

# STATE OF NORTH DAKOTA

**CAMPUS COMMUNITY  
WORKING WITH BROWSER-BASED APPLICATIONS  
TRAINING MANUAL**

**VERSION 8.0**

# Disclaimer

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Written by MAXIMUS-ERP Solutions Group, May 2004.

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# WORKING WITH BROWSER-BASED APPLICATIONS

## OVERVIEW

This section describes the basics for accessing and using ConnectND Student Administration Version 8.

## OBJECTIVES

After completing this section, you will be able to:

1. Understand the new terminology
2. Understand how to log into and navigate through the application.

## OVERVIEW AND APPLICATIONS

PeopleSoft is a table-driven database application designed to meet each organization's business processing and information needs. Sorting information into tables ensures data integrity and minimizes data redundancy. The tables are then organized into a relational database.

PeopleSoft is designed to integrate all Student Administration applications. That is, the applications share the same relational data structure, data tables, user interfaces, reporting tools, and same familiar table-driven and effective date-driven designs throughout its applications.

PeopleSoft offers a compliment of applications that cover most student administration needs. PeopleSoft Education and Government Student Administration consists of the following applications (modules):

- Campus Community
- Recruiting and Admissions
- Student Records
- Academic Advisement
- Financial Aid
- Student Financials
- Contributor Relations – **Not implemented at NDUS**

## BROWSER-BASED APPLICATIONS

In PeopleSoft Version 8.0, applications are in a purely internet environment. This new environment requires the installation of only a web browser on individual user machines and you access PeopleSoft applications by logging into a standard Web browser as you would if you wanted to open your favorite Web site.

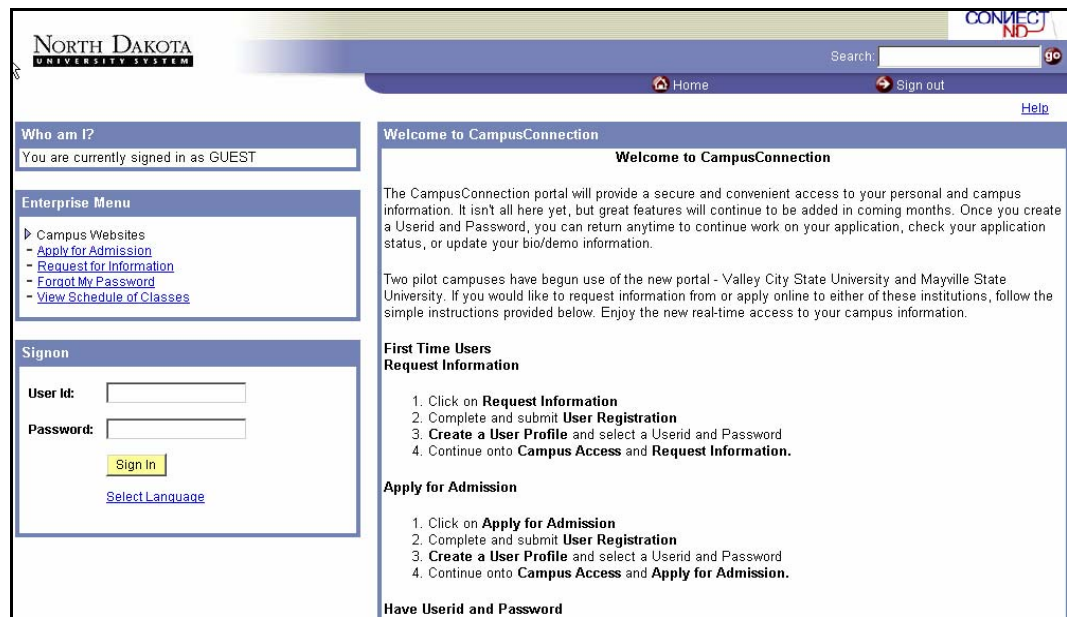
## LOGGING IN TO CONNECTND

Logging into the PeopleSoft application is simple and easy. First open your internet browser and enter the URL (Uniform Resource Locator) in the address box.

**www.und.edu/dept/itss/connectnd**

The system will take you directly to the PeopleSoft Sign-On screen.


You then type your user ID and password to access the secured Peoplesoft application.



## CONNECTND SIGN-IN

**Enter** your User Id and Password.

Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you type them.

**Tab** to or **click** the  button to login

ConnectND online system will validate your user ID and password. If either the user ID or password is invalid, the system will display an error message below the **Sign In** button. You'll have to reenter the **User ID** and **Password** or contact the Help Desk for assistance.

If you try to log in and fail three (3) times, you will be locked out and will need to call the Help Desk.

