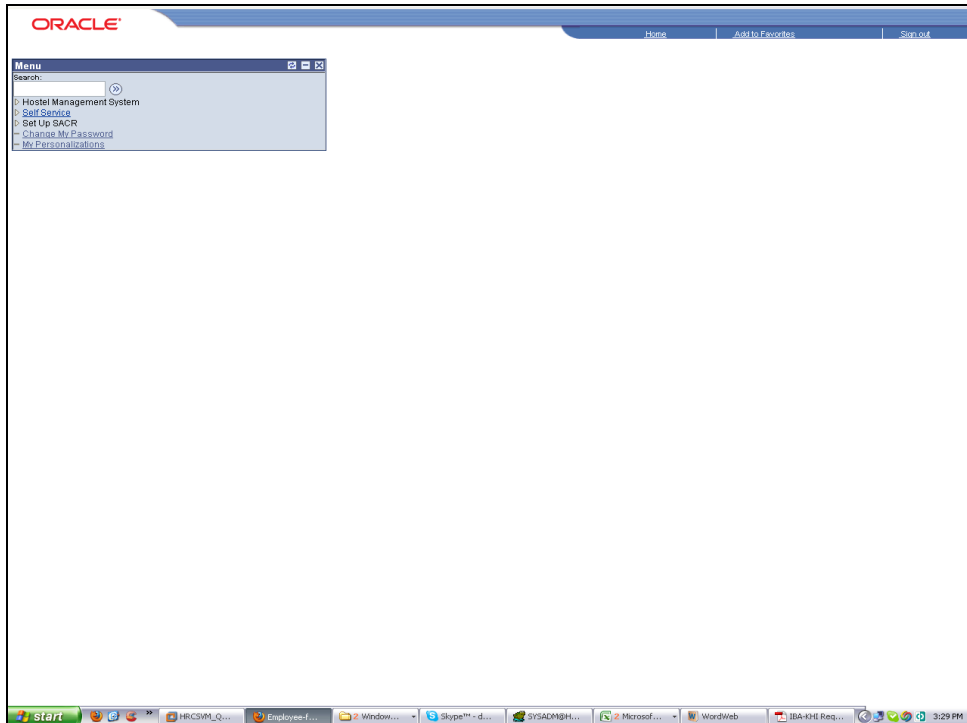
Student Center

Procedure

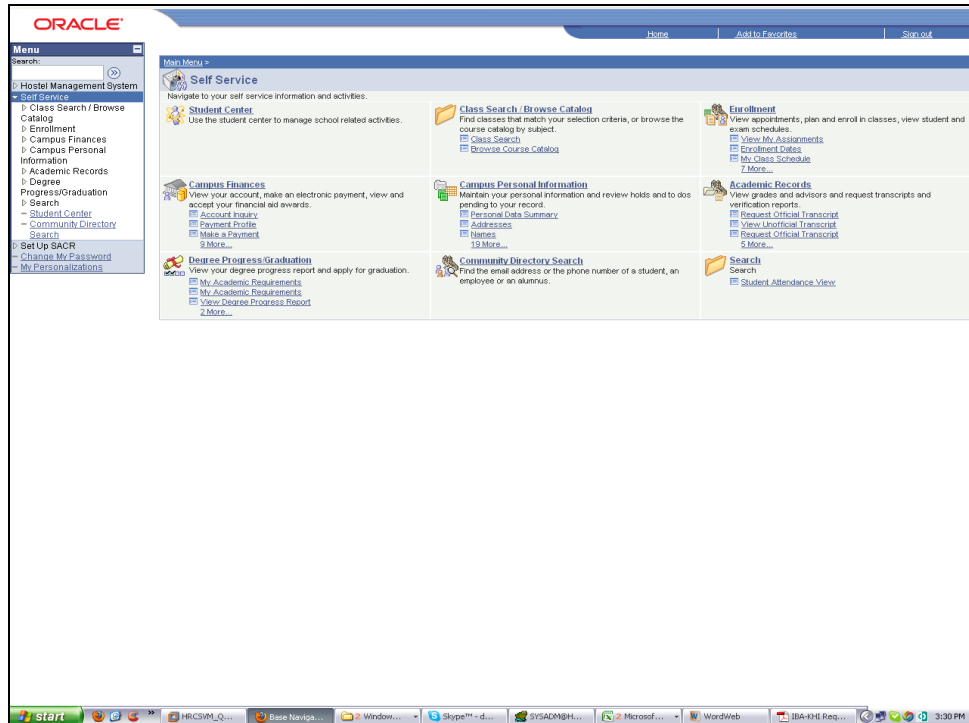
PeopleSoft Student Ceter feature provides students flexibility to view his academic information on one page. This feature also provides students access to various links to view/edit their academic information, etc.



Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Student Center link. Student Center



Step	Action
4.	Point to the Academic Information object. Academics
5.	Point to the Student's Finances Information object. Finances
6.	Point to the Student Biographic and Demographic Information object. Personal Information
7.	Point to the Search for Classes object. SEARCH FOR CLASSES
8.	Point to the Student's Advisor object. Advisor
9.	Point to the Links to External Web Pages object.
10.	End of Procedure.

Student - Biographic & Demographic Info

Procedure

Using Personal Campus Information, student can view/edit their biographic, and demohraphic data.



PEOPLESOFT ENTERPRISE

User ID:

Password:

[Sign In](#)

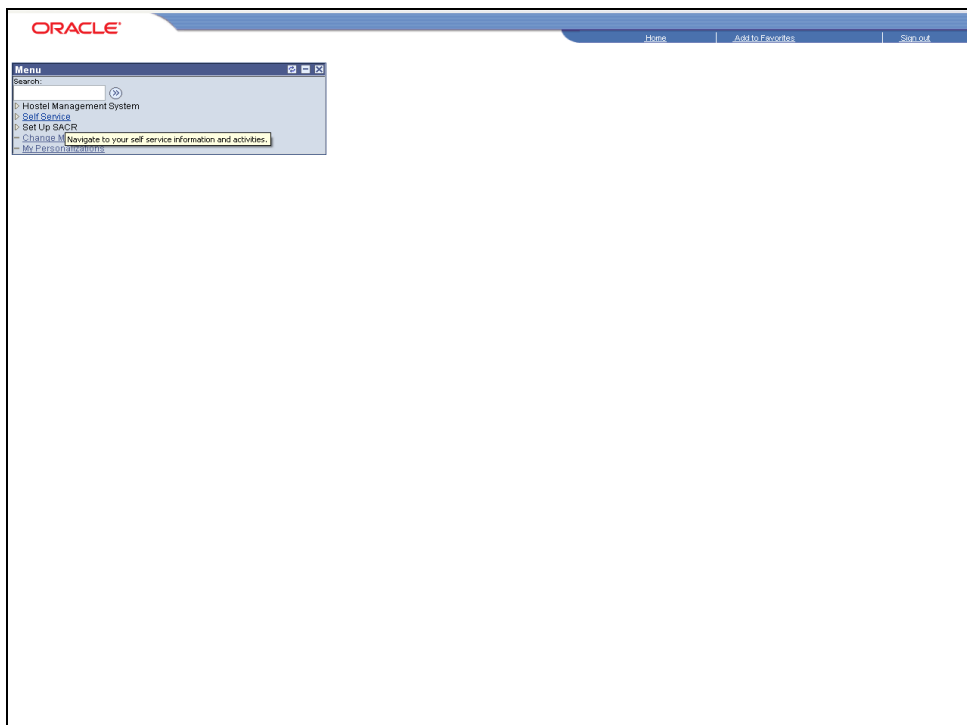
To set trace flags, click [here](#)

Select a Language:

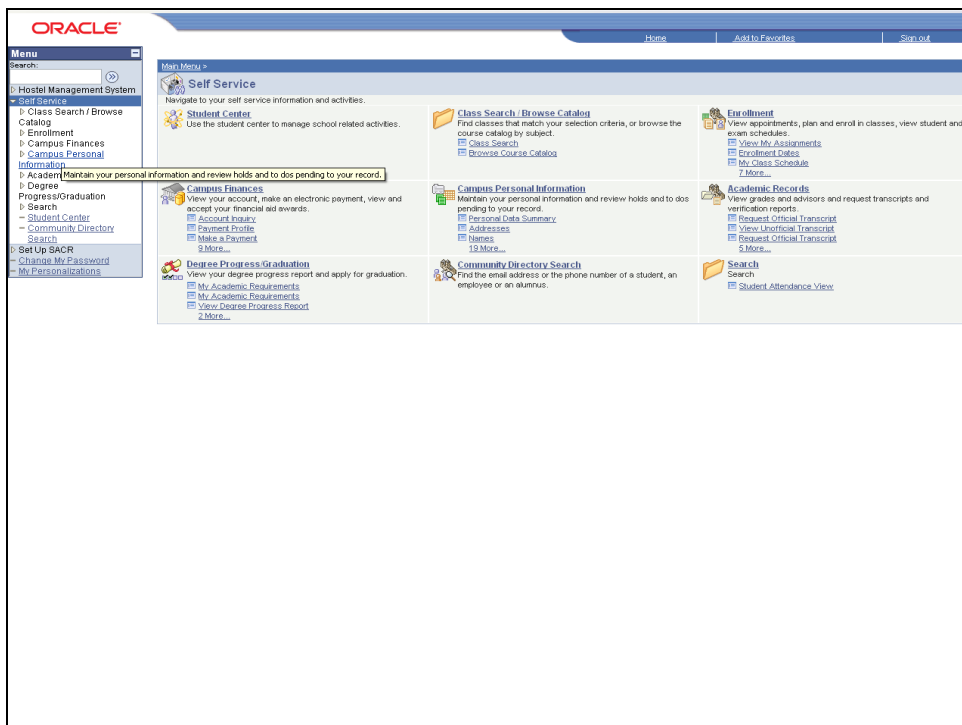
English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Česčina	日本語
한국어	Русский
ไทย	繁體中文
繁體中文	العربية

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Step	Action
1.	Click the Sign In button.



Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Campus Personal Information link. <div>▶ Campus Personal Information</div>
4.	Click the Names link. <div>Names</div>

ORACLE

Home Add To Favorites Sign out

Menu

Search

Model Management System

Self Service

Class Search / Browse

Enrollment

Campus Finances

Personal Information

Personal Data Summary

Addresses

Names

Phone Numbers

Email Addresses

Internet Addresses

Emergency Contacts

Demographic Information

Personal Identification

Number

FERPA Restrictions

User Preferences

Communication

Preferences

Languages

Licenses and

Certificates

Memberships

Work Experience

Extracurricular Activities

Honors and Awards

Publications

Holds

To Do List

Enrich

Academic Records

Degree

Progress/Graduation

Search

Student Center

Community Directory

Search

Set Up SACR

Change My Password

My Personalizations

Dhaneshwar Lal

go to ...

Personal Information Security Credentials Participation

Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts Demographic Information Ethnicity

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Mr Dhaneshwar Lal

edit





ADD A NEW NAME

Personal Information Security Credentials Participation

Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts Demographic Information Ethnicity

go to ...

Step	Action
5.	Click the Modify this Name button.
6.	Click the Save button.
7.	Click the OK link.
8.	Click the Add a New Name button.
9.	Click the Name Type: list.
10.	Click the Degree list.
11.	Click the Mr list.
12.	Click the Save link.
13.	Click the OK link.
14.	Click the phone numbers link.

Step	Action
15.	Enter the desired information into the field. Enter " 92033467414253 ".
16.	Click the Save link. 
17.	Click the OK link. 
18.	Point to the Peronsal Information object. Under Personal Information Tab, Student can view/edit their's email address, internet addresses, etc.
19.	Click the Credentials link. 
20.	Point to the Credentials object. Under Credentials Tab, student can view/edit their licenses, certificates, etc.
21.	Click the Participation link. 
22.	Point to the Participation object. Under Participation Tab, student can view/edit their publication, extracurricular activities, etc.
23.	End of Procedure.

Student - My Weekly Schedule

Procedure

Student can view weekly schedule of their classes.



PEOPLESOFT ENTERPRISE

User ID:

Password:


Sign In

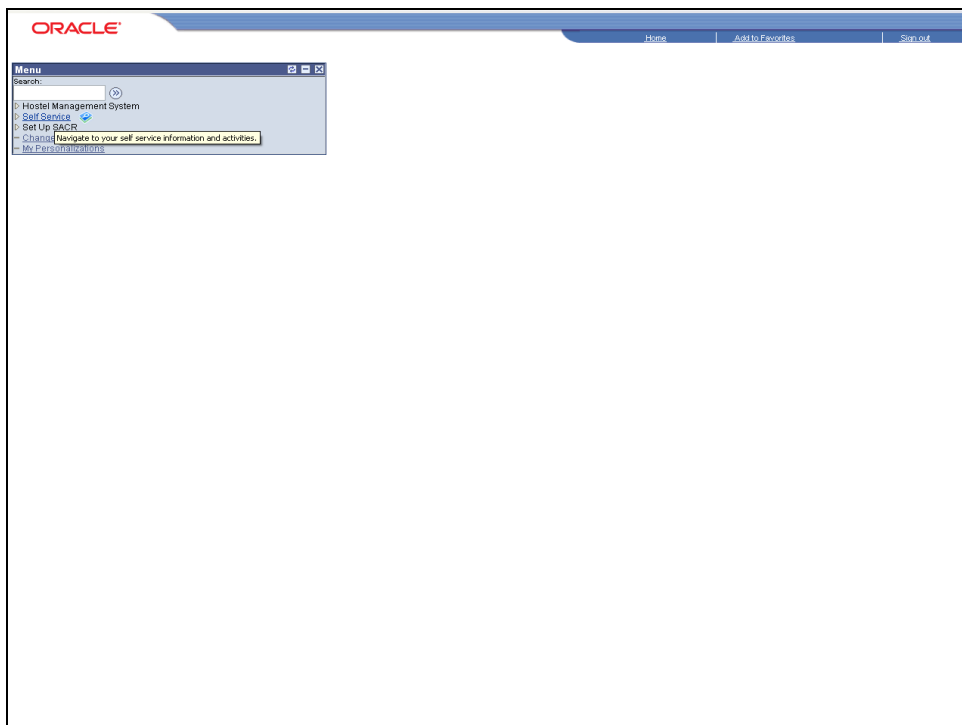
To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
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Suomi	Svenska
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한국어	Русский
ไทย	简体中文
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Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. Self Service

Training Guide

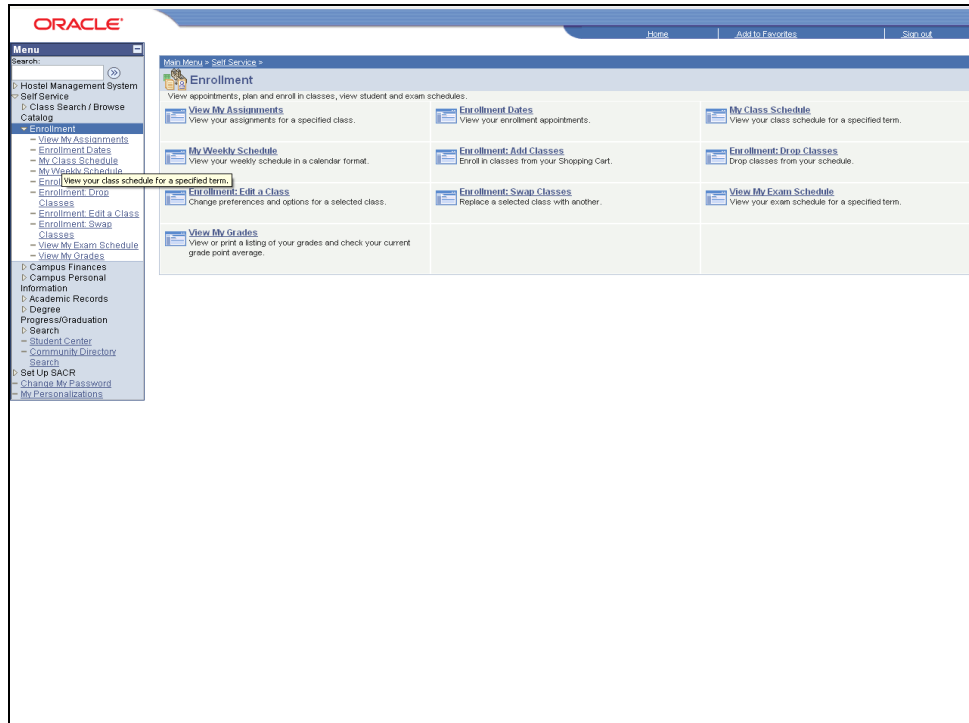
PeopleSoft CMS - Self Service

Oracle Use
Productivity

StudentBounty.com



Step	Action
3.	Click the Enrollment link. Enrollment



Step	Action
4.	Click the My Weekly Schedule link. My Weekly Schedule

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

My Class Schedule

Select Display Option ☐ List View ☒ Weekly Calendar View

<< previous week Week of 3/22/2010 - 3/28/2010 next week >>

Show Week of 03/22/2010 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Mar 22	Tuesday Mar 23	Wednesday Mar 24	Thursday Mar 25	Friday Mar 26	Saturday Mar 27	Sunday Mar 28
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Display Options

