

## Trainings for Security in Campus Solutions

Display Access Pre-Requisite trainings are required prior to any additional training.	<b>Display Access Pre-Requisite Trainings</b>	Upon completion of training, complete the <a href="#">Campus Solutions Security Request Form</a> and submit it via a Help Desk ticket to request security.
	AFPD 7540 Program Int. Misrepresentation	
	AFPD 5057 FERPA Basics	
	AFPD 7080 Introduction to Campus Solutions	
<b>Admissions</b>	<b>Residency</b>	<b>Selective Admissions Processing</b>
*Display Access Pre-Requisite Trainings	*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training
AFPD 7515 Applications & Residency	AFPD 7515 Applications & Residency	AFPD 7092 Selective Admissions Process
AFPD 7077 Admissions in Campus Solutions & AFPD 7069 CS Admissions Process	AFPD 7641 Residency - Campus Solutions	AFPD 7077 Admissions in Campus Solutions & AFPD 7069 CS Admissions Process
<b>Advising</b>	<b>Academic Administrator (VIEW ONLY)</b>	<b>Queries</b>
*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training
AFPD 7515 Applications & Residency	AFPD 7095 Campus Solutions for Administrators	AFPD 7075 Running Queries in Campus Solutions
AFPD 7077 Admissions in Campus Solutions & AFPD 7069 CS Admissions Process	<b>Academic Administrator (PROCESSORS)</b>	<b>Class Scheduling (Encoding)</b>
AFPD 7079 Advisor Center in Campus Solutions & AFPD 7072 Navigating an Advising Session	*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training
AFPD 7078 Student Records in Campus Solutions & AFPD 7071 CS Registration & AFPD 7081 CS Program Plan	AFPD 7078 Student Records in Campus Solutions & AFPD 7071 CS Registration & AFPD 7081 CS Program Plan	AFPD 7642 Curriculum in Campus Solutions
	AFPD 7077 Admissions in Campus Solutions & AFPD 7069 CS Admissions Process	AFPD 7075 Running Queries in Campus Solutions
	AFPD 7079 Advisor Center in Campus Solutions & AFPD 7072 Navigating an Advising Session	Encoding Training - contact Academic Operations for training
<b>Financial Aid View Access</b>	<b>Enrollment</b>	<b>Entering Test Scores</b>
*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training	*Display Access Pre-Requisite Training
AFPD 7094 Financial Aid in Campus Solutions (This is a hybrid course)	AFPD 7078 Student Records in Campus Solutions & AFPD 7071 CS Registration & AFPD 7081 CS Program Plan	Entering Test Scores training - contact Assessment Managers for training

### Registration Instructions

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| <ol style="list-style-type: none"> <li>1. Log into <b>my.fscj.edu</b>.</li> <li>2. Click on the <b>Students tab</b>.</li> <li>3. Click <b>My Academics</b>, then click <b>Student Center</b>.</li> <li>4. Click <b>Enroll</b> at the top left.</li> <li>5. Select <b>the term and Professional Development</b>. Click <b>Continue</b>.</li> <li>6. Under Class Search click <b>Search</b>.</li> </ol> | <ol style="list-style-type: none"> <li>7. Enter the <b>Course Number</b> (e.g. AFPD <b>7078</b>).</li> <li>8. Click <b>Search</b>.</li> <li>9. Click <b>Select</b>.</li> <li>10. Click <b>Next</b>.</li> <li>11. Click <b>Proceed To Step 2 of 3</b>.</li> <li>12. Click <b>Finish Enrolling</b>.</li> </ol> |
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## Course Descriptions