For security purposes, ConnectND system automatically logs you off from your application after a certain period of time of inactivity. The Expired Connection notification screen on the next page will be displayed.



To return to the application, click the **Return to PeopleSoft 8 Sign In** link. The Sign In page will appear and you can once again login to the application.

## USING SEARCH

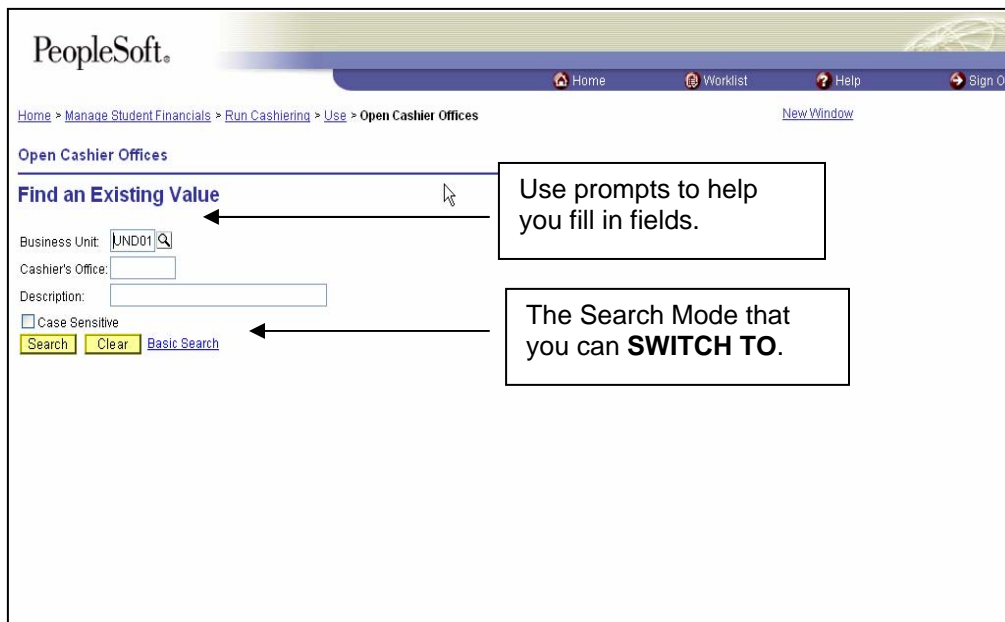
After navigating through the menus to your desired procedure, the appropriate search page displays. This is the final step before you can view the actual record. Using the search helps you find the exact record you are looking for.

### ADVANCED AND BASIC SEARCH METHODS

There are two types of search pages: the advanced search page and the basic search page. When you select a page to navigate to, the system will often display the advanced search page, such as the Open Cashiers Offices page shown below.

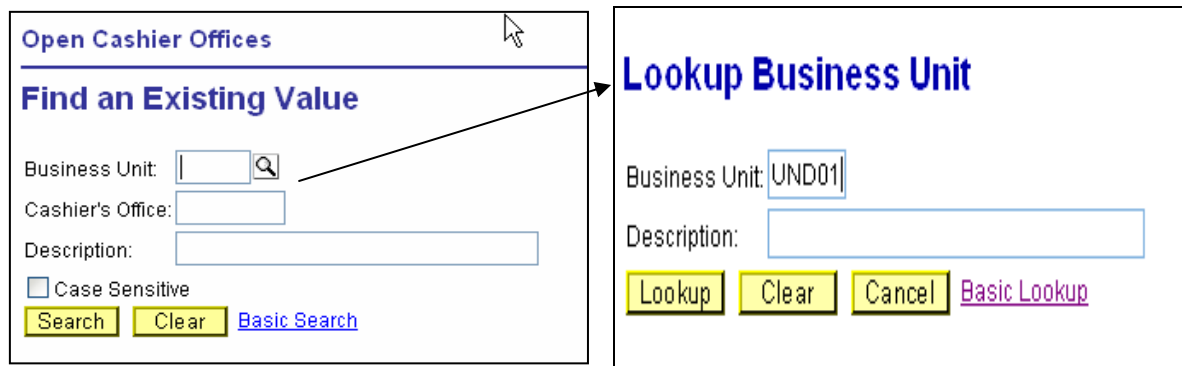
The advanced search page generally offers several fields by which you may search for your record. It allows you to narrow down your search by entering in more than one type of criteria. The Open Cashiers Offices advanced search page below contains three fields to assist in searching for the correct record.