☒ Show AM/PM ☒ Monday ☒ Thursday ☒ Sunday refresh calendar

☐ Show Class Title ☒ Tuesday ☒ Friday

☐ Show Instructors ☒ Wednesday ☒ Saturday

Printer Friendly Page

Search Plan Enroll My Academics

My Class Schedule add drop swap edit term information

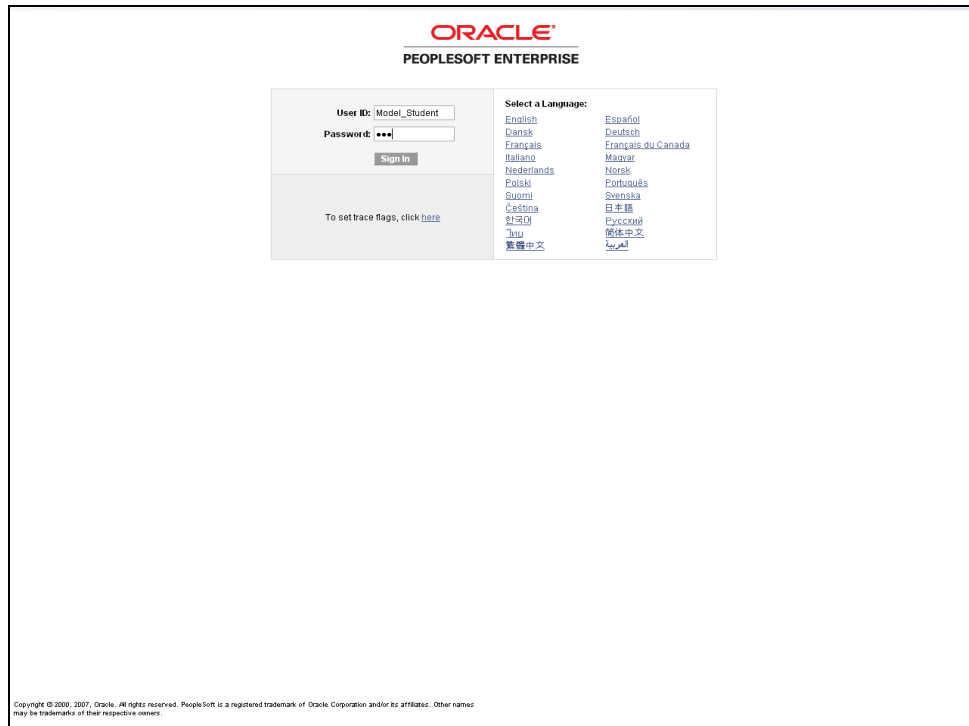
go to ...


Step	Action
5.	Point to the My Class Schedule object. My Class Schedule
6.	Enter the desired information into the Show Week of field. Enter " 08/01/2008 ".
7.	Click the refresh calendar link. refresh calendar
8.	Click the Show Instructors option. <input type="checkbox"/>
9.	Click the refresh calendar link. refresh calendar
10.	Click the Show Class Title option. <input type="checkbox"/>
11.	Click the refresh calendar link. refresh calendar
12.	Enter the desired information into the End Time field. Enter " 12:00PM ".
13.	Click the refresh calendar link. refresh calendar
14.	End of Procedure.

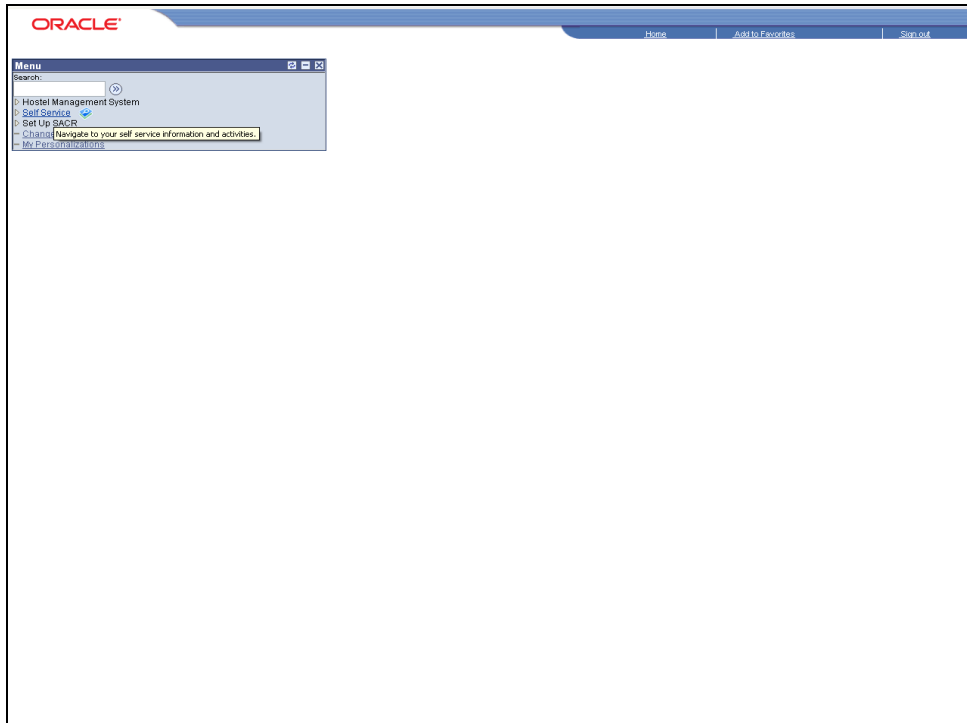
View My Assignments

Procedure

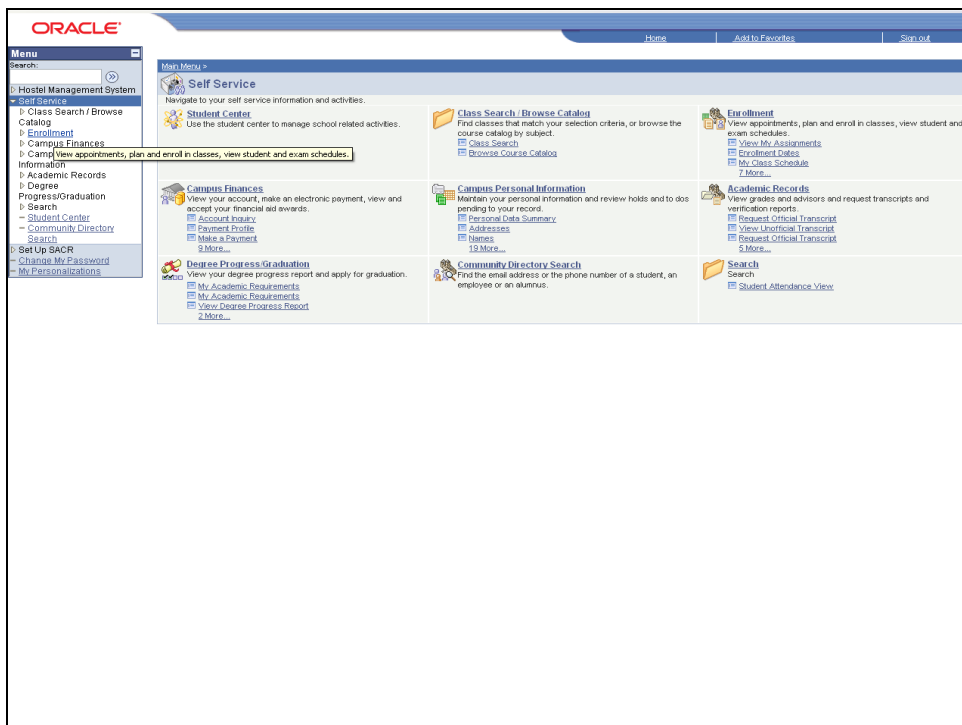
Student can view assignments, marks and equivalent grade for a class of current term.



Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. Self Service







Step	Action
3.	Click the Enrollment link. Enrollment
4.	Click the View My Assignments link. View My Assignments

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. On the left is a navigation menu with options like 'Menu', 'Search', 'Hosted Management System', 'Self Service', 'Class Search / Browse', 'Catalog', 'Enrollment', 'View My Assignments', 'Enrollment Dates', 'My Class Schedule', 'My Weekly Schedule', 'Enrollment Add Classes', 'Enrollment Drop Classes', 'Enrollment Edit a Class', 'Enrollment Swap Classes', 'View My Exam Schedule', 'View My Grades', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Search', 'Set Up SACR', 'Change My Password', and 'My Personalizations'. The main content area shows the user 'Dhaneshwar Lal' and a 'go to...' dropdown. Below this are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'My Academics', there are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'View Assignments and Grades' section is active, showing 'View Assignments and Grades' and 'Fall 2008 | Graduate | IBA Karachi'. A table lists course information:

Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section
Managerial Accounting	000052	15001	ACC 391	A


Below the table is a 'Select a Class' button. At the bottom, there are links for 'Search', 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A 'go to...' dropdown is also present.

Step	Action
5.	Click the Managerial Accounting link. 
6.	Point to the Expand Assignment Categories section object. 
7.	Click the Expand Grade Scale section graphic. 
8.	Press the left mouse button and drag the mouse to the desired location.
9.	Click the Expand Instructor Comments section graphic. 
10.	Press the left mouse button and drag the mouse to the desired location.
11.	Press the left mouse button and drag the mouse to the desired location.
12.	End of Procedure.

View My Grades

Procedure

Student can view grades of courses of current term.



PEOPLESOFT ENTERPRISE

User ID:

Password:



[Sign In](#)

To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
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Italiano	Magyar
Nederlands	Norsk
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Step	Action
1.	Click the Sign In button. 
2.	Click the Self Service link. 

Training Guide

PeopleSoft CMS - Self Service

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Step	Action
3.	Click the Enrollment link. Enrollment
4.	Click the View My Grades link. View My Grades

The screenshot displays the Oracle PeopleSoft CMS interface for a student named Dhaneshwar Lal. The interface includes a navigation menu on the left with options like 'Hostel Management System', 'Self Service', 'Class Search / Browse', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Search', 'Set Up SACR', 'Change My Password', and 'My Personalization'. The main content area shows the student's 'View My Grades' for 'Fall 2008 | IBA Karachi'. It includes a 'Class Grades - Fall 2008' table and a 'Term Statistics - Fall 2008' table.

Class	Description	Units	Grading	Grade	Grade Points
ACC 38A	Managerial Accounting	3.00	Graded	B	9.000
ACC 501	Financial Accounting	3.00	Graded	A	12.000
ACC 502	Advanced Managerial Accounting	3.00	Graded	C+	6.990


	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	9.000	9.000
Passed	9.000	9.000
Units Not for GPA:		
Taken		
Passed		
GPA Calculation		
Total Grade Points	27.990	27.990
/ Units Taken Toward GPA	9.000	9.000
= GPA	3.110	3.110

Step	Action
5.	Point to the Fall 2008 Stats object. Fall 2008 IBA Karachi
6.	End of Procedure.

My Course History

Procedure

Student can view history of their attempted courses.



PEOPLESOFT ENTERPRISE

User ID:

Password:


[Sign In](#)

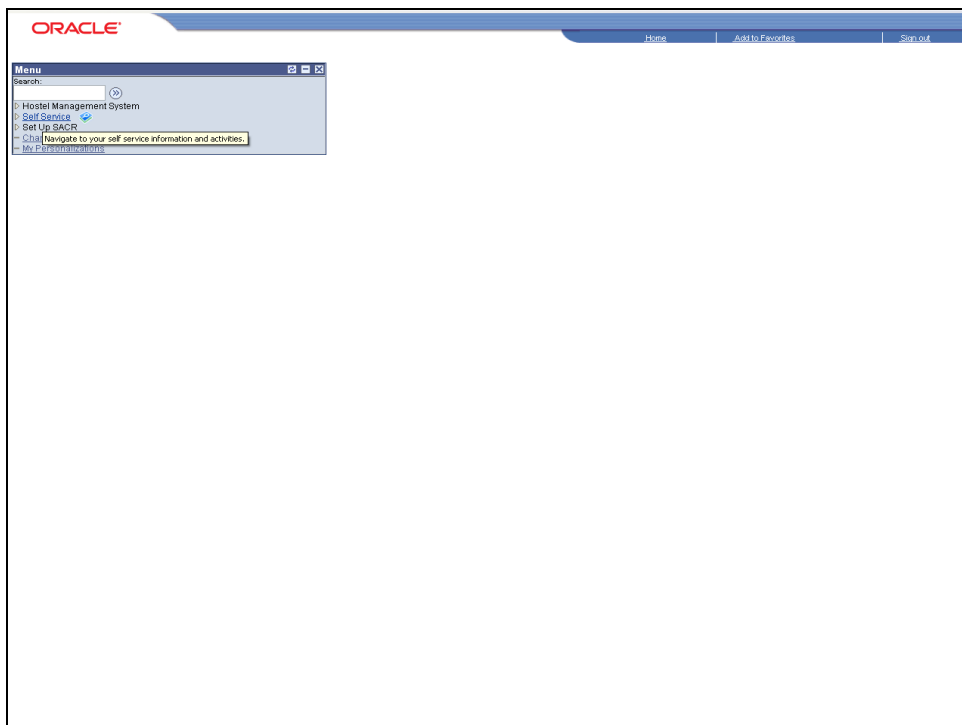
To set trace flags, click [here](#)

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Suomi	Svenska
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한국어	Русский
ไทย	简体中文
繁體中文	العربية

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Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Academic Records link. Academic Records
4.	Click the My Course History link. My Course History

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

My Course History

Select Display Option
☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by
 Then by
 sort

☒ Taken ☒ Transferred ☒ In Progress

Course	Description	Term	Grade	Units	Status
ACC 381	Managerial Accounting	Fall 2008	B	3.00	<input checked="" type="checkbox"/>
ACC 501	Financial Accounting	Fall 2008	A	3.00	<input checked="" type="checkbox"/>
ACC 503	Advanced Managerial Accounting	Fall 2008	C+	3.00	<input checked="" type="checkbox"/>

Search Plan Enroll My Academics

go to ...

Step	Action
5.	Click the Sort results by list. <div> <input type="text"/> </div>
6.	Click the Term list. <div> <div>Term</div> </div>

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

My Course History

Select Display Option
☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by Term
 Then by Course Description Grade Status Term Units

Course	Description	Term	Grade	Units	Status
ACC 381	Managerial Accounting	Fall 2008	B	3.00	✓
ACC 501	Financial Accounting	Fall 2008	A	3.00	✓
ACC 503	Advanced Managerial Accounting	Fall 2008	C+	3.00	✓

Search Plan Enroll My Academics

go to ...

Step	Action
7.	Click the Course list. <div>Course</div>

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by Term Then by Course

sort



Sort Now

☒ Taken
 ☒ Transferred
 ☒ In Progress

Course	Description	Term	Grade	Units	Status
ACC 381	Managerial Accounting	Fall 2008	B	3.00	✓
ACC 501	Financial Accounting	Fall 2008	A	3.00	✓
ACC 503	Advanced Managerial Accounting	Fall 2008	C+	3.00	✓

Search Plan Enroll My Academics


go to ...

