



FACULTY CENTER QUICK REFERENCE

LOG INTO PEOPLESOFT

1. Go to [Inside.umassmed.edu](https://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 the [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>