Advanced Search



The Advanced search page offers a basic search option. It will appear as a link next to the search action buttons. In general, a basic search page offers just one or two fields by which you may perform your search. **However, you may designate which key field you would like to search by from the *Search By* drop-down list box.**

## LOOKUP BUTTON

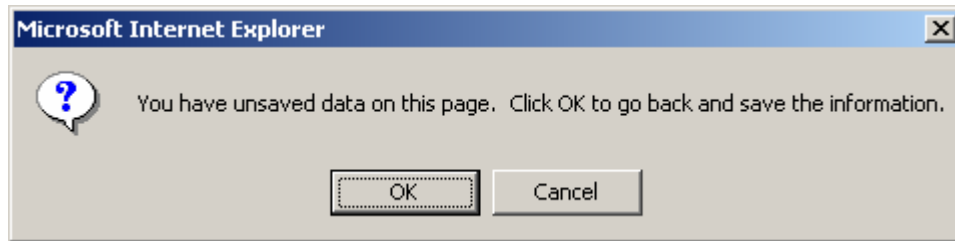


**You can click the Lookup button press “Enter” to see a list of all valid options for this field.** Or, you can type in the full or partial subject area in the *Description* field to Lookup the value you need.

A Search Results list displays on your lookup page. When you find the subject area you need, click the link in the Business Unit or Description columns and the system automatically opens the Find an Existing Value again and places that value in the field.

## SAVING DATA

If you click on any of the navigation headings before you save your data, the system will prompt you to save your data with the following message:





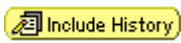




If you want to save your data, click **OK** on the above message and then **SAVE** your work.

If you do NOT want to save your data, click **Cancel**.

## TOOLBAR BUTTONS

At the bottom of most pages you'll find the toolbar, which changes depending on the type of page you are in. The toolbar may include search list navigation buttons, page navigation buttons, and page action buttons. So not all buttons shown below will display on every page. Likewise, some buttons may be grayed out, indicating that the action is not available to you at that time.

Save	<p>Sends the information you've entered on the page to the database. You'll generally save when you come to the end of a component. The Save command always updates the data for all pages in a group. Upon save, the system displays the "Saved" message in the upper right corner of the page.</p>
Return to Search	<p>Returns you to the search page</p>
Next in List	<p>Displays the data for the next data row in your search results grid. This button appears gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.</p>
Previous in List	<p>Displays the data for the previous data row in your search results grid. This button appears gray if you didn't select the data row from the search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.</p>
Next tab	<p>Displays the next page in the current component. If you are in</p>

	the last page of the component, this button is gray.
	Displays the previous page in the current component. If you're in the first page of the component, this button is gray.
	Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows.
	Displays all rows of data: current, future, and history.
	Accesses existing rows of data in the database and displays all effective-dated rows. Will allow you to update all rows, including history rows.
	Appears for expert users only that are in Expert Entry mode. When clicked, validates the data entered in certain fields.
	Inserts a new row.
	Deletes a row.

## DATA ENTRY: FIELD FORMATS

### UPPER VS LOWER CASE

Many data fields are case sensitive. It is important that the information is entered using proper capitalization. PeopleSoft does not convert data to one case or the other unless the field requires the entry to be all capitalized, i.e. State. In these cases, the system will automatically convert the entry to the correct format.

### NAMES

Names are stored in the PeopleSoft database in the following format: Last name,(no space)First name (space with no punctuation) Middle initial. When entering a student in PeopleSoft 8.0 the name format will automatically populate in the Name field on the Personal Data page after the First Name and Last Name fields have been entered.

### DATES

Type dates as MMDDYY. PeopleSoft will enter the slashes and fill the year to four places after pressing Tab. i.e. 020199 becomes 02/01/1999. If the year being entered is 1950 or before, the system will automatically format the year as 2000 i.e. May 5, 2030 entered as 050530 = 05/05/2030. If the year being entered is from 51 to 99 the system will automatically format the year as 1900. i.e. May 5, 1968 entered as 050568 = May 5, 1968.

### DOLLAR AMOUNTS

Type in the dollars with the decimals if there are cents to be keyed. The system

will automatically insert commas for long numbers.

## **SOCIAL SECURITY NUMBERS**

Type SSN numbers as # # # # # # # # #. PeopleSoft will insert the dashes after pressing the Tab key. i.e. 123456789 becomes 123-45-6789. This formatting will be updated depending on the National ID selected. For example Canada will display as 999-999-999.

## **ZIP CODES**

Type zip codes as either five or nine digit numbers. PeopleSoft will insert the dash after pressing the Tab key. i.e. 981011015 becomes 98101-1015.

## **PHONE NUMBERS**

Type phone numbers with ten digits (area code + phone number). PeopleSoft will insert a slash and a dash after pressing the Tab key. i.e. 2062961000 becomes 206/296-1000.