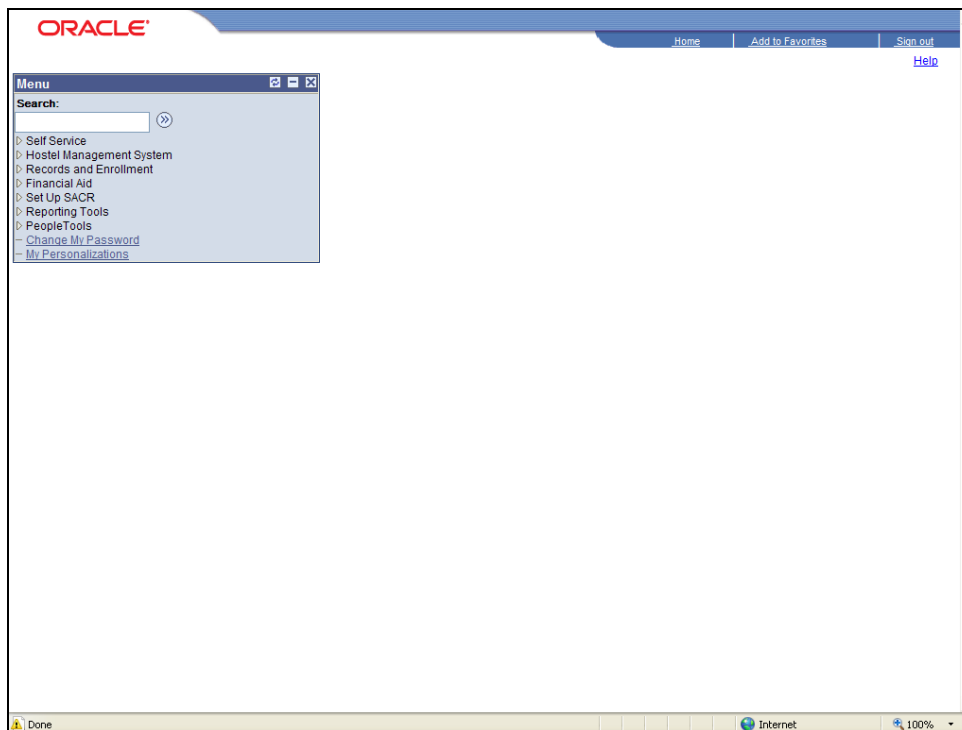
Step	Action
8.	Click the sort link. 
9.	Point to the Course Status object. 
10.	End of Procedure.

Online Enrollment - Add Classes

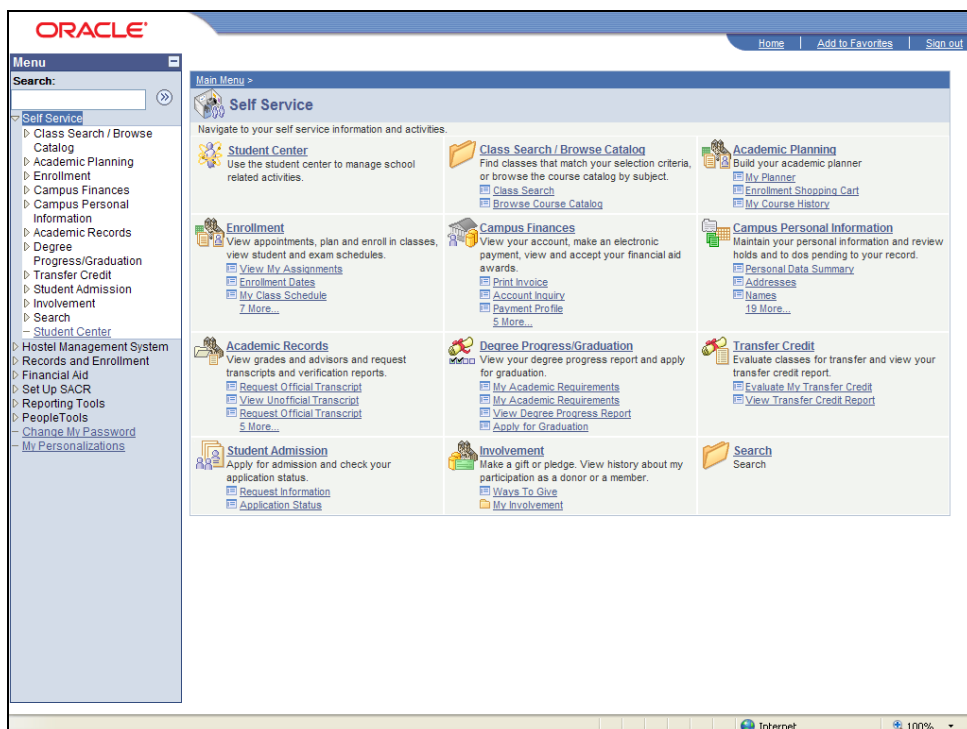
Procedure

To Enroll into a class without lab follow the steps given in this lesson.

Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password field. Enter . " Model_Student "
3.	Click the Sign In button. 



Step	Action
4.	Click the Self Service link. Self Service



Step	Action
5.	Click the Enrollment link. Enrollment
6.	Click the Enrollment Add Classes link. Enrollment Add Classes

Oracle

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2010	Undergraduate	IBA Karachi
<input type="radio"/> Summer 2010	Undergraduate	IBA Karachi

CONTINUE


Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
7.	Select the term for which you want to enroll into a course. Click the Summer 2010 option. <input type="radio"/>
8.	Click the Continue button. <input type="button" value="CONTINUE"/>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is Miss Saima Tariq. The interface has a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. A left sidebar contains a 'Menu' with various options like 'Self Service', 'Campus Finances', and 'Academic Records'. The main content area is titled 'Add Classes' and includes a '1. Select classes to add' section. Below this, there's a 'Summer 2010 | Undergraduate | IBA Karachi' section with a 'change term' button. A 'Shopping Cart' section shows 'Summer 2010 Shopping Cart' with a 'Main Content' button and a message 'Your enrollment shopping cart is empty.' There's also a 'Find Classes' section with radio buttons for 'Class Search', 'My Requirements', and 'My Planner', and a 'search' button. At the bottom, a 'My Summer 2010 Class Schedule' section shows 'You are not registered for classes in this term.'

Step	Action
9.	Click the Search button. 

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes**
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq [go to ...]

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes [1] [2] [3]

Enter Search Criteria

IBA Karachi | Summer 2010

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject [dropdown]

Course Number is exactly [dropdown] [text box]

Course Career Undergraduate [dropdown]

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria [text box]

Return to Add Classes CLEAR CRITERIA SEARCH

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

[go to ...]

Internet 100%

Step	Action
10.	Click the Course Subject list. [dropdown]

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The main content area is titled 'Add Classes' and 'Enter Search Criteria'. It includes a search bar with the text 'Miss Saima Tariq' and a 'go to ...' button. Below the search bar, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Search' tab is active, showing a list of search criteria: 'Course Subject', 'Course Number', and 'Course Career'. The 'Course Subject' dropdown is open, showing a list of subjects including 'Accounting', 'Computer Science & Engg', 'Economics', 'Finance and Banking', 'General', 'Human Resource Management', 'Humanities', 'Info & Comm Technology', 'Law', 'Management', 'Management Info. Sys', 'Marketing', 'Maths and Stats', 'OPS', 'Project', 'Science', and 'Social Science'. The 'Accounting' option is selected. Below the list, there is a 'SEARCH' button. The left sidebar contains a menu with options like 'Self Service', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Transfer Credit', 'Student Admission', 'Involvement', 'Search', 'Student Center', 'Hostel Management System', 'Records and Enrollment', 'Financial Aid', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'.

Step	Action
11.	Select the Course Subject of the class in which you want to enroll. Click an entry in the list.

Accounting

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: go to ...

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes**
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

Enter Search Criteria

IBA Karachi | Summer 2010

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject Accounting

Course Number is exactly

Course Career Undergraduate

☒ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Return to Add Classes CLEAR CRITERIA SEARCH

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Internet 100%

Step	Action
12.	If you know the Course Number/Catalog Number then enter it here else, click on the search button. Click in the Course Number field. <input type="text"/>
13.	Click the Search button. <input type="button" value="SEARCH"/>

ORACLE

Home | Add to Favorites | Sign out

Search: [go to...]

Miss Saima Tariq

Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

IBA Karachi | Summer 2010

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Accounting**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) | [START A NEW SEARCH](#)

Open Closed Wait List

ACC 111 - Principles Of Accounting

View All Sections First 1 of 1 Last

Section A-LEC(17404) Status select class

Session	Mini	Days & Times	Room	Instructor	Meeting Dates
		Mo 3:00PM - 4:00PM	TBA	S.M. Faisal Bhatti Iradat	06/29/2010 - 08/18/2010

Step	Action
14.	To select a course Click the Select Class button. select class

Oracle

Home | Add to Favorites | Sign out

Miss Saima Tariq

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add - Enrollment Preferences

Summer 2010 | Undergraduate | IBA Karachi

ACC 111 - Principles Of Accounting

Class Preferences

ACC 111-A Lecture ☒ Open Wait List ☐ Wait list if class is full

Permission Nbr

Session Mini Session Grading Graded

Career Undergraduate Units 3.00

Main Content

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	Mo 3:00PM - 4:00PM	TBA	S.M. Faisal Bhatti Iradat	06/29/2010 - 08/18/2010

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Done

Internet 100%

Step	Action
15.	<p>Check details of the Course that you selected and to continue Click the Next button.</p> <p>NEXT</p>

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: []

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq

go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ACC 111 has been added to your Shopping Cart.

Summer 2010 | Undergraduate | IBA Karachi

change term

Open Closed Wait List

Add to Cart:

Enter Class Nbr [] enter

Find Classes

Class Search

My Requirements

My Planner

search

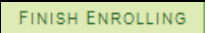
PROCEED TO STEP 2 OF 3

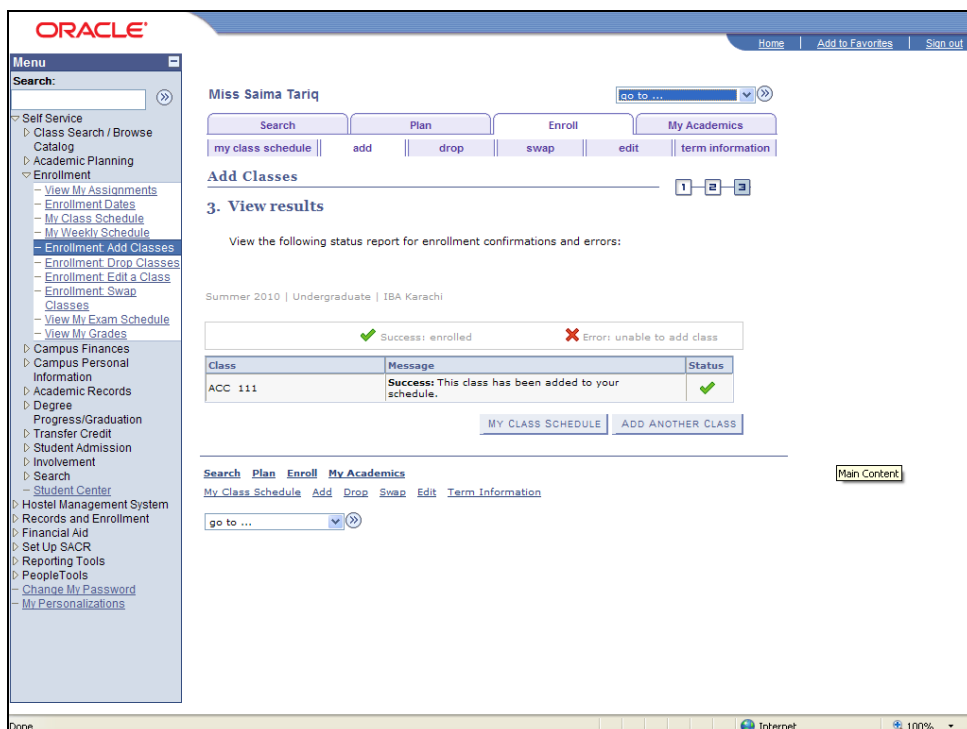
My Summer 2010 Class Schedule

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACC 111-A (17404)	Me 3:00PM - 4:00PM	TBA	S. Iradat	3.00	

Step	Action
16.	<p>The course that you selected has been added to your cart. Click the Proceed to Step 2 of 3 button.</p> <p>PROCEED TO STEP 2 OF 3</p>

The screenshot shows the Oracle PeopleSoft CMS interface. On the left is a navigation menu with options like 'Self Service', 'Campus Finances', and 'Hostel Management System'. The main content area is titled 'Add Classes' and shows a table with class information. The table has columns: Class, Description, Days/Times, Room, Instructor, Units, and Status. One row is visible: ACC 111-A (17404), Principles Of Accounting (Lecture), Mo 3:00PM - 4:00PM, TBA, S. Iradat, 3.00, and a green status icon. Below the table are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. The 'FINISH ENROLLING' button is highlighted in green.

Step	Action
17.	Status of your class is shown here. Now Click the Finish Enrolling button. 



Step	Action
18.	<p>If Status of the class is Success that means you are successfully enrolled in the class.</p> <p>If Status of the class is Error that means you are unable to enroll in this class. Please see the message against the class for details.</p> <p>To enroll into another course click 'Add Another Class' button.</p> <p>To see the schedule of your classes, Click the My Class Schedule button.</p> <p>MY CLASS SCHEDULE</p>

Oracle

Home | Add to Favorites | Sign out

Menu

Search:

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq

go to ...

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

My Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

Summer 2010 | Undergraduate | IBA Karachi [change term](#)

Class Schedule Filter Options

☒ Show Enrolled Classes ☒ Show Dropped Classes ☒ Show Waitlisted Classes [filter](#)

ACC 111 - Principles Of Accounting

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
17404	A	Lecture	Mo 3:00PM - 4:00PM	TBA	S.M. Faisal Bhatti Iradat	06/29/2010 - 08/18/2010

[Printer Friendly Page](#)


Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ...

Step	Action
19.	<p>Your Class Schedule is shown here. If enrollment is successful, you could see the selected course here.</p> <p>To see only the Enrolled courses uncheck Show Dropped Classes and Show Waitlisted Classes option.</p> <p>Click the Show Dropped Classes option.</p> <p><input checked="" type="checkbox"/> Show Dropped Classes</p>
20.	<p>To uncheck Show Waitlisted Classes,</p> <p>Click the Show Waitlisted Classes option.</p> <p><input checked="" type="checkbox"/> Show Waitlisted Classes</p>

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. On the left is a navigation menu with options like 'Self Service', 'Campus Finances', 'Academic Records', etc. The main content area is titled 'My Class Schedule' and shows a search bar with 'Miss Saima Tariq'. Below the search bar are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Plan' tab is active, showing a table of enrolled classes. The table has columns for 'Class Nbr', 'Section', 'Component', 'Days & Times', 'Room', 'Instructor', and 'Start/End Date'. The first row shows '17404', 'A', 'Lecture', 'Mo 3:00PM - 4:00PM', 'TBA', 'S.M. Faisal Bhatti Iradat', and '06/29/2010 - 08/18/2010'. A 'filter' button is located in the 'Class Schedule Filter Options' section.



Step	Action
21.	Click the filter button. 
22.	Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes. End of Procedure.

