

Dear Alumni,

We are pleased to welcome you to the Learning Contract self-service features of our PeopleSoft Student Administration System (PSSA) webpage.  This access includes, but is not limited to, the ability to create and print forms related to the Learning Contract.

To access the system, copy the URL below into your browser.

<http://www.umassmed.edu/learning_contract/lcforms.aspx>

Please select the link to “Peoplesoft online system.” This will bring you to the PSSA sign in page.  You can also access the site from the inside.umassmed.edu home page by clicking on the Student/Faculty Self Service link on the left hand navigation bar.

Your existing User Name and Password are still valid. If you have forgotten either of them you will need to use the following steps to retrieve your user id and password:

From the Sign in Page:

1. Click the [Forgot your password?](https://wsa-prd.umasscs.net/psc/wsaprd90_pwd/EMPLOYEE/HRMS/c/MAINTAIN_SECURITY.EMAIL_PSWD.GBL) link. You will be prompted to enter your User ID. If you do not know your User ID please email [lindsay.louis@umassmed.edu](mailto:lindsay.louis@umassmed.edu), the Student Loan Manager.

2. Once you have been verified by the system, PeopleSoft will send an email with your temporary password.

3. Click the link “Back to the login page” and sign into the system.  Be sure to put your user id in the field (the system might default to a value of FORGET) then enter your temporary password.

4.   Follow the page instructions and links to change your password.  Your new password is case sensitive, and must be at least 8 characters in length and contain at least one numeric value.  For example, SUMMER04 is a valid password, SUMMER AND SUMMERRY are not.

You may return to this “Forgot your Password” page anytime if you have forgotten your password.  Using this page will reset your password each time, as well as unlock your account should you lock yourself out.

Once you are logged into the Peoplesoft system, select **“Self Service”** in the left hand navigation bar, then **“Student Center.”** Under **“Finances,”** you will select “**Learning Contract**.”

If your residency site or employer has not changed from the prior year, you will select **“Leave Site.”**

If your residency site or employer has changed from the prior year or if this is the first time you are completing a Learning Contract form, you will select **“Start at a New Site.”**

If you have recently graduated and you are not seeing the **“Learning Contract”** menu, please contact the Student Loan Manager, Lindsay Louis, at 508/856-3133 or by email [lindsay.louis@umassmed.edu](mailto:lindsay.louis@umassmed.edu)

After you have entered all of your information, you will save and print the form. You will sign the form, and your Residency Program Director / Employer will need to sign the document. The form is then mailed to the address listed on the form.

Should you encounter any issues with logging into this system, please call the Student Loan Manager, Lindsay Louis, at 508/856-3133 or by email [lindsay.louis@umassmed.edu](mailto:lindsay.louis@umassmed.edu)

Thank you,

PSSA Support Team

***Below is a listing of operating systems and browsers combinations that are supported.***

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| --- | --- | --- | --- |
| **Platform** | **Operating System** | **Browser** | **Where to get** |
| MAC | 10.3 | Netscape 7.2 | Netscape |
| MAC | 10.3 | Firefox | Firefox |
| MAC | 10.45 | Firefox | Firefox |
| PC | XP | IE 6.0 | Microsoft |
| PC | XP | Firefox | Firefox |
| PC | Windows Vista | Firefox | Firefox |
| PC | Windows Vista | IE 7.0 | Microsoft |