

PEOPLESOFT HRMS (PSHRMS) V8 TRAINING TIP SHEET

INTRODUCTION TO PSHRMS V8 MANAGE FACULTY EVENTS (MFE) TRAINING

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| General Information | <ul style="list-style-type: none"> • PeopleSoft HRMS (PSHRMS) V8 Manage Faculty Events (MFE) operates in a pure Internet environment that is called the PeopleSoft Internet Architecture. This architecture is server-centric and only requires that you have an Internet browser on your individual workstation to access the applications you use to accomplish your job tasks. • PSHRMS V8 MFE Training is designed to bring you up to speed on MFE functions quickly and easily, and to provide you with a resource to expand your knowledge of the application beyond your normal day-to-day activities. • The PSHRMS V8 MFE course uses GeorgiaVIEW Vista as the main course environment, with course content delivered via PeopleSoft User Productivity Kit (UPK) Players. <ul style="list-style-type: none"> ▫ NOTE: The UPK Player is a browser-based training tool that offers multiple modes of use to provide simulated instruction and reinforcement of learning to a PeopleSoft end user. The UPK Player provides a step-by-step record of the instructions and actions for transactions within MFE. • You begin your training experience for the first time by logging in to GeorgiaVIEW Vista. |
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GEORGIAVIEW VISTA

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| General Information | <ul style="list-style-type: none"> • If you have not used GeorgiaVIEW Vista before, it is a web-based, enterprise-class, Course Management System that is accessible via many, common operating system and browser combinations. • You can think of GeorgiaVIEW Vista as the computer equivalent to a classroom. You can enter a room, interact with your instructor and classmates, get course materials, discuss course materials, take tests, and leave the room when you are done. It's like entering a virtual classroom! • All you need is a workstation, Internet connectivity, and a browser. However, each one of these must meet some specific criteria in order for you to have the best training experience. |
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SYSTEM REQUIREMENTS

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| General Information | <p>Check the list below to be sure that your computer meets all the necessary technical requirements for hardware and software. If you are not sure that you meet the requirements, please contact your local technical support.</p> |
| Computer Hardware and Peripherals | <ul style="list-style-type: none"> • Either a Windows-based PC; or an iMac, PowerMac, or PowerPC (Required) • A minimum 18" VGA (or equivalent) monitor (Required) <ul style="list-style-type: none"> ▫ NOTE: Monitor should be set to a minimum 1024 x 768 resolution for best viewing results. • A minimum 28.8k modem dial-up (Required) <ul style="list-style-type: none"> ▫ NOTE: As with any connection to the Internet, the faster your |

connection, the better your experience will be. Dial-up connectivity is useable with GeorgiaVIEW Vista, but broadband is better.

**Operating System,
Network, and Software**

- A printer (Highly recommended)
- Windows 2000, XP, or Vista; or Mac OS 8.1 or higher (Required)
- Internet Access (Required)
- JAVA-enabled **Internet Explorer 6.0 or above** browser (Required)
 - The minimum JAVA requirement is JRE 1.4.2_07 or higher.
 - **NOTE:** Netscape, Mozilla Firefox, and other browsers cannot be used with UPK Players. You can connect to the Internet using AOL, but cannot use the AOL browser. You must switch your browser to Internet Explorer.
- Adobe Reader 5.0 or higher (Required)
- Virus and Spyware Detection/Protection Software (Required)
- See the **Getting Started with GeorgiaVIEW Vista** section for more information.

Additional Information

- To learn more about the minimum system requirements to use GeorgiaVIEW Vista, click [HERE](#).
- To learn more about GeorgiaVIEW Vista-supported operating systems and web browsers:
 - Windows Users, click [HERE](#).
 - Apple (Macintosh) Users, click [HERE](#).
- The links to the articles referenced above are part of the GeorgiaVIEW Online Support Center (OSC) for GeorgiaVIEW Vista. You can find more information on the OSC in the **Getting Support** section.

GETTING STARTED WITH GEORGIAVIEW VISTA

USG Browser Checker

- Although GeorgiaVIEW Vista has a built-in "browser checker," the USG provides a more comprehensive utility to determine whether a computer is properly configured to use Vista.
- To run the USG Browser Checker for GeorgiaVIEW Vista, click [HERE](#).