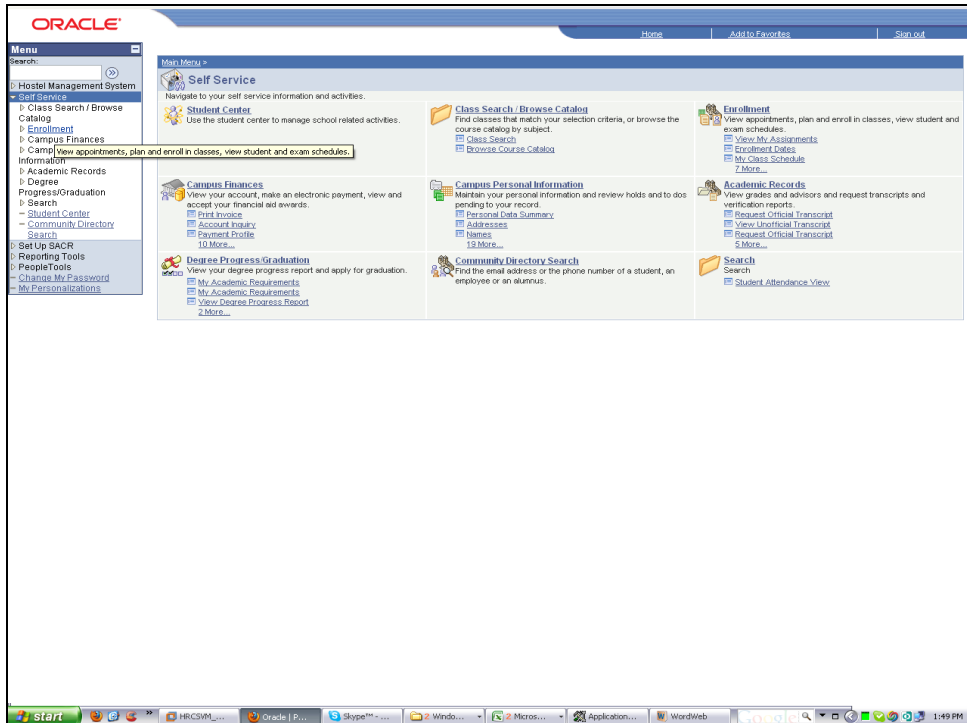
Online Enrollment - Add Classes with Labs

Procedure

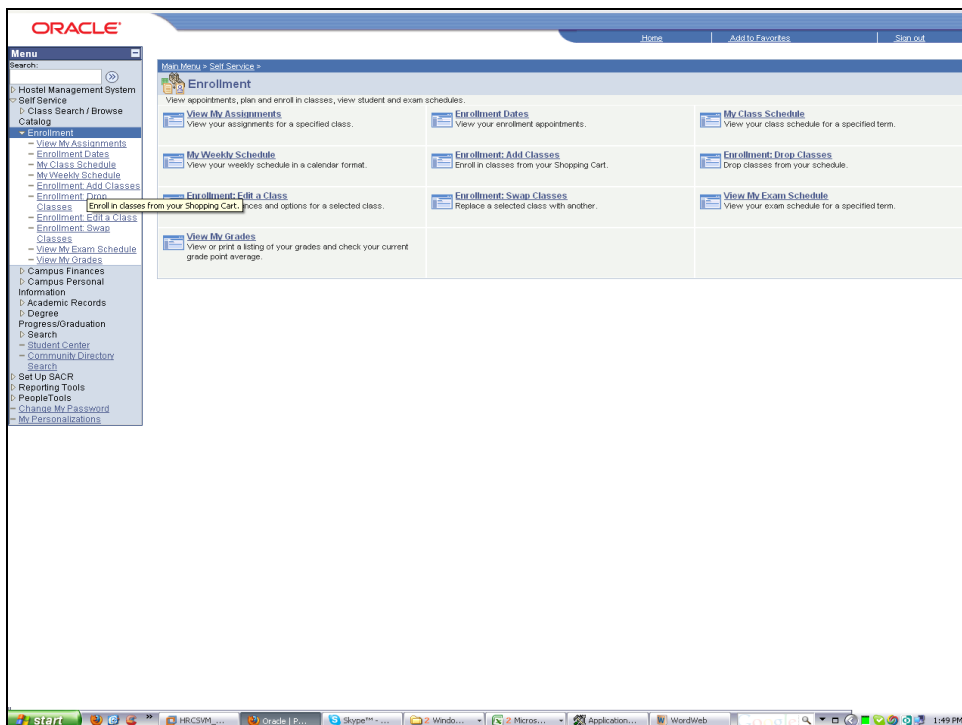
Online Enrollment - Add Classes lesson shows the steps to Enroll in Classes without Labs. To enroll into classes with which labs are associated follow steps given in this lesson.






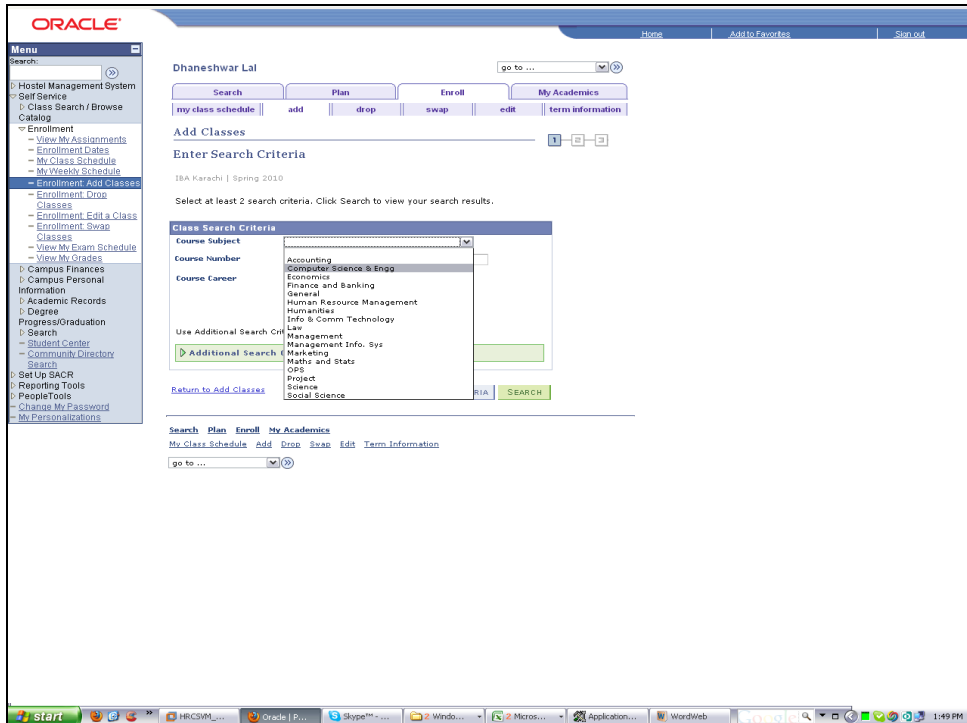
Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of using " Model_Student". Click the Sign In button. 
2.	Click the Self Service link. 



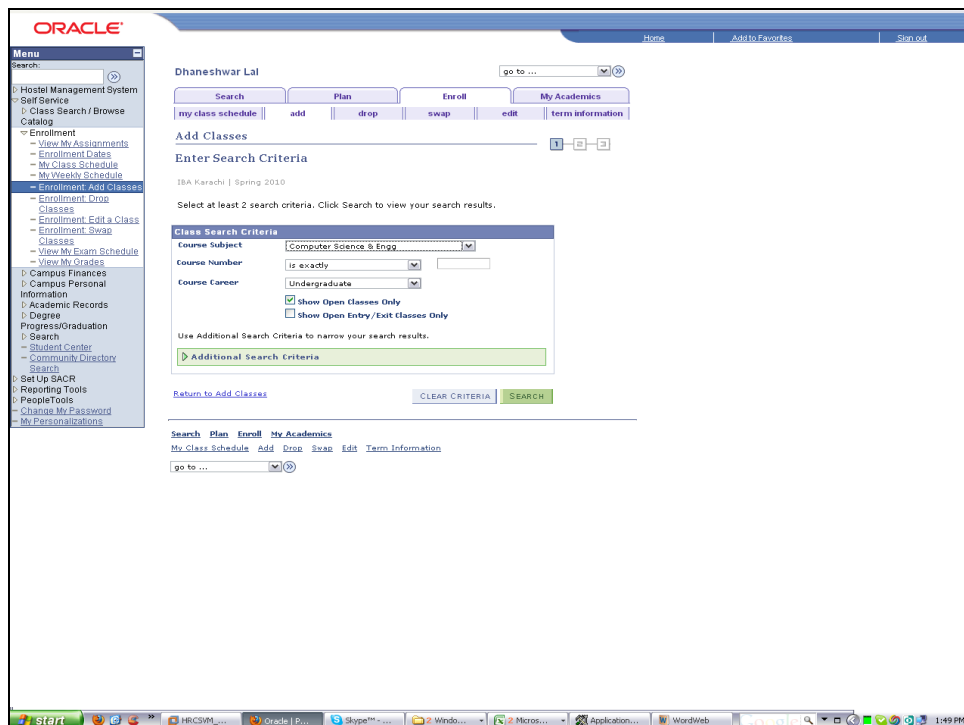
Step	Action
3.	Click the Enrollment link. Enrollment








Step	Action
4.	Click the Enrollment: Add Class link. 
5.	Click the Class Search option. 
6.	Click the search button. To enroll into.... 



Step	Action
7.	<p>Select the Course Subject of the class in which you want to enroll. Click an entry in the list.</p> <p>Computer Science & Engg</p>




Step	Action
8.	Click the Search link. 
9.	View the list of classes by scrolling down. Scroll the object with the mouse wheel.
10.	Select the class in which you want to enroll. The lab associated with this class will be automatically added. Click the select class link. 
11.	Select your required Laboratory section. Click the Select this row option. 
12.	Click the Next link. 
13.	You can see that both lecture and Labortary have been added in your shopping cart. Click the Next link. 
14.	Click the Proceed to Step 2 of 3 link. Added classes in shopping Cart will be registered!

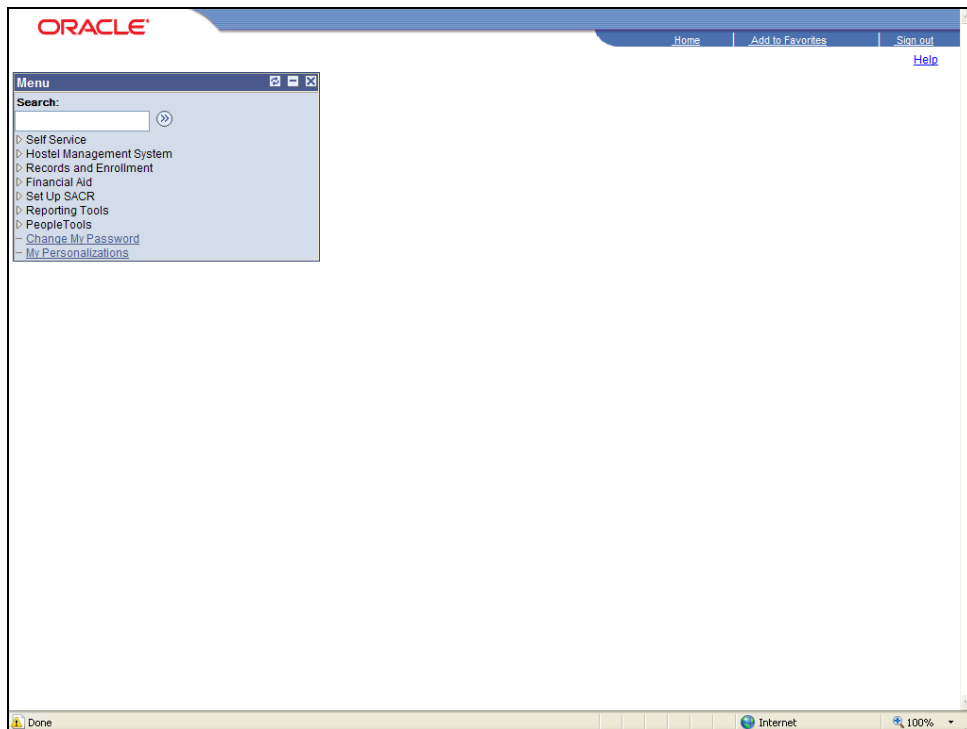
Step	Action
15.	Status of your class and Lab are shown here. Click the Finish Enrolling link. FINISH ENROLLING
16.	If status of the class is Success that means you are successfully enrolled in the class. If Status of the class is Error that means you are unable to enroll in this class. Please see the message against the class for details. To add another class click on 'Add Another Class' button and to view your class Schedule click on ' My Class Schedule' button. Click the Add Another Class button. ADD ANOTHER CLASS
17.	End of Procedure.

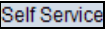
Online Enrollment - Drop Classes

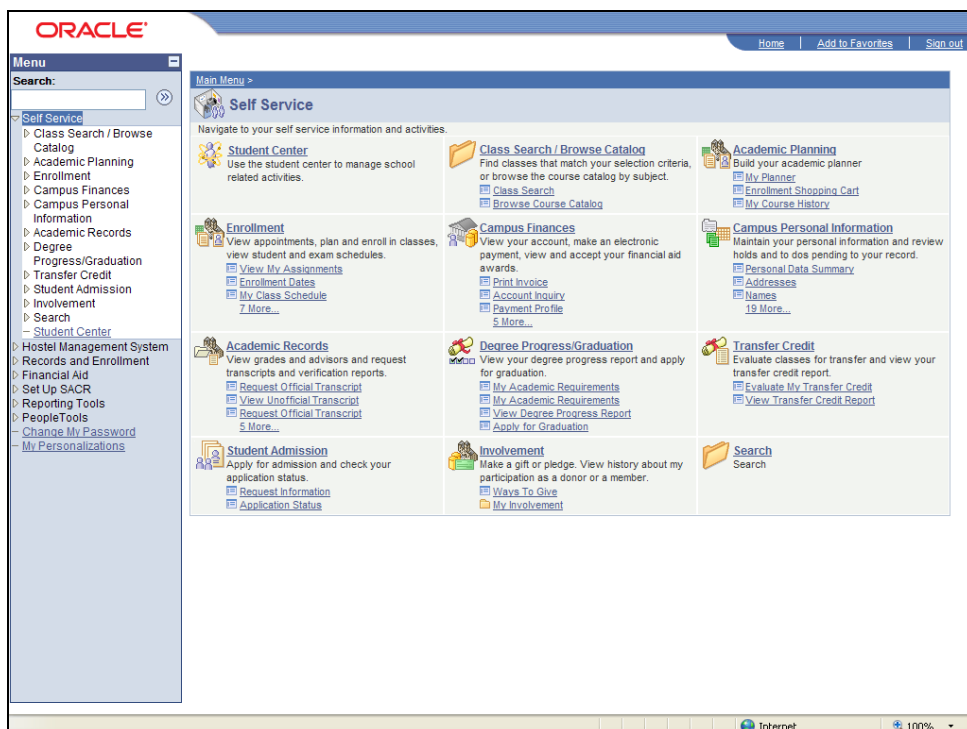
Procedure

You can Drop a class only if you are already enrolled into a class.

Step	Action
1.	Please enter the User ID and Password provided to you in your letters instead of "Model_Student". Enter the desired information into the User ID: field. Enter " Model_Student ".
2.	Enter the desired information into the Password: field. Enter " Model_Student ".
3.	Click the Sign In button. 



Step	Action
4.	Click the Self Service link. 



