The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Basic Advisor Training Manual
Welcome to the Basic Advisor module! This module contains the information and tools needed to learn the common task an Advisor I performs while working with students.

**Goal**

To have the skills and knowledge to Advise Students

**Participate Objectives**

at the end of this module, you will be able to………

1. View and Print Advising Transcript
2. View Enrollment Summary
3. View Student Schedule
4. View Student Addresses
5. View Student Grade Record
6. Remove Permissions
7. Add/Remove Service Indicators (Holds)

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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Navigation to Web-STAR

**Step 1.** Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

**Step 2.** Select the Faculty & Staff link.

**Step 3.** Select the Web-STAR logo.
Step 4. Select the Faculty/Staff link.

Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.
Viewing and Printing the College Advising Transcript

**Step 1.** Navigate to University of New Orleans, Student Records, Colleges, College Advising Report.

**Step 2.** Enter the students ID and click the Search button. **Note:** If you do not know the students ID number click the Advanced Search link to search by the SSN or last and first name.

**College Advising Report**

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

Find an Existing Value  Add a New Value

Maximum number of rows to return (up to 300): 300

Search by: Empl ID begins with 2220991

Search  Advanced Search
Step 3. Select the plus icon to add a row.

Step 4. Select the Print Transcript button. Note: If the student has a transcript hold, a message box will appear. Check the service indicator panel to view the reason by selecting the service indicator icon.
Step 5. To retrieve the transcript select the "Report Manager" link.

Step 6. Select the Administration Tab.

Step 7. Select the "Transcript" link in the Description column.

Step 8. A PDF version of the transcript will display in a separate window.

Step 9. To print select the print icon.
Class Permissions
Class permissions give permission for student to add a full class, a consent of department class and freshman into a graduate course. Class permissions will not allow students to take more classes than their unit load dictates.

Add Class Permissions

**Step 1.** Navigate to Records and Enrollment, Term Processing, Class Permission.

**Step 2.** Enter the desired information into the Subject Area and Catalog Nbr fields. Four-digit semester for the course, or select the magnifying glass to look up a valid semester code.

**Step 3.** Enter the abbreviation for the subject area of the course (e.g. ENGL, CHEM, or select the magnifying glass to look up a valid subject code.

**Step 4.** Enter the four digit catalog number for the course.

**Step 5.** Click the Search button.
Step 6. Select the plus icon to add a new row.

Step 7. **Note:** Notice because this is a class permission you must make sure you select the correct section by clicking on the row numbers.

Enter the student ID.

Step 8. **Note:** If there is already one or more student for this section, you must click the “Add New Row” button to insert a new row. *Do not type over existing ID numbers.*

Select the General Info Tab. Your user name/ID will auto populate the Issued field. Notice the Expiration Date defaults If you do not want to use this date it can be changed.

Step 9. Select the save button.
If the course selected has more than one section, use the next row and previous row buttons to select the appropriate section.

If another student exists, select the add a row button to add additional students.
Remove Class Permissions

**Step 1.** Navigate to the Class Permissions page.

**Step 2.** Locate the student ID and name in the Class Permission Data section. **Note:** Check the Status column to see whether or not the student has already added the class.

**Step 3.** To remove the permission before they use it, click the “Delete Row” icon.

**Step 4.** The Delete Confirmation page will appear. Select OK.

**Step 5.** Click the save button.
Service Indicators: Including Holds & Flags

Service indicators are used as negative indicators that prevent individuals from receiving certain services or positive indicators that designate special services to be provided. Examples of service indicators are:

- Transcript Holds
- Registration Hold
- Past Due Balance
- Advising Holds
- Perkins MPN

Service Indicator Inquiry

**Step 1.** Navigate to Campus Community, Service Indicators (Student), Manage Service Indicators.

**Step 2.** Enter the Student ID in the Empl ID field or use the Last Name and First Name fields.

**Step 3.** Click the search button.
Step 4. Select the desired Academic Career from the search results. If you enter an ID you will return to the Manage Service Indicators page. If you search by name and more than one record is met, a list of search results will display.

Step 5. Click on the link in the Code column to view the details of the service indicator.
Step 6. The Edit Service Indicator page displays the details of the indicator. Click OK button to return to the Manage Service Indicator page.
Add a Service Indicator

Step 1. The Manage Service Indicators page is used to view service indicators assigned to and individuals ID. To add a service indicator to the selected student, Select the "Add Service Indicator" link or the add service indicator icon. Note: You will only be allowed to add service indicators if you have been granted permission.

Step 2. The Institution should default to UNOLA. If it does not to select the Institution from the Lookup List by clicking the magnifying glass to the right of the field. Select UNOLA.

Step 3. Select a Service Indicator Code. To select a service indicator Code form the Lookup List, click the magnifying glass to the right of the fields. You will see the codes that you have security access to choose.

Step 4. Select a Service Indicator Reason Code. To select a service indicator Reason Code from the Lookup List, click the magnifying glass to the right of the field. Note: Only reason codes that are associated with the specific service indicator on the Service Indicator Codes page are available. The system will display the effect associated with the service indicator code you select, either Positive or Negative. The system will also populate the Department field based on the department entering the Service Ind.

