

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/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 grades- 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 [Student Center](#).
3. Advisors are listed in the far right column.
4. Click on the [details ▶](#) 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>