Step	Action
5.	Click the Enrollment link. Enrollment
6.	Click the Enrollment: Drop Classes link. Enrollment Drop Classes

Oracle

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Drop Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2010	Undergraduate	IBA Karachi
<input checked="" type="radio"/> Summer 2010	Undergraduate	IBA Karachi

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
7.	Select your current term here for which you want to drop a class. Click the Summer 2010 option. <input checked="" type="radio"/>
8.	Click the Continue button. CONTINUE

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes**
 - Enrollment Edit a Class
 - Enrollment Swap Classes
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- My Personalizations

Miss Saima Tariq

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Summer 2010 | Undergraduate | IBA Karachi [change term](#)

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ACC 111-A (17404)	Principles Of Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	✓

[DROP SELECTED CLASSES](#)

My Summer 2010 Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
9.	Click the Select option. This will select the course to be dropped. <input type="checkbox"/>
10.	Click the Drop Selected Classes button. DROP SELECTED CLASSES

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
 - View My Assignments
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment Add Classes
 - Enrollment Drop Classes**
 - Enrollment Edit a Class
 - Enrollment Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Admission
- Involvement
- Search
- Student Center
- Hostel Management System
- Records and Enrollment
- Financial Aid
- Set Up SACR
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Miss Saima Tariq

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer 2010 | Undergraduate | IBA Karachi

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-A (17404)	Principles Of Accounting (Lecture)	Mo 3:00PM - 4:00PM	TBA	S. Iradat	3.00	Enrolled

CANCEL PREVIOUS FINISH DROPPING

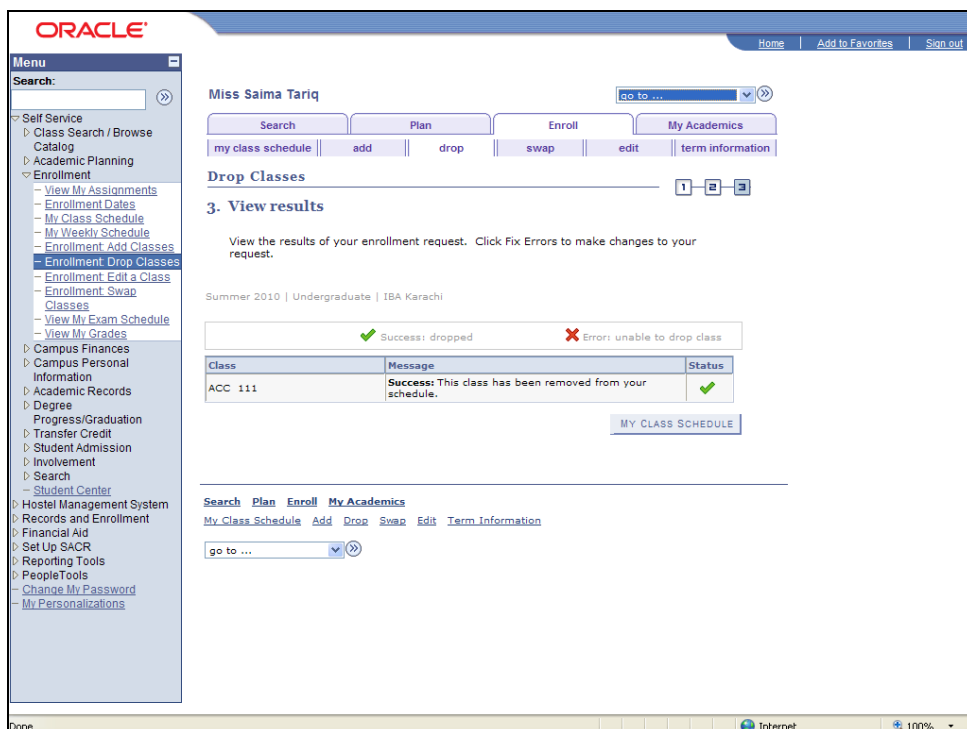
Search Plan Enroll My Academics


My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
11.	Click the Finish Dropping button.

FINISH DROPPING




Step	Action
12.	<p>If Status against the class is Success, that means you have successfully dropped the class.</p> <p>If Status against the class is Error, that means you are unable to drop the class. Please see the message against the class for further details.</p> <p>Point to the object.</p> 
13.	<p>You can also view the status of the course by clicking on 'My Class Schedule' button.</p> <p>End of Procedure.</p>

Online Enrollment - No More Capacity

Procedure

Student trying to enroll in a class, which doesn't belong to their program.



PEOPLESOFT ENTERPRISE

User ID:

Password:



[Sign In](#)

To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

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Step	Action
1.	Click the Sign In button. 
2.	Click the Self Service link. 

Training Guide

PeopleSoft CMS - Self Service

Oracle Use
Productivity

StudentBounty.com



Step	Action
3.	Click the Enrollment link. Enrollment
4.	Click the Enrollment: Add Classes link. Enrollment: Add Classes

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2010 | Undergraduate | IBA Karachi

Open Closed Wait List

Add to Cart: Spring 2010 Shopping Cart

Enter Class Nbr.

Your enrollment shopping cart is empty.

Find classes

☐ Class Search
☐ My Requirements
☐ My Planner

My Spring 2010 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CSE 142-A (17203)	Object Oriented Prog Tech (Laboratory)	TBA	TBA	Staff		✓
CSE 142-B (17203)	Object Oriented Prog Tech (Lecture)	TBA	TBA	Staff	4.00	✓

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

go to ...

Step	Action
5.	Click the search link. <input type="button" value="search"/>

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

Enter Search Criteria

IBA Karachi | Spring 2010

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Use Additional Search Criteria

Additional Search Criteria

Return to Add Classes

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Accounting

Computer Science & Engg

Economics

Finance and Banking

General

Human Resource Management

Humanities

Info & Comm Technology

Law

Management

Management Info. Sys

Marketing

Maths and Stats

OPS







Project

Science

Social Science

Step	Action
6.	Click the Course Subject: list. Computer Science & Engg

The screenshot displays the 'Add Classes' page in the Oracle PeopleSoft CMS. The user is logged in as 'Dhaneshwar Lal'. The page has a navigation menu on the left with options like 'Menu', 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area is titled 'Add Classes' and 'Enter Search Criteria'. It includes a search criteria form with the following fields: 'Course Subject' (Computer Science & Engg), 'Course Number' (is exactly), 'Course Career' (Undergraduate), and checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. There is a 'SEARCH' button at the bottom right of the form. The page also includes a 'Return to Add Classes' link and a 'CLEAR CRITERIA' button.

Step	Action
7.	Click the Search link. 
8.	Scroll the object with the mouse wheel.
9.	Click the select class link. 
10.	Click the Select this row option. 
11.	Click the Next link. 
12.	Click the Next link. 
13.	Click the Proceed to Step 2 of 3 link. Proceed to enrolling in classes added in the Shopping Cart
14.	Click the Finish Enrolling link. 
15.	System stopped student from enrolling in the class by indicating reason that Available seats are reserved, and student doesn't meet the reserve capacity requirement. End of Procedure.

Online Enrollment - Pre Requisite Not Met

Procedure

ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

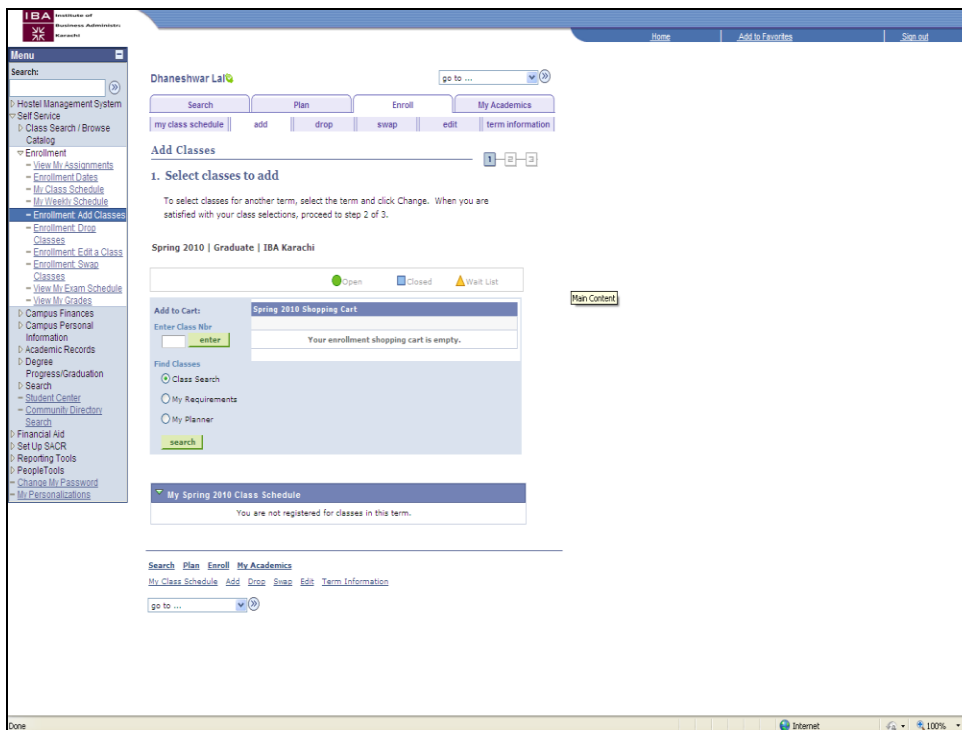
Select a Language:

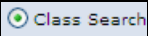

- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Malay
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Česčina
- 日本語
- 한국어
- Русский
- ไทย
- 繁體中文
- 簡體中文
- العربية

To set trace flags, click [here](#)

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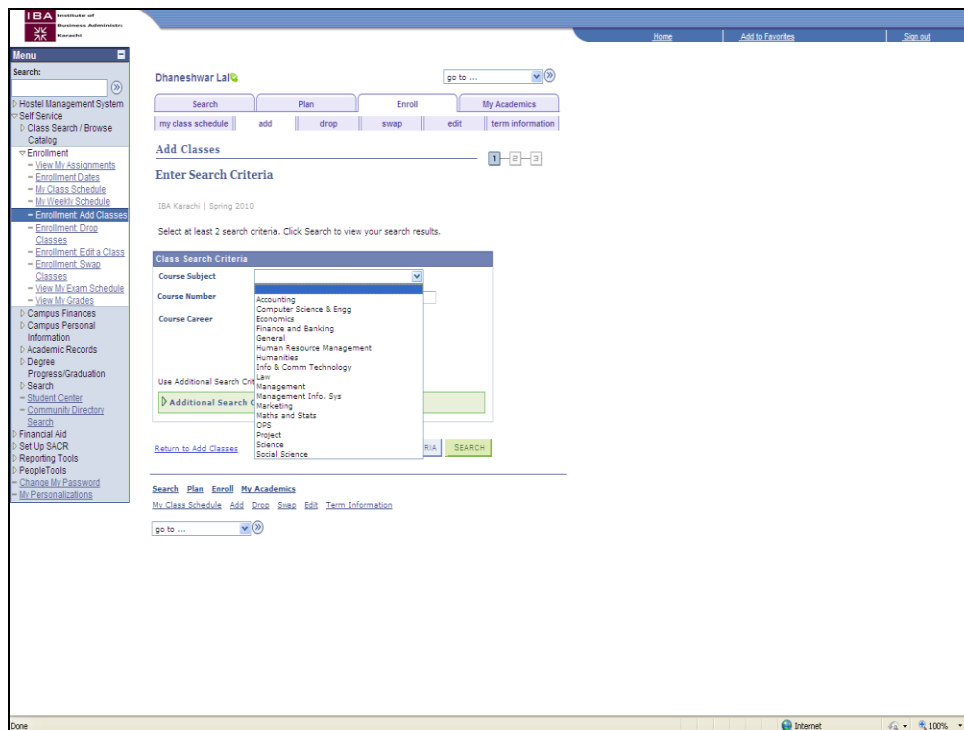
Step	Action
1.	Press [Ctrl+V] .
2.	Click the Sign In button. <input type="button" value="Sign In"/>
3.	Click the Self Service link. <input type="button" value="Self Service"/>
4.	Click the Enrollment link. <input type="button" value="Enrollment"/>
5.	Click the Enrollment: Add Classes link. <input type="button" value="Enrollment: Add Classes"/>



Step	Action
6.	Click the Class Search option. 
7.	Click the Search button. 

The screenshot shows the 'Add Classes' section of the PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lai. The 'Class Search Criteria' section is active, showing fields for Course Subject, Course Number, and Course Career. The 'Course Subject' field is highlighted with a blue border. The 'Course Number' field has a dropdown menu set to 'is exactly'. The 'Course Career' field has a dropdown menu set to 'Graduate'. There are checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. A 'SEARCH' button is visible at the bottom right of the search criteria section.

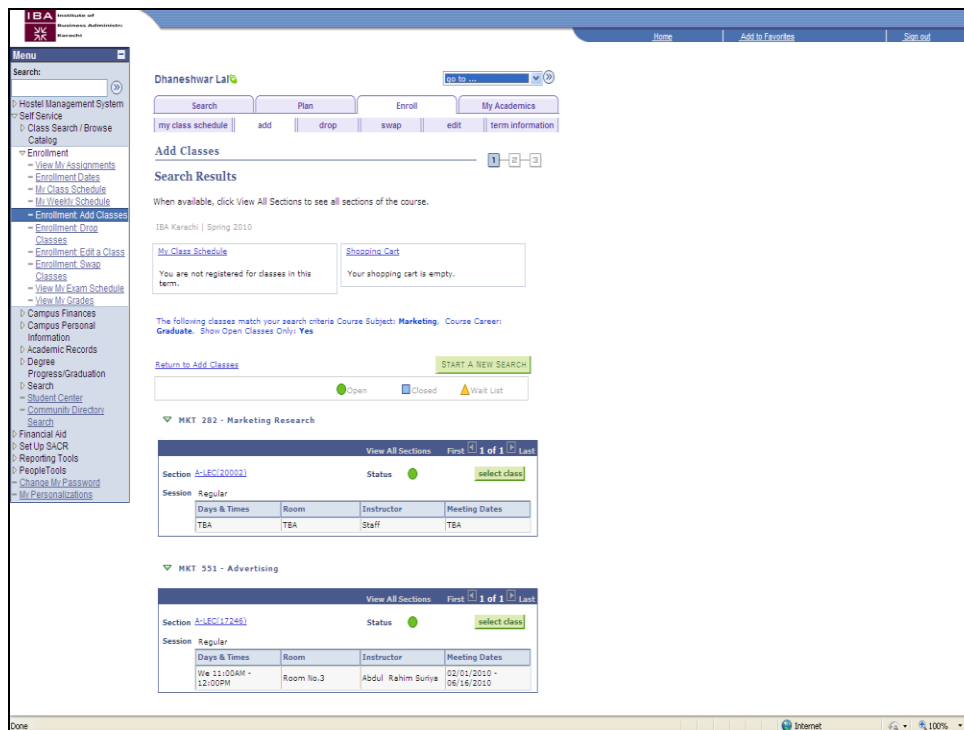
Step	Action
8.	Click the Course Subject list. <div> <input type="text"/> </div>




Step	Action
9.	Point to the Management Info. Sys object. <input type="text" value="Management Info. Sys"/>
10.	Click the Marketing list item. <input type="text" value="Marketing"/>

The screenshot shows the PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lai. The main menu on the left includes options like 'Hostel Management System', 'Self Service', 'Class Search / Browse Catalog', 'Enrollment', 'Enrollment Drop', 'Classes', 'Enrollment Edit a Class', 'Enrollment Swap', 'View My Exam Schedule', 'View My Grades', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Financial Aid', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The 'Add Classes' section is active, showing 'Enter Search Criteria'. The search criteria form includes fields for 'Course Subject' (Marketing), 'Course Number' (is exactly), 'Course Career' (Graduate), and checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. There is a 'Plan Content' button and a 'Return to Add Classes' link. The bottom of the form has a 'SEARCH' button.

Step	Action
11.	Click the Search button.



Step	Action
12.	Click the Select Class button. 

The screenshot shows the 'Add Classes' page in the PeopleSoft CMS Self Service interface. The user is logged in as 'Dhaneshwar Lai'. The page has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Add Classes' section is active, showing '1. Select classes to add - Enrollment Preferences'. The selected class is 'MKT 282 - Marketing Research'. The 'Class Preferences' section shows 'MKT 282-A' as a 'Lecture' that is 'Open'. The 'Session' is 'Regular Academic Session', 'Career' is 'Graduate', and 'Units' are '3.00'. The 'Enrollment Information' section shows 'MKT - 201 Marketing Management Prerequisite'. At the bottom, there is a table with columns: Section, Component, Days & Times, Room, Instructor, and Start/End Date. The table contains one row: 'A Lecture', 'TBA', 'TBA', 'Staff', and empty start/end dates. Below the table are 'CANCEL' and 'NEXT' buttons. The 'NEXT' button is highlighted in green.