Java

- Sun's Java is the "fuel" upon which many aspects of GeorgiaVIEW Vista rely. The most frequent cause of problems using GeorgiaVIEW Vista, primarily for Windows users, involves issues with the Java Runtime Environment (JRE).
- Here are some links to Java-related issues on the OSC:
 - [Unsupported or problematic versions of Sun's Java installed](#)
 - [Multiple versions of Sun's Java installed on one computer](#)
 - [Java "broken" by some Automatic Update from Microsoft or Sun](#)
 - [Sun's Java installed, along with a version of Java by Microsoft \(Java Virtual Machine = JVM\)](#)

**Virus and Spyware
Detection/Protection
Software**

- Any computer connected to the Internet **must** have appropriate, effective, and up-to-date utilities installed to ensure against infection by malicious viruses and/or spyware. This is especially true for computers running Microsoft Windows, as many of the most common viruses can be spread through the use of Microsoft products and files.

<p>Pop-Up Blockers and “Search” Toolbars</p>	<ul style="list-style-type: none"> • Check with your local technical support for their recommendations. • GeorgiaVIEW Vista needs to spawn pop-up windows to function as designed. If you have pop-ups "disabled" by various utilities installed on your computer, or by your browser, you will experience problems using many of the toolsets in GeorgiaVIEW Vista. <ul style="list-style-type: none"> ▫ NOTE: To read more about enabling pop-up windows in GeorgiaVIEW Vista, click HERE. • Many "freeware" utilities are available which insert a toolbar into your browser environment to facilitate searching the Internet, such as the Google or Yahoo! toolbars. Some of these toolbar utilities also block pop-up windows. Unfortunately, many of these are incompatible with GeorgiaVIEW Vista. <ul style="list-style-type: none"> ▫ NOTE: To read about disabling or uninstalling these search toolbar utilities, click HERE.
<p>Security Settings</p>	<ul style="list-style-type: none"> • GeorgiaVIEW Vista Courses are designed to function with the default security settings for most browsers. If your browser is set up with the highest security settings, you may experience difficulties loading or viewing some pages or may be required to repeatedly enter your User ID and Password. <ul style="list-style-type: none"> ▫ NOTE: If these problems persist, consult your browser documentation or your local technical support for instructions on altering your security settings. • Browser-based applications such as GeorgiaVIEW Vista work much better if you make the web site a “trusted site.” To do this, you: <ul style="list-style-type: none"> ▫ Select Tools, Internet Options. The Internet Options dialog box displays with the General tab selected. ▫ Click on the Security tab. The Security page displays. ▫ Click on the Trusted Sites icon. The Trusted Sites portion of the Security page displays. ▫ Click on Sites. The Trusted sites page displays. ▫ Copy and paste the GeorgiaVIEW Vista URL in the Add this Web site to the zone field. ▫ Click on Add. ▫ Verify the GeorgiaVIEW Vista URL now appears in the Web sites field. ▫ Click on OK. This brings you back to the Security tab. ▫ Click on OK. This brings you back to the My GeorgiaVIEW Vista page.
<p>How to Access</p>	<ul style="list-style-type: none"> • Navigate to https://usgtrain.view.usg.edu in your browser window. The University System Training Initiatives Entry page appears. • Click on the Log In button. The University System Training Initiatives Log In page appears. • Enter your User name and Password. <ul style="list-style-type: none"> ▫ User name: your email address ▫ Password: tenure (case sensitive) • Click on the OK button. This brings you to the My GeorgiaVIEW page. Take a moment to review this page. This is your GeorgiaVIEW Vista home page. <ul style="list-style-type: none"> ▫ NOTE: Once you are here, you can make the web site a “trusted site” as noted above. • Click on the PeopleSoft HRMS Training - PeopleSoft HRMS

Training V8 link in the Course List box. The Welcome to PeopleSoft HRMS V8 Training Home Page appears.

