

# STUDENT 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/wsapr90/?cmd=login&languageCd=ENG&>

## ADD CLASSES – only available for 4<sup>th</sup> 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 4<sup>th</sup> 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 3<sup>rd</sup> & 4<sup>th</sup> 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 4<sup>th</sup> 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.