Step	Action
13.	Click the Next button.

IBA Institute of Business Administration

Home Add to Favorites Sign out

Dhaneshwar Lai go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ HKT 282 has been added to your Shopping Cart.

Spring 2010 | Graduate | IBA Karachi

Open Closed Wait List

Add to Cart: Spring 2010 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	HKT 282-A (20002)		TBA	TBA	Staff	3.00

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

search

PROCEED TO STEP 2 OF 3

My Spring 2010 Class Schedule

You are not registered for classes in this term.

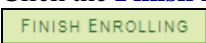

Search Plan Enroll My Academics

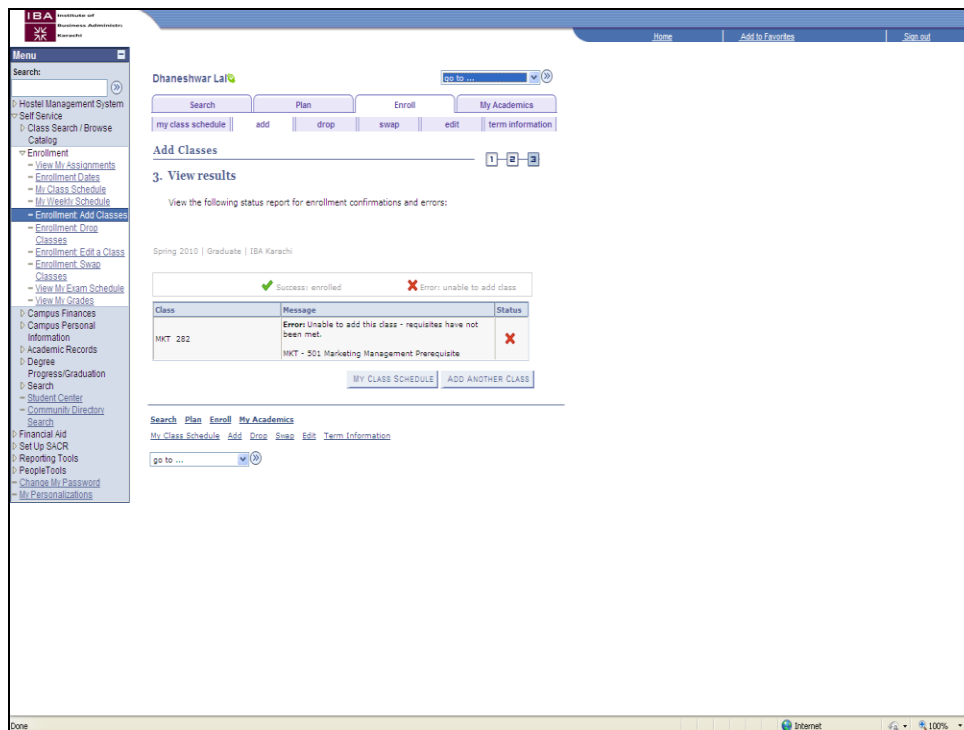
My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
14.	Click the Proceed to Step 2 of 3 button.

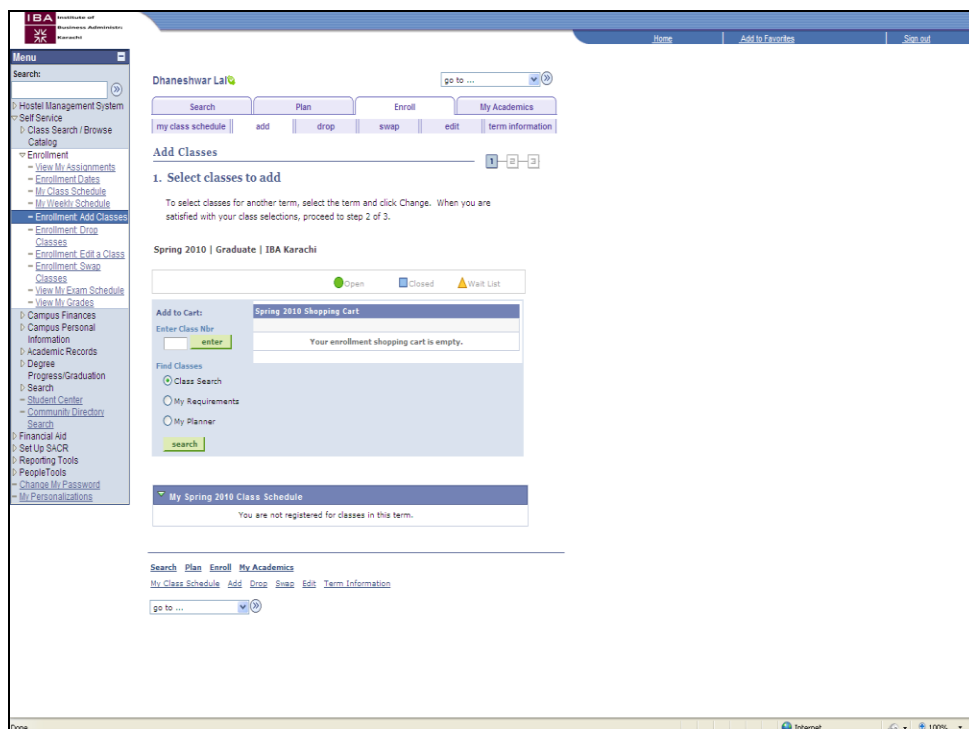
The screenshot shows the 'Confirm classes' step in the PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lal. The interface includes a navigation menu on the left with options like 'Hostel Management System', 'Self Service', 'Class Search / Browse Catalog', 'Enrollment', 'My Academics', 'Campus Finances', 'Academic Records', 'Search', 'Financial Aid', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The main content area shows the 'Add Classes' section with a '2. Confirm classes' heading. Below this, there is a table of classes for Spring 2010 Graduate | IBA Karachi. The table has columns for Class, Description, Days/Times, Room, Instructor, Units, and Status. A single class is listed: MWT 282-A (20002) Marketing Research (Lecture), TBA, TBA, Staff, 3.00, with a green status icon. Below the table are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. At the bottom, there is a 'Search Plan Enroll My Academics' section with a 'My Class Schedule' link and a 'go to ...' dropdown menu.

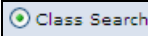

Step	Action
15.	Click the Finish Enrolling button. 
16.	



Step	Action
17.	Release the mouse button.
18.	End of Procedure.

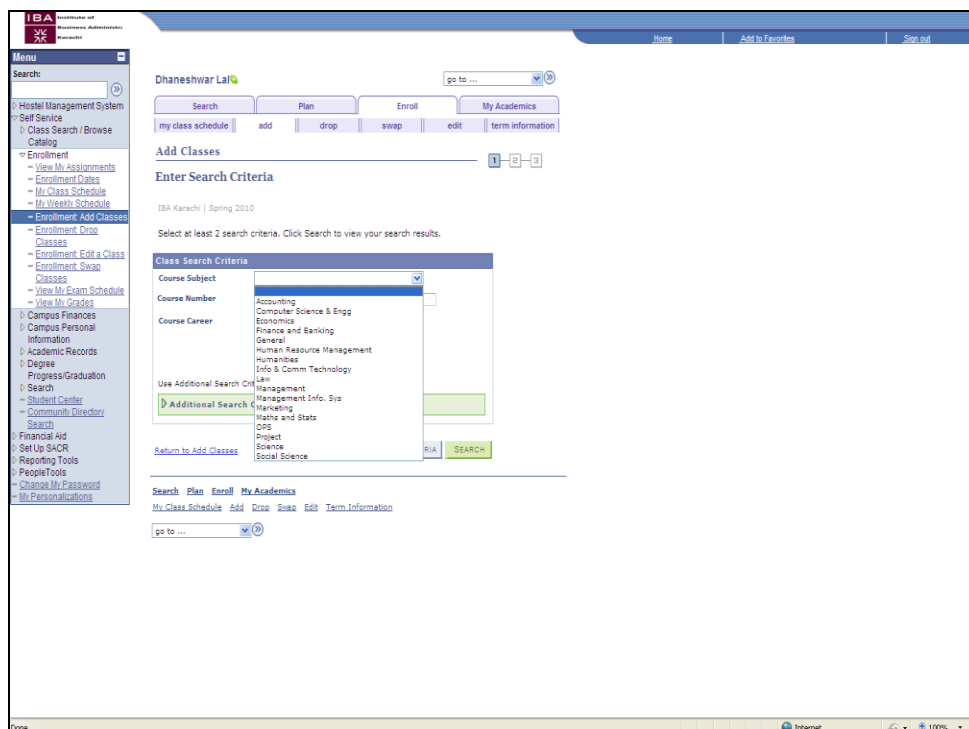
Online Enrollment - With Negative Holds Applied Procedure





Step	Action
1.	Click the Class Search option. 
2.	Click the Search button. 

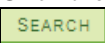
The screenshot shows the 'Add Classes' page in the PeopleSoft CMS. The user is logged in as 'Dhaneshwar Lai'. The page has a navigation menu on the left with options like 'Hostel Management System', 'Self Service', 'Class Search / Browse Catalog', 'Enrollment', 'Enrollment Drop', 'Enrollment Edit a Class', 'Enrollment Save', 'View My Grades', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Financial Aid', 'Set Up SACR', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The main content area is titled 'Add Classes' and 'Enter Search Criteria'. It includes a 'Class Search Criteria' form with fields for 'Course Subject', 'Course Number', and 'Course Career'. The 'Course Subject' dropdown is highlighted. The 'Course Number' is set to 'is exactly' and 'Course Career' is set to 'Graduate'. There are checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. The page also includes a 'Return to Add Classes' link and 'CLEAR CRITERIA' and 'SEARCH' buttons.

Step	Action
3.	Click the Course Subject list. <div> <input type="text"/> </div>

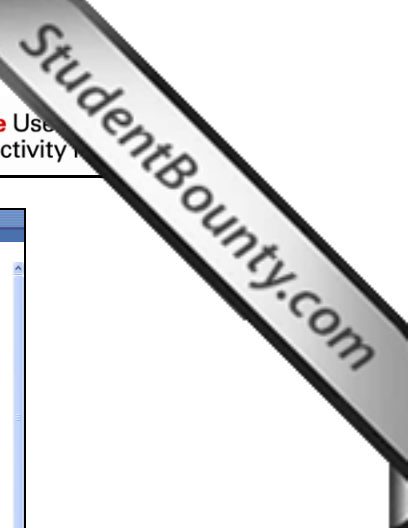


Step	Action
4.	Point to the Marketing object. 
5.	Click the Marketing list item. 

The screenshot displays the 'Add Classes' page in the PeopleSoft CMS. The user is logged in as 'Dhaneshwar Lai'. The page has a navigation menu on the left and a main content area. The 'Add Classes' section is active, showing 'Enter Search Criteria'. The search criteria are set to 'Marketing' for the 'Course Subject'. The 'Course Number' is set to 'is exactly'. The 'Course Career' is set to 'Graduate'. There are checkboxes for 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked). A green 'SEARCH' button is located at the bottom right of the search criteria section. Below the search criteria, there is a 'Return to Add Classes' link and a 'CLEAR CRITERIA' button. The page also includes a 'Main Content' link and a 'go to ...' dropdown menu.

Step	Action
6.	Click the Search button. 

Oracle Use
Productivity



Page 74

Step	Action
8.	Click the Next button.

IBA Karachi

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

MKT 282 has been added to your Shopping Cart.

Spring 2010 | Graduate | IBA Karachi

Open Closed Wait List

Add to Cart: Spring 2010 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MKT 282-A (20002)		TBA	TBA	Staff	3.00

Find Classes

Class Search

My Requirements

My Planner

search

PROCEED TO STEP 2 OF 3

My Spring 2010 Class Schedule

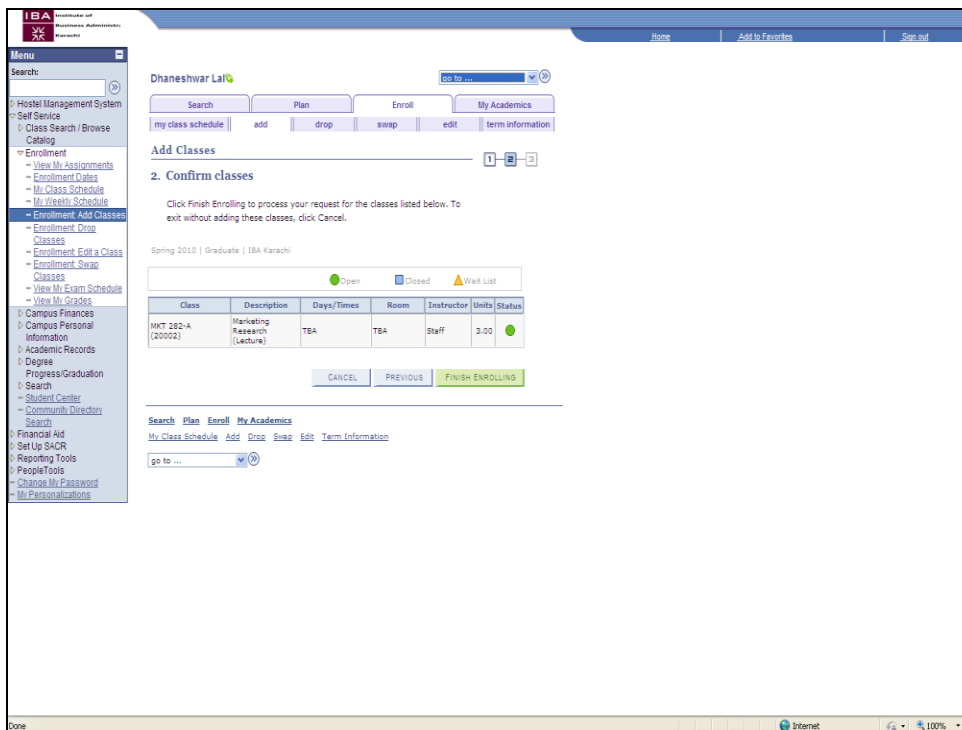
You are not registered for classes in this term.

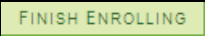

Search Plan Enroll My Academics

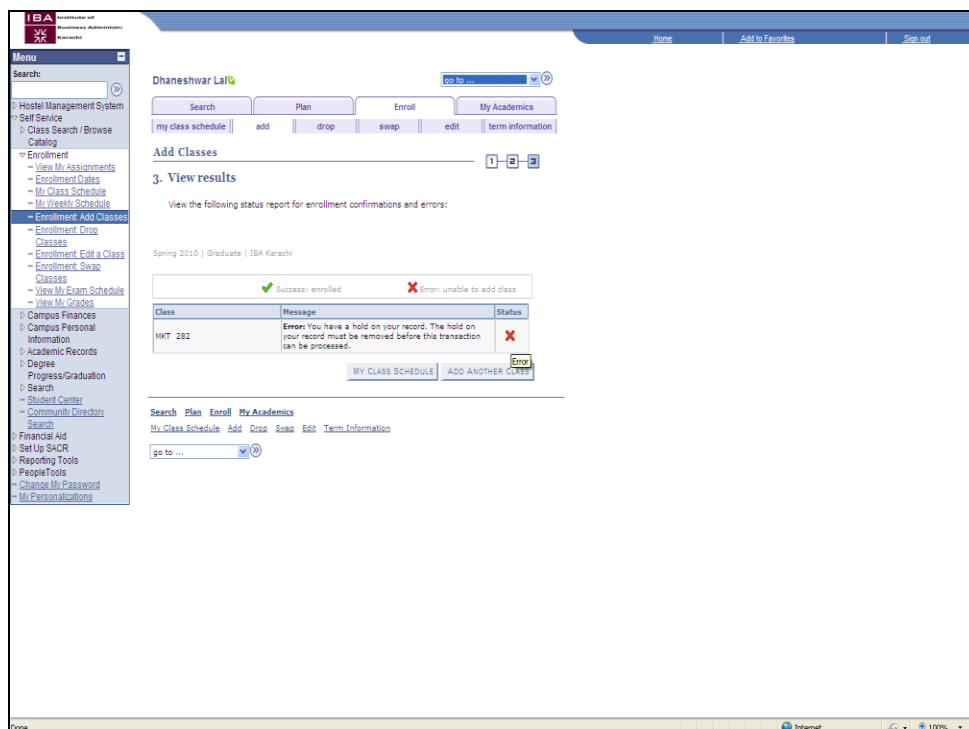
My Class Schedule Add Drop Swap Edit Term Information

go to ...

