

Trainings for Security in Campus Solutions

Display Access Pre-Requisite trainings are required prior to any additional training.	Display Access Pre-Requisite Trainings PD 7540 Program Int. Misrepresentation CMPL 1007 FERPA Basics PD 7080 Introduction to Campus Solutions	Upon completion of training, complete the Campus Solutions Security Request Form and submit it via a Help Desk ticket to request security.
Admissions	Academic Administrator (VIEW ONLY)	Queries
*Display Access Pre-Requisite Trainings PD 1391 Residency Training PD 1389 Element451 Admissions Application	*Display Access Pre-Requisite Training PD 7095 Campus Solutions for Administrators <i>(this course includes Intro to Campus Solutions)</i>	*Display Access Pre-Requisite Training PD 7075 Running Queries in Campus Solutions
Advising	Academic Administrator (PROCESSORS)	Class Scheduling (Encoding)
*Display Access Pre-Requisite Training PD 1391 Residency Training PD 1389 Element451 Admissions Application PD 7081 CS Program/Plan PD 7071 CS Registration PD 7072 Navigating an Advising Session PD 3182 Registering Students in Courses Outside Program of Study	*Display Access Pre-Requisite Training PD 7095 Campus Solutions for Administrators <i>(this course includes Intro to Campus Solutions)</i> PD 7071 CS Registration PD 7081 CS Program/Plan PD 3182 Registering Students in Courses Outside Program of Study PD 7072 Navigating an Advising Session	*Display Access Pre-Requisite Training PD 7642 Curriculum in Campus Solutions PD 7075 Running Queries in Campus Solutions Encoding Training - contact Academic Operations for training
Financial Aid View Access	Enrollment	Entering Test Scores
*Display Access Pre-Requisite Training PD 7094 Financial Aid in Campus Solutions	*Display Access Pre-Requisite Training PD 7071 CS Registration PD 7081 CS Program/Plan PD 3182 Registering Students in Courses Outside Program of Study	*Display Access Pre-Requisite Training Entering Test Scores training - contact Assessment Managers for training

HOW TO REGISTER FOR CLASSES IN MYLEARNING

1. Click on the Learning Library tab within myLearning
 2. Browse through the courses or use the search bar and filtering options to locate the class that you want.
 3. Click on the course card and select "Enroll."
- If you are registering for a Live Training, you must also identify the specific session that you want and click "Register" on that session.

HOW TO REGISTER FOR CLASSES IN MYLEARNING

1. Click on the Learning Library tab within myLearning
2. Browse through the courses or use the search bar and filtering options to locate the class that you want.
3. Click on the course card and select "Enroll."
4. If you are registering for a Live Training, you will also have to click identify the specific session that you want and click "Register" on that session.

Course Descriptions

Course	Modality
<p>PD 7080 Introduction to Campus Solutions</p> <p>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.</p>	Online Self-Paced
<p>CMPL 1007 FERPA Basics</p> <p>1 hour training covering FERPA Basics. The College requires you to understand the law concerning FERPA and how we handle student information.</p>	Online Self-Paced
<p>PD 7540 Program Integrity Misrepresentation</p> <p>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.</p>	Online Self-Paced
<p>PD 1391 Residency Training</p> <p>This course provides an overview of FSCJ's residency policy as well as the documentation required to establish Florida residency for tuition purposes. Participants will also learn how students complete the residency process in Element451, the College's admissions application system.</p>	Live Session
<p>PD 7071 Campus Solutions Registration</p> <p>In this training, participants will learn about registration functions in Campus Solutions including enrolling students, providing overrides, assigning enrollment appointments, utilizing the enrollment request search, etc.</p>	Live Session
<p>PD 7081 Campus Solutions Program/Plan</p> <p>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.</p>	Live Session
<p>PD 7072 Navigating an Advising Session</p> <p>In this training, participants will gain the skills necessary to advise a student using relevant tools in Campus Solutions. This training provides instruction on generating Academic Advisement Reports, reviewing course history, viewing a student's unofficial transcript, adding Advising Notes and Comments, etc.</p>	Live Session
<p>PD 3182 Registering Students in Courses Outside Program of Study</p> <p>This course provides guidance and policies regarding registering students for courses outside their program of study and the financial aid implications.</p>	Live Session
<p>PD 7094 Financial Aid in Campus Solutions</p> <p>In this training, participants will learn about the Financial Aid module within Campus Solutions. After completing the online portion of this training, participants must also attend the live portion of this class.</p>	Live Session
<p>PD 7642 Curriculum in Campus Solutions</p> <p>This training provides participants with an overview of the course catalog in Campus Solutions and an introduction to class scheduling.</p>	Online Self-Paced
<p>PD 7094 Running Queries in Campus Solutions</p> <p>In this training participants will learn how to search for and run queries in Campus Solutions.</p>	Online Self-Paced
<p>PD 7095 Campus Solutions for Administrators*</p> <p>In this course participants will learn how to navigate in PeopleSoft Campus Solutions, and they will gain knowledge and skills related to the 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.</p>	Online Self-Paced

* Employees who take this course do not need to take Introduction to CS.