



How Do I?

View a Student's Enrollment Summary

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.
Remember to use CAPS when entering your User ID.
2. Select Records and Enrollment > Enrollment Summaries > Enrollment Summary.
3. Key the student's University ID in to the ID field and click the **Search** button.
If you do not know the student's ID, you can also search by his or her name. The student's Enrollment Summary should display.
4. To view the details about a particular course, click on the magnifying glass next to the class.
5. To **Print** a Student Enrollment Summary with class meeting times:
 - Click Print Study List.
 - Click Report Manager.
 - Click the **Refresh** button until the status column reads "Posted," then select Details in the Details column.
 - Click on the .pdf file (second listing in box)
 - Click the **Print** button on Adobe Acrobat tool bar
6. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when viewing a student's enrollment summary:

- Do not include "W" when entering a student's University ID.