Step	Action
9.	Click the Proceed to Step 2 of 3 button.





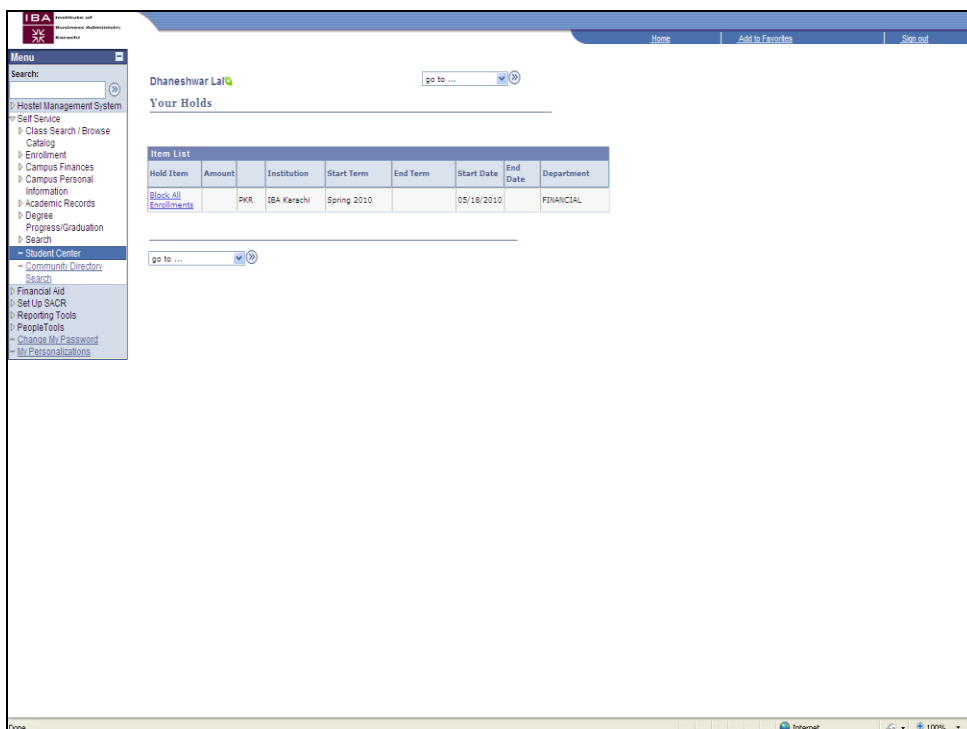
Step	Action
10.	Click the Finish Enrolling button. 
11.	Click the object. 



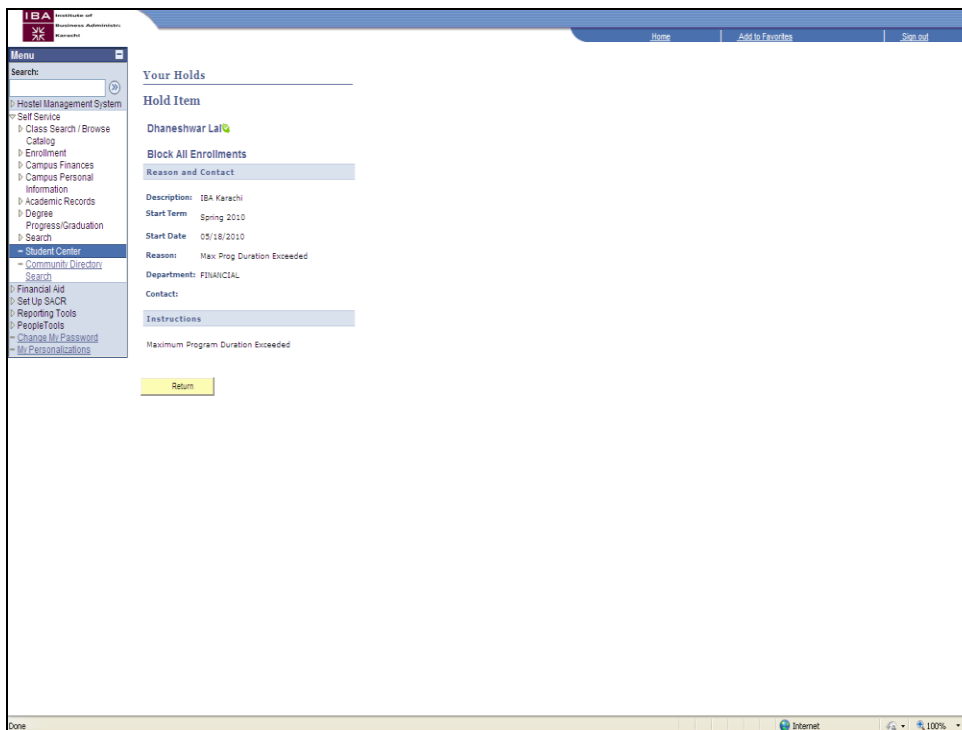
Step	Action
12.	Click the object. Student Center



Step	Action
13.	Point to the Details object. 
14.	Click the Details link. 



Step	Action
15.	Click an entry in the Hold Item column. Block All Enrollments




Step	Action
16.	Click the Return button. <div>Return</div>
17.	End of Procedure.

View Unofficial Transcript

Procedure

Student can view their provisional (unofficial) transcript.



PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

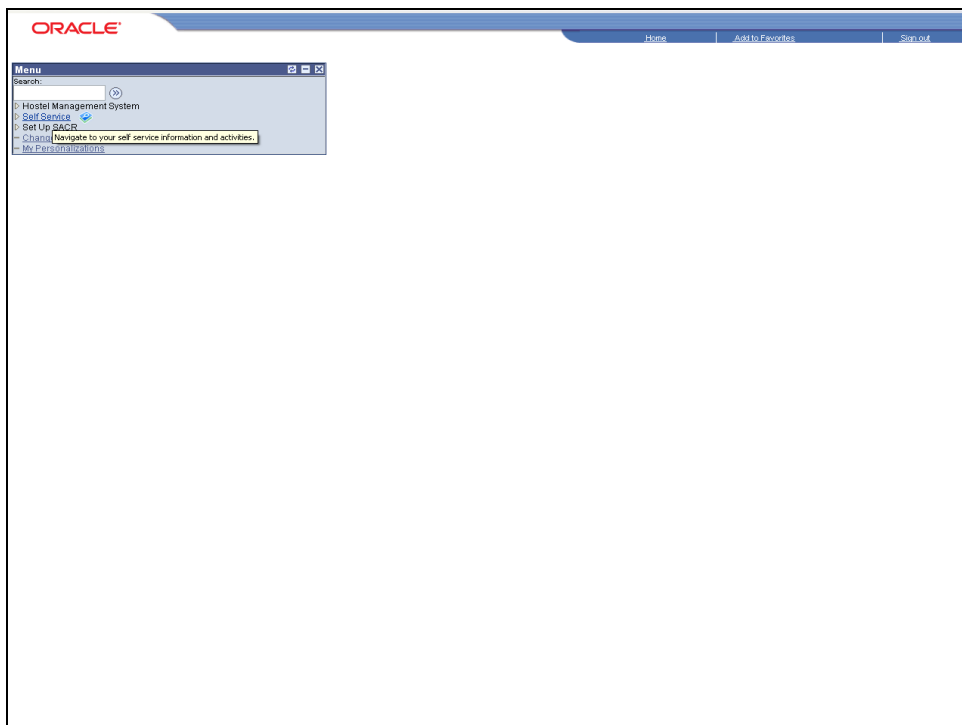
Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

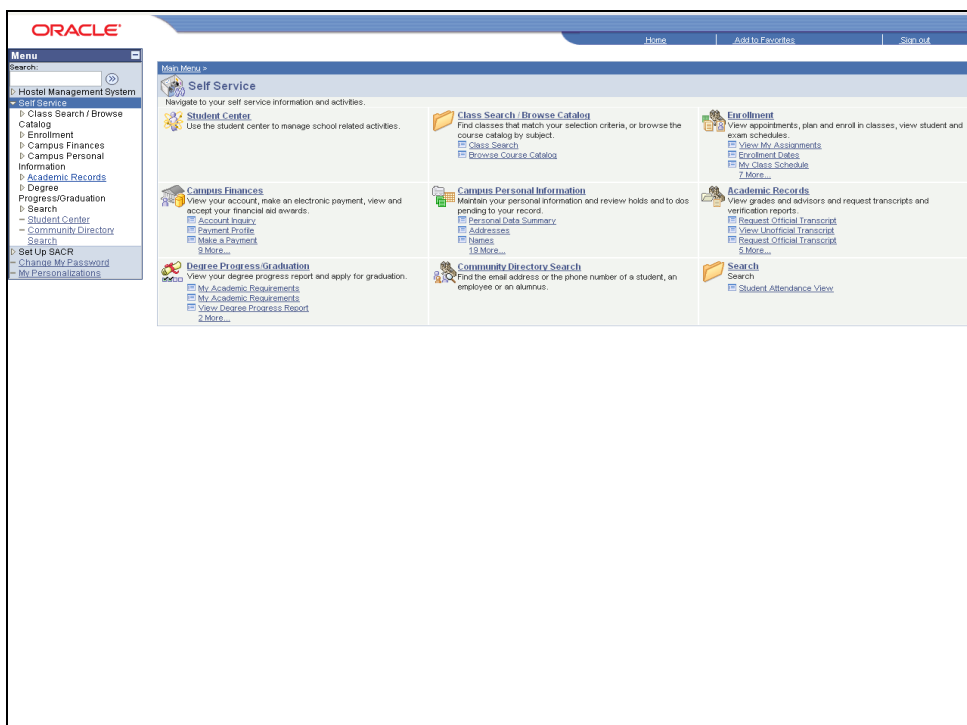
To set trace flags, click [here](#)

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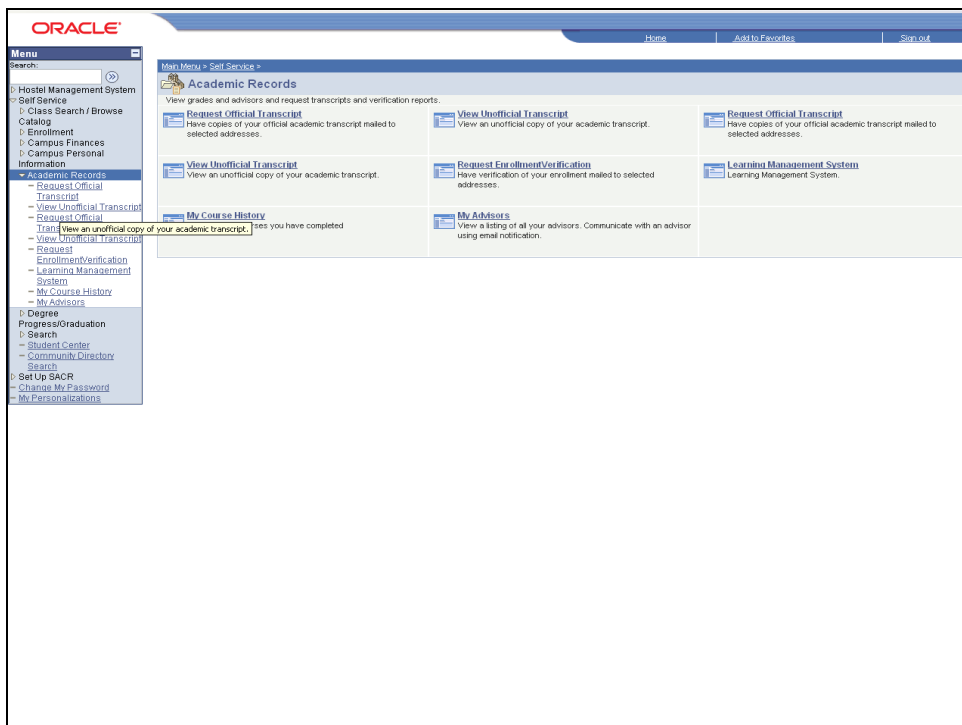
Step	Action
1.	Click the Sign In button.



Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Academic Records link. Academic Records



Step	Action
4.	Click the View Unofficial Transcript link. View Unofficial Transcript

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. On the left is a menu with options like 'Menu', 'Search', 'Hostel Management System', 'Self Service', 'Class Search / Browse Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Request Official Transcript', 'View Unofficial Transcript', 'Request Official Transcript', 'View Unofficial Transcript', 'Request Enrollment Verification', 'Learning Management System', 'My Course History', 'My Advisors', 'Degree', 'Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Search', 'Set Up SACR', 'Change My Password', and 'My Personalizations'. The main content area has a header with the user name 'Dhaneshwar Lal' and a 'go to ...' dropdown. Below this are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'View Unofficial Transcript' section is active, showing a message: 'Choose an institution and report type and press View Report. *this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place*'. There are dropdowns for 'Academic Institution' (IBA Karachi) and 'Report Type' (Unofficial Transcript), with a 'view report' button. Below this is a 'VIEW ALL REQUESTED REPORTS' button. At the bottom, there is a 'Search Plan Enroll My Academics' section with a 'go to ...' dropdown.

Step	Action
5.	Click the Unofficial Transcript list. <div>Unofficial Transcript</div>

The screenshot shows the Oracle PeopleSoft CMS interface. On the left is a menu with options like 'Hostel Management System', 'Self Service', 'Class Search / Browse', 'Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Request Official Transcript', 'View Unofficial Transcript', 'Request Official Transcript', 'View Unofficial Transcript', 'Request Enrollment Verification', 'Learning Management System', 'My Course History', 'My Advisors', 'Degree', 'Progress/Graduation', 'Search', 'Student Center', 'Community Directory', 'Search', 'Set Up SACR', 'Change My Password', and 'My Personalizations'. The main content area is titled 'View Unofficial Transcript' and includes a search bar, a 'go to ...' button, and a 'View Report' button. Below this is a form to select an academic institution and report type. The 'view report' button is highlighted.

Step	Action
6.	Click the view report link. view report

ORACLE

Home Add to Favorites Sign out

Dhaneshwar Lal go to ...

Search Plan Enroll My Academics

View Unofficial Transcript

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	03/25/2010	Unofficial Transcript	IBA	Model_Student	Immediate Processing	03/25/2010
view report	03/25/2010	Unofficial Transcript	IBA	Model_Student	Immediate Processing	03/25/2010
view report	03/25/2010	Unofficial Transcript	IBA	Model_Student	Immediate Processing	03/25/2010

CANCEL

Search Plan Enroll My Academics


go to ...

Step	Action
7.	Click the view report link. view report
8.	End of Procedure.

View Degree Progress Report

Procedure

Student can view their progress towards degree.



