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://wsaprd.umasscs.net/psp/wsaprd90/?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 details 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.