Course	Modality
<b>AFPD 7080 Introduction to Campus Solutions</b> This training provides participants with an overview of Campus Solutions. Topics include navigating the system, academic structure in Campus Solutions, new terminology, adding favorites, setting user defaults, adding comments, service indicators and student checklists, etc.	Online
<b>AFPD 5057 FERPA Basics</b> This course is a required introduction to FERPA (Family Education Rights and Privacy Act) for all college employees. Prior to gaining PeopleSoft Campus Solutions security, all employees must complete this course.	Online
<b>AFPD 7540 Program Integrity Misrepresentation</b> This training discusses the Department of Education's Program Integrity Guidelines regarding Misrepresentation. In this training, you will watch a video consisting of expert testimony, undercover videos gathered by the US Government Accountability Office, and be presented with facts that will be assessed in a brief test at the conclusion of the training. Prior to gaining PeopleSoft Campus Solutions security, all employees must complete this course.	Online
<b>AFPD 7077 Admissions in Campus Solutions</b> This online training provides an overview of the Admissions functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face training: AFPD 7069 CS Admissions Process.	Online
<b>AFPD 7069 CS Admissions Process</b> In this training participants will gain hands-on experience with utilizing the Online Admissions Application Administrative Entry, accessing admissions data, reviewing external education, guiding students through the admissions process, updating students' personal information, etc. <i>Formerly titled Admissions Open Lab.</i>	Face-to-Face
<b>AFPD 7078 Student Records in Campus Solutions</b> This online training provides an overview of the Student Records functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face trainings: AFPD 7071 CS Registration and AFPD 7081 CS Program Plan.	Online
<b>AFPD 7071 CS Registration</b> In this training participants will gain hands-on experience with term activation, enrolling students, assigning enrollment appointments, utilizing the enrollment request search, etc. <i>Formerly titled Student Records Open Lab.</i>	Face-to-Face
<b>AFPD 7081 CS Program Plan</b> In this training, participants will learn how to view a student's Program/Plan data, backdate Program/Plans, explain the Program/Plan change process to students, etc. <i>Formerly titled Student Records Open Lab.</i>	Face-to-Face
<b>AFPD 7079 Advisor Center in Campus Solutions</b> This online training provides an overview of the Advising functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face training: AFPD 7072 Navigating an Advising Session.	Online
<b>AFPD 7072 Navigating an Advising Session</b> In this training participants will gain the skills necessary to advise a student using relevant tools in Campus Solutions. This training provides hands-on instruction in generating Academic Advisement Reports, reviewing course history, viewing a student's unofficial transcript, adding Advising Notes and Comments, etc. <i>Formerly titled Advising Open Lab.</i>	Face-to-Face
<b>AFPD 7094 Financial Aid in Campus Solutions</b> In this hybrid training, participants will learn about the Financial Aid module within Campus Solutions. Topics include viewing a student's financial aid status, viewing a student's need summary, logging financial aid documents, viewing a student's Satisfactory Academic Progress. After completing the online portion of this training in Blackboard, participants will attend the accompanying classroom portion of this class to get hands-on practice with the Financial Aid module in Campus Solutions.	Hybrid
<b>AFPD 7642 Curriculum in Campus Solutions</b> This training provides participants with an overview of the course catalog in Campus Solutions and an introduction to class scheduling. Topics include new terminology for class scheduling, class offerings and associations, viewing class details, scheduling new classes, and creating combined sections.	Online
<b>AFPD 7094 Running Queries in Campus Solutions</b> This training discusses how to search for and run queries using the Query Viewer in Campus Solutions.	Online
<b>AFPD 7641 Residency – Campus Solutions</b> In this training participants will learn about entering residency data in Campus Solutions. Topics that will be covered include residency official page, residency appeal page, residency self-report page, entering residency comments, immigration and citizenship, and updating the residency checklist.	Face-to-Face
<b>AFPD 7515 Admissions Application and Residency</b> This course will provide an overview of admissions, immigration documentation, and Florida residency for tuition purposes.	Online
<b>AFPD 7095 Campus Solutions for Administrators*</b> In this course participants will learn how to navigate in PeopleSoft Campus Solutions, and they will gain knowledge and skills related to the admissions, student records, and academic advising areas of Campus Solutions. Other topics include running queries, viewing the instructor/advisor table, and viewing attendance rosters, class rosters and grade rosters.	Online

\* Employees who take this course do not need to take Introduction to CS, Student Records in CS, Admissions in CS, or Advising in CS.