Step 5. Select Start Term. To select the start term from the Lookup List, click the magnifying glass to the right of the field. Note: Selecting an End Term is optional.

Step 6. Select Start Date. This is the date the Service Indicator becomes active. To select the start date click on the calendar picker. Note: Start Term and Start Dates are minimum requirements. Note: Selecting an End Date is optional. In the Contact ID field, enter the ID and name of the person to contact with question about this service indicator.

Step 7. Enter additional comments in the comment section if necessary. Note: Anyone who has access to view service indicators will be able to see this information.
Step 8. Select the Apply button. **Note:** If you click ok, the service indicator is not saved and the page will return to the list of Service Indicators on the Manage Service Indicators page.

The student will meet with an advisor before classes begin.
Delete a Service Indicator

<table>
<thead>
<tr>
<th>Step 1.</th>
<th>Navigate to the service indicator page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2.</td>
<td>Enter the Student’s ID in the ID field or use the Last Name and First Name fields.</td>
</tr>
<tr>
<td>Step 3.</td>
<td>Click on the Search button.</td>
</tr>
</tbody>
</table>

Manage Service Indicators

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300
Empl ID: begins with 2220991
Academic Career: =
National ID: begins with
Campus ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria
Step 4. If you enter an ID you will return to the Manage Service Indicators page. If you search by name and more than one record met your search criteria, the search results will display. If there is a list returned, click on any link for the appropriate service indicator in the Code column.

Step 5. Click the release button. This button only appears if you have security to remove specific Service Indicators.
Step 6. Select the OK button to release and save.

Enrollment Summary (Student Schedule)
The Enrollment Summary enables you to view a summary of the student’s academic schedule. You can view summaries of both enrollment and term statistics.

Step 1. Navigate to Records and Enrollment, Enrollment Summaries, Enrollment Summary.
Step 2. Enter the student’s ID in the ID field.

Step 3. Select the Search button. **Note:** The term field can be used to narrow your search. You can use the Lookup Term button ![LookUp Term](image) to select a specific term.

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Step 4. The search results will display each term the student is enrolled in for the term. Select the desired term by clicking on the term or short description link.

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### Search Results

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
<th>Academic Institution</th>
<th>Term</th>
<th>Short Description</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0960</td>
<td>2010 Fall</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0960</td>
<td>2010 Spr</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
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<td></td>
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<td>Graduate</td>
<td>UNCOLA</td>
<td>0940</td>
<td>2009 Sum</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0920</td>
<td>2008 Fall</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0910</td>
<td>2008 Sum</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0810</td>
<td>2005 Spr</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0780</td>
<td>2004 Spr</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
<td>0770</td>
<td>2003 Fall</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
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<td>2220991</td>
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<tr>
<td>2220991</td>
<td>Graduate</td>
<td>UNCOLA</td>
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<td>2003 SpInt</td>
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<td>0750</td>
<td>2003 Spr</td>
<td>Gator, Ali Test Student Male</td>
<td>10/12</td>
<td></td>
</tr>
</tbody>
</table>
Step 5. The Enrollment Summary will display.

Print Enrollment Summary (Student Schedule)

Step 6. To print Enrollment Summary select the Print Study List link.
Step 7. To retrieve the report, select the “Report Manager” link.

Step 8. The Enrollment Summary is listed in the Report List. Select the “Individual Study Rpt” link in the description column to display the PDF. Note: If the report status is processing and not posted, click on the Refresh button. You may need to repeat this more than once.
Step 9. A PDF version of the report will open in a separate window. Select the print icon to print the report.

View Course Detail

Step 10. To view the course detail, close the report window if you decided to print the study list and select the “Go back to Enrollment Summary” link and repeat Steps 1-5.
Step 11. Select the magnifying glass next to the Class Number to view the course detail.

Step 12. The Class Detail page is displayed.
View Student Addresses

**Step 1.** Navigate to Campus Community, Personal Information (Student) Address Search

**Step 2.** Enter the student's ID number and select the magnifying glass next to the Address Type field.

**Step 3.** Select the search **Search** button. The Address page will appear and display the address on file for the student. **Note:** It is possible for a student to have several different addresses.
Student Grades (By Term)
The student grade inquiry allows you to review grades for a student within a term

**Step 1.** Navigate to Records and Enrollment, Student Grades.

**Step 2.** Enter the student’s ID number. **Note:** The term field can be used to narrow down the search. You can use the Lookup Term button to return a list of valid values.

**Step 3.** Select the Search button.
Step 4. Select the link with the desired term.

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<td>Male</td>
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<td>2003 Fall</td>
<td>Gator All Test Student Male</td>
<td>Male</td>
</tr>
</tbody>
</table>

Step 5. The grades for the selected term will display.
Step 6. To print the grade report select the Print button.

Step 7. To retrieve the report, select the Report Manager link.
Step 8. The Grade Report is listed in the Report List. Select the “Grade Report” link in the description column to display the PDF. **Note:** If the report status is not posted, click on the **Refresh** button. You may need to repeat this more than once.

Step 9. A PDF version of the report will open in a separate window. Select the print icon to print.