



## How Do I?

# View a Student's Southeastern Course History

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your User ID. *Remember to use CAPS when entering your User ID.*
2. Select Southeastern SA Data > Southeastern SA Data > Inquire > SLU Course History
3. Choose type of search from the Search by drop down button. *You may search by a University ID, Last Name, or just the beginning of the information you have available. If you search using the beginning of some information (ex: 0175 for a student's University ID), a list will display for you to select from.*

### SLU Course History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by:  begins with

Search

[Advanced Search](#)

4. Key in student's information, and click the Search button. *The SLU Course History page will display.*
5. Click View All to see all courses taken at Southeastern.

[View All](#) | First  1-12 of 40  Last

6. To view another Student's Course History page click the **Return to Search** button.
7. Remember to Sign Out of PeopleSoft when you have finished your session.