TAKING THE PSHRMS V8 MFE TRAINING

Getting Started with PSHRMS V8 MFE Training

- Click on the **Getting Started with PSHRMS V8 Training** link. The Getting Started with PSHRMS V8 Training page appears with a list of training overview courses:
 - GeorgiaVIEW Vista Overview
 - PSHRMS V8 User Productivity Kit (UPK) Overview
 - PSHRMS V8 Training Database Overview
 - About this Web Site
- Begin your training by reviewing the **Getting Started with PSHRMS V8 Training** courses completely.
 - **NOTE:** These overview courses contain User IDs and Passwords for the UPK Players and the Training database, as well as other information necessary for you to complete the MFE courses successfully.
- Once you have completed all the **Getting Started with PSHRMS V8 Training** courses, you can continue on to the PSHRMS V8 MFE training course.

PSHRMS V8 MFE Training Course

- Click on the **Manage Faculty Events (MFE)** link, and then click on the specific **Chapter** link. This will take you to the content area for that **Chapter**, which contains a listing of the **Lessons** and **Topics** that are covered in that **Chapter**, as well as links to the UPK Players and Business Processes for these **Lessons** and **Topics**, and to the PSHRMS V8 Training database.
 - **NOTE:** OIIT recommends that you regularly clear your browser cache to remove any extraneous files that might interfere with the training courses. To do this, you:
 - Select **Tools, Internet Options**. The Internet Options dialog box displays with the General tab selected.
 - Click on **Delete Files** in the Temporary Internet Files group box. The Delete Files dialog box displays.
 - Click on **OK**. The files are deleted and the Internet Options dialog box displays.
 - Click on **OK**. This brings you back to the web page.

Review Questions, Quizzes, and Evaluations

- Many lessons have Review Questions to help facilitate your learning. These Review Questions are solely to help you understand the concepts of the lesson.
- Quizzes provide further reinforcement of learning. Each chapter has a Quiz that is used as a method of assessment. Completion of the Quiz is required for the chapter.
- Please take a moment to complete the Survey evaluation at the end of the MFE module once you have completed all of the chapters in that module. Your feedback is extremely valuable to us in improving this training program, as well as updating the tools we've provided!

GETTING SUPPORT

OIIT Helpdesk

- Contact the **OIIT HELPDESK** for assistance, using only the methods noted below, if you are having any difficulties such as:
 - An issue, question, or problem with PSHRMS V8 or

GeorgiaVIEW Vista functionality.

- An issue, question, or problem with training content in the GeorgiaVIEW Vista courses, the PSHRMS V8 Business Processes, or the PSHRMS V8 training database.
 - A technical problem.
- Please note that there are **no** urgent, production-down issues associated with the PSHRMS V8 training. The **OIIT HELPDESK** will respond to and resolve any PSHRMS V8 training support requests on a first come, first served basis during the Hours of Operation listed below.
 - **Hours of Operation:** Monday through Friday, 8:00 AM to 5:00 PM
 - **OIIT Self-Service Support Request:**
http://www.usg.edu/customer_services
 - You can use OIIT Self-Service to create a new support request, or check the status of an existing support request.
 - You must have a User ID and Password to access OIIT Self-Service, which can be obtained from the **OIIT HELPDESK** using the email address below.
 - **Email:** Helpdesk@usg.edu
 - You can use this email address to update an existing support request, request a Self-Service User ID and Password, or create a new support request if OIIT Self-Service is not available.
 - Please indicate that assistance is needed regarding the USG Training Initiatives in GeorgiaVIEW Vista, and include details of where and what the question, issue, or problem is.
 - **NOTE:** The OIIT Service Level Guidelines may supersede any support information contained in this Training Tip Sheet. The Service Level Guidelines include information about:
 - What To Do Before Contacting OIIT: Customer’s Checklist
 - Which Contact Method Should Be Used
 - What Happens After A Customer Requests Support: OIIT Support Process

You can review the OIIT Service Level Guidelines at:
http://www.usg.edu/customer_services/guidelines/.

**GeorgiaVIEW Vista
Online Support Center**

- You can also access the GeorgiaVIEW Vista Online Support Center (OSC) at <http://help.view.usg.edu>, where you can use the Self Service Knowledge Base to research hundreds of articles on known issues and possible solutions.
- A link to the OSC is provided on the PeopleSoft HRMS V8 Training Home page.