PEOPLESOFT ENTERPRISE

User ID:

Password:


[Sign In](#)

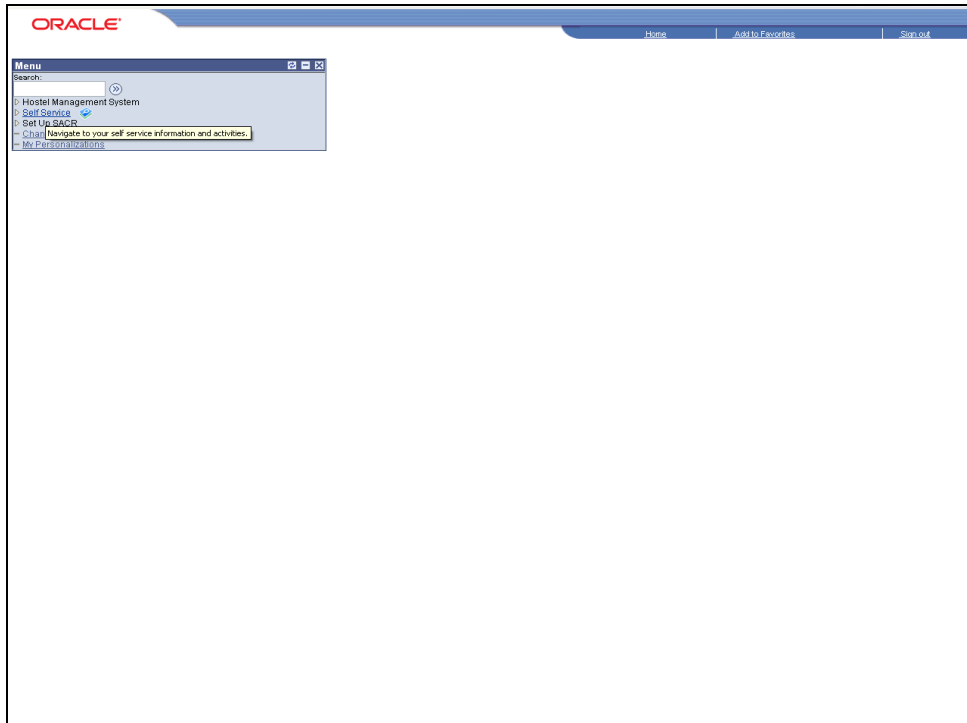
To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

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Step	Action
1.	Click the Sign In button. 







Step	Action
2.	Double-click the Self Service object. Self Service



Step	Action
3.	Click the Degree Progress/Graduation link. Degree Progress/Graduation
4.	Click the My Academic Requirements link. My Academic Requirements

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lal. The page is titled 'My Academic Requirements' and shows a list of courses and their status. The 'collapse all' link is highlighted in the 'collapse all' section.


Course	Description	Units	When	Grade	Notes	Status
ACC 381	Managerial Accounting	3.00	Fall 2008	B		✓
ACC 501	Financial Accounting	3.00	Fall 2008	A		✓
ACC 503	Advanced Managerial Accounting	3.00	Fall 2008	C+		✓
ECO 102	Business Economics	3.00				
ECO 501	Managerial Economics	3.00				
FIN 400	Business Finance	3.00				
LAW 501	Legal & Regulatory Env. of Bus.	3.00				
MGT 400	Management Theory and Practice	3.00				
MGT 503	Managerial Communication	3.00				
MGT 507	Entrepreneurial Management	3.00				

Step	Action
5.	Click the collapse all link. 
6.	Click the Expand section graphic. 
7.	Click the Expand section graphic. 
8.	Click the Show next row (Alt+.) graphic. 
9.	End of Procedure.

Account Inquiry

Procedure

Student can view their account details such as charges due, payments made, account activity by term, etc.



PEOPLESOFT ENTERPRISE

User ID:

Password:


Sign In

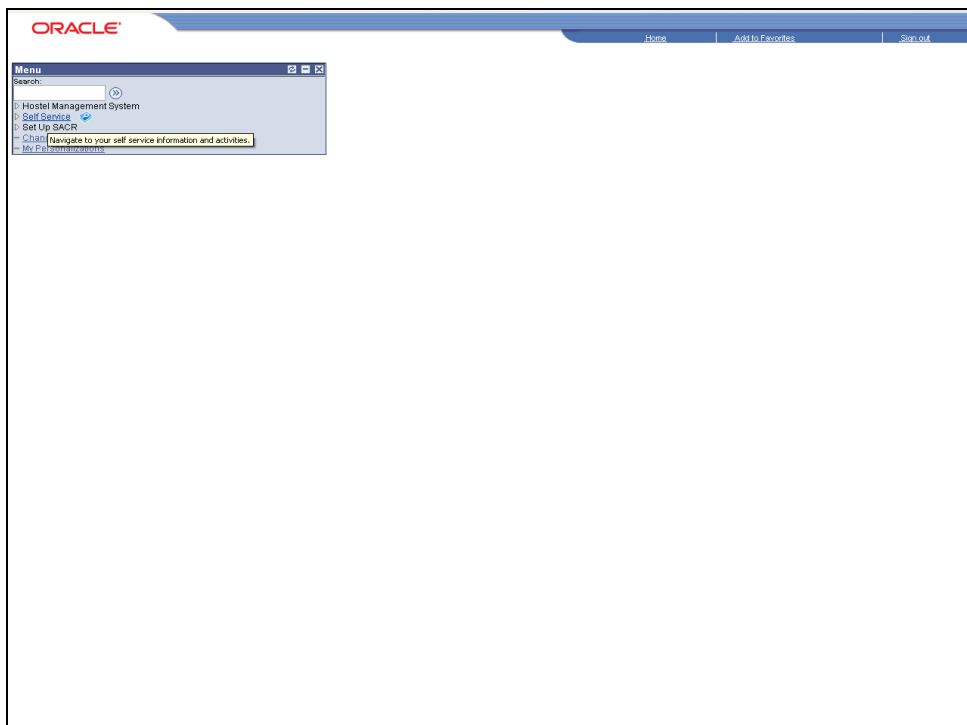
To set trace flags, click [here](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

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Step	Action
1.	Click the Sign In button. 



Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Campus Finances link. Campus Finances
4.	Click the Account Inquiry link. Account Inquiry

Step	Action
5.	Click the Activity link. <div> activity </div>

Oracle

Home | Add to Favorites | Sign out

Dhaneshwar Lal | go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

summary | activity | charges due | payments

Account Activity

View by

From: 09/25/2009 To: 03/25/2010 All Terms All Terms Fall 2008

Transactions

Posted Date	Item	Term	Charge	Payment	Refund
03/25/2010	Class Fine	Fall 2008	200.00		
03/25/2010	Fine Payment	Fall 2008		200.00	

First 1 2 of 2 Last

Currency used is Pakistan Rupee.

Account Inquiry | Electronic Payments/Purchases | Account Services

summary | activity | charges due | payments

go to ...

Step	Action
6.	Click the Fall 2008 list.

The screenshot shows the Oracle PeopleSoft CMS Self Service interface. The user is logged in as Dhaneshwar Lal. The main content area displays the 'Account Activity' page. The 'Account Inquiry' tab is selected, and the 'charges due' link is highlighted. The 'View by' section shows the date range from 09/25/2009 to 09/25/2010 for the term Fall 2009. The 'Transactions' table lists the following data:

Posted Date	Item	Term	Charge	Payment	Refund
03/25/2010	Class Fine	Fall 2009	200.00		
03/25/2010	Fine Payment	Fall 2009		200.00	

The currency used is Pakistan Rupee. The page also includes a 'View Results' link and a 'Page 1 of 2' indicator.

Step	Action
7.	Click the go link. go
8.	Click the charges due link. charges due
9.	Click the payments link. payments
10.	End of Procedure.

Print Invoice

Procedure

Student can print challan of billed charges.



PEOPLESOFT ENTERPRISE

User ID:

Password:


Sign In

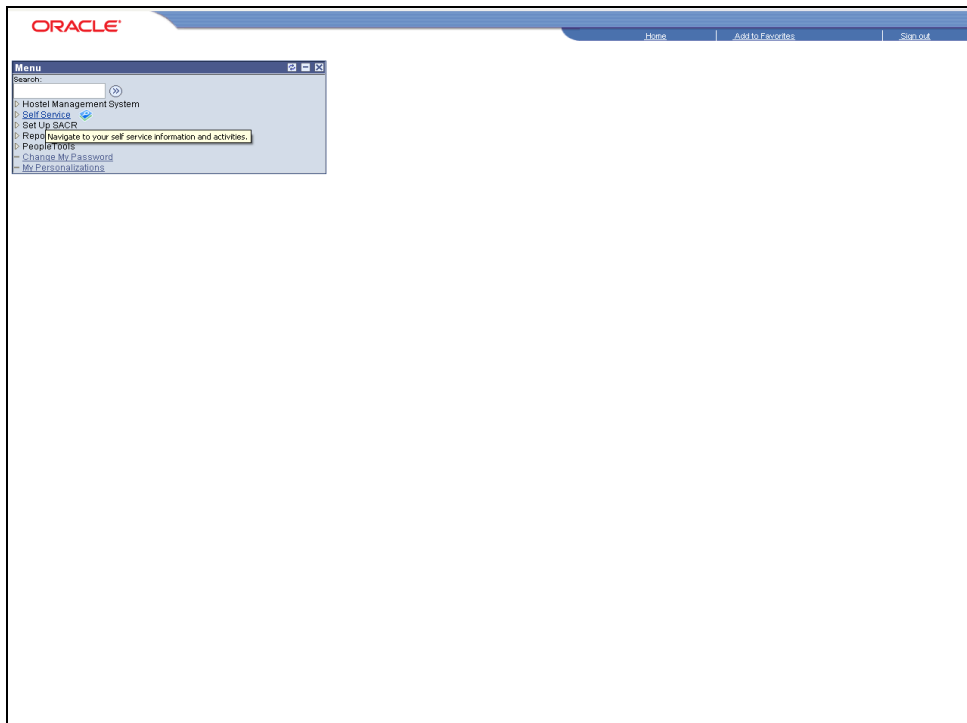
To set trace flags, click [here](#)

Select a Language:

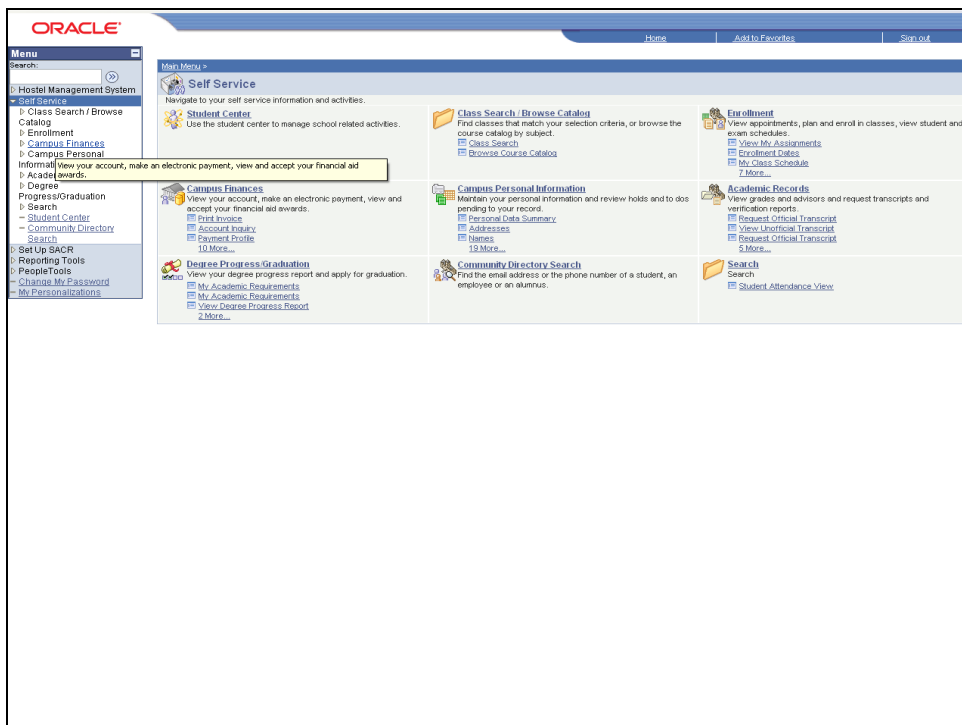
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Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

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
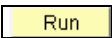

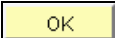

Step	Action
1.	Click the Sign In button. 


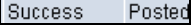







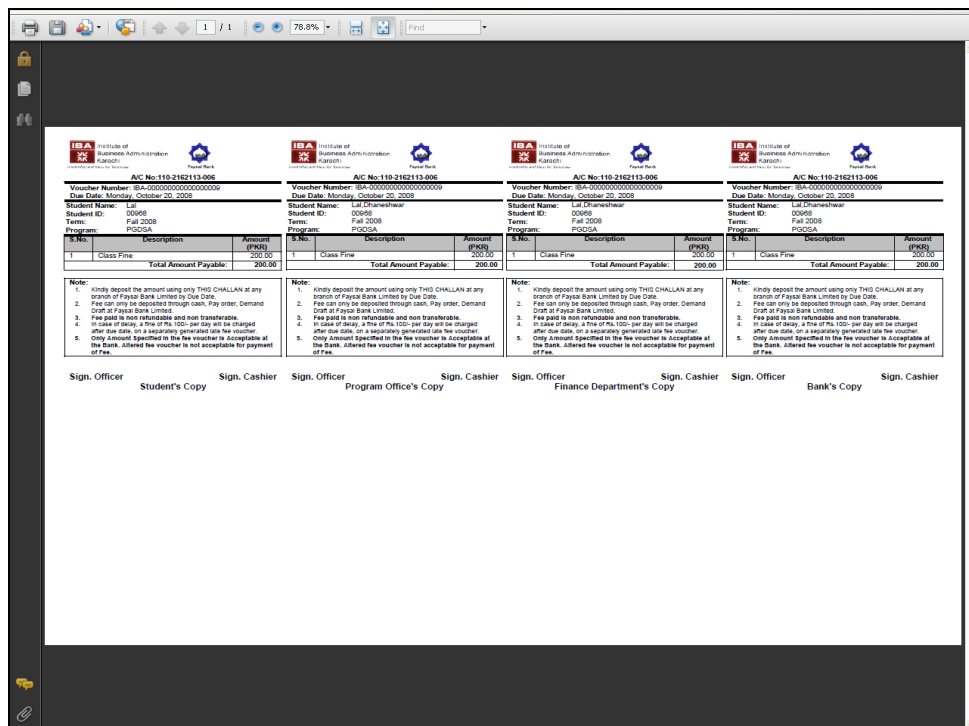
Step	Action
2.	Click the Self Service link. Self Service



Step	Action
3.	Click the Campus Finances link. Campus Finances
4.	Click the Print Invoice link. Print Invoice

Step	Action
5.	Click the dd a New Value link. 
6.	Enter the desired information into the Run Control ID: field. Enter "print_challan" .
7.	Click the Add (Alt+1) button. 
8.	Click the Look up Invoice Number (Alt+5) graphic. 
9.	Click the IBA-0000000000000000009 link. 
10.	Click the Save (Alt+1) button. 
11.	Click the Run button. 
12.	Click the Server Name: list. 
13.	Click the Ok (Enter) button. 
14.	Click the Process Monitor link. 

Step	Action
15.	Click the Refresh button. 
16.	Point to the Report Stats object. Run Status: Should be Success Distribution Status: Should be Posted 
17.	Click the Go back to Print Invoice link. 
18.	Click the Report Manager link. 
19.	Click the Administration link. 
20.	Click the Details link. 
21.	Click the SSF_PRNT_INV.pdf link. 



The screenshot displays a financial voucher form from the Institute of Business Administration (IBA). The form is titled "Voucher Number: IBA-00000000000000000000" and "Due Date: Monday, October 20, 2008". It contains four identical copies of a "Class Fine" voucher for \$200.00. Each copy includes a table with the following details:

S.No.	Description	Amount (PKR)
1	Class Fine	200.00
Total Amount Payable:		200.00

Below the table, there is a "Note" section with the following text:


Note: 1. Kindly deposit the amount using only THIS CHALLAN at any branch of Faysal Bank Limited by Due Date.
2. Fee can only be deposited through cash, Pay order, Demand Draft at Faysal Bank Limited.
3. Fee paid is non-refundable and non-transferable.
4. In case of delay, a fine of Rs. 100/- per day will be charged after due date, on a separately generated late fee voucher.
Only Amount Specified in the Fee voucher is Acceptable at the Bank. Altered fee voucher is not acceptable for payment of Fee.

At the bottom of each copy, there are fields for "Sign. Officer", "Sign. Cashier", and "Student's Copy".

Training Guide

PeopleSoft CMS - Self Service

Oracle Use
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Step	Action
22.	Click the zoom graphic. 
23.	End of Procedure.