

SET – UP NYIT ACCOUNT

GUIDE TO PEOPLESOFT SELF SERVICE FOR STUDENTS

INTRODUCTION

PeopleSoft's Self Service module is a fully integrated portal that organizes services such as registration, viewing financial aid, billing and advisement. This information is available to students anywhere with internet access.

STUDENT CENTER

Welcome to "Student Center." You must log in with your NYIT username and password. Once you are logged in your name will appear below:

NYIT NEW YORK INSTITUTE OF TECHNOLOGY

STUDENT CENTER

Monique's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >>

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

[weekly schedule >](#)
[enrollment shopping cart >](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds

Registration Hold
[details >](#)

To Do List

No To Do's.

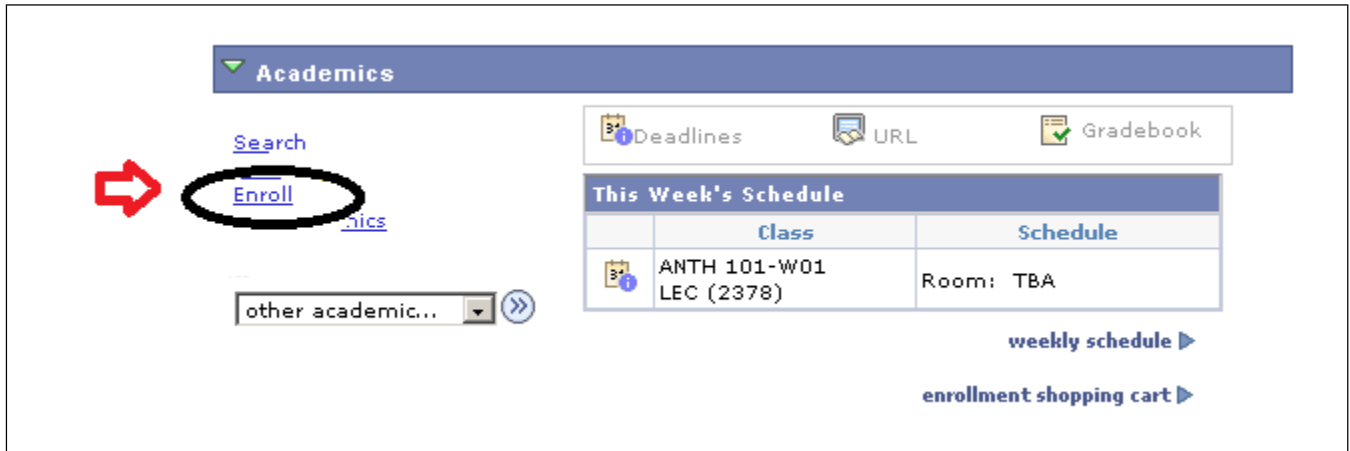
Milestones

No Milestones



REGISTRATION

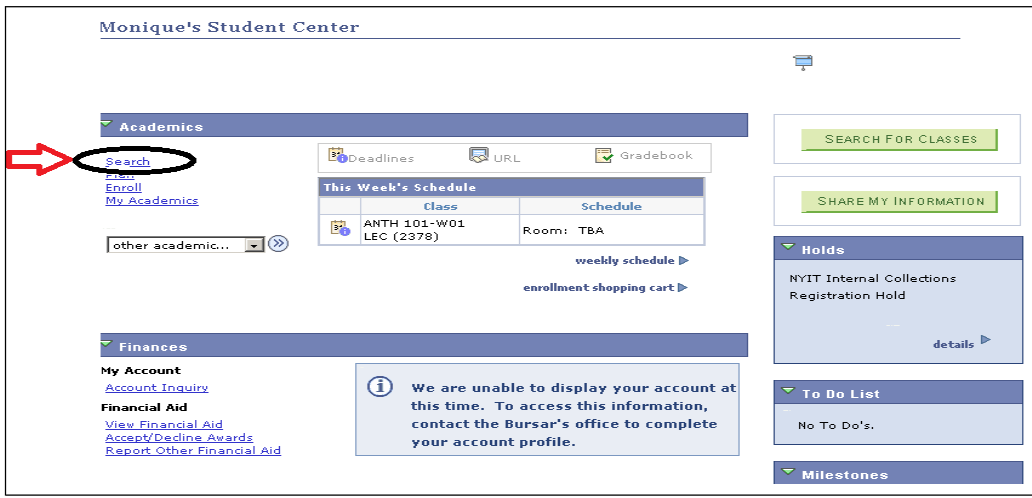
Before registration please meet with your advisor to open your registration. To register for classes click on “Enroll” under Academics on your Student Center homepage. Under the enroll link you will have the ability to add/drop class or swap classes. (Use the “Swap” function when you do not want to drop a class until a new class is successfully added.)



The courses in which you are enrolled appear at the bottom of the page. To view your schedule click on “Weekly Schedule.”

Search for sections

To search for a section click “Search” under Academics on your student homepage. You must select or enter at least two search criteria and then click “Search”.



The screenshot shows the 'Monique's Student Center' interface. The 'Academics' section is expanded, and the 'Search' link is circled in black with a red arrow pointing to it. Other links in the Academics section include 'Deadlines', 'URL', and 'Gradebook'. Below these are links for 'This Week's Schedule', 'weekly schedule', and 'enrollment shopping cart'. A search box is visible with the text 'other academic...'. The 'Finances' section is also visible, with links for 'My Account', 'Account Inquiry', and 'Financial Aid'. A message box states: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.' On the right side, there are buttons for 'SEARCH FOR CLASSES' and 'SHARE MY INFORMATION', and sections for 'Holds' (NYIT Internal Collections Registration Hold) and 'To Do List' (No To Do's).

For additional search criteria enter the campus, meeting time, instructor information or days of week for the class to narrow your search.



▼ **Class Search**

Course Subject

Course Number

Course Career

Mode of Instruction

Campus

Location

▼ **Additional Search Criteria**

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session 🔍



To enroll in a class, first select the term, and then click continue.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Fall 2013	Undergraduate	NY Institute of Technology
<input type="radio"/> Spring 2014	Undergraduate	NY Institute of Technology
<input checked="" type="radio"/> Summer 2014	Undergraduate	NY Institute of Technology

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

TERM INFORMATION

Term Information shows your enrollment appointment for the selected term and a list of open enrollment dates. To get to term information click on “Open Enrollment Dates” under Enrollment Dates on your homepage as below:

STUDENT CENTER FACULTY CENTER ADVISOR CENTER

Academics

Search Plan Enroll My Academics

other academic... >>

Deadlines URL Gradebook

This Week's Schedule

Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

weekly schedule >

enrollment shopping cart >

Finances

My Account

Account Inquiry

Financial Aid

View Financial Aid

Accept/Decline Awards

Report Other Financial Aid

Personal Information

Demographic Data

Emergency Contact

Names

User Preferences

other personal... >>

Contact Information

Home Address: 1000 Main St., Elmhurst, NY 11373

Mailing Address: 1000 Main St., Elmhurst, NY 11373

Cell Phone: None

NYIT Email: None

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds

Registration Hold

details >

To Do List

No To Do's.

Milestones

No Milestones

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

Monika Schueren

details >

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

Term Information

Enrollment Dates [View my enrollment dates](#)

Assignments [View my class assignments and grades](#)

Learning Management [View learning management systems](#)

Exam Schedule [View my exam schedule](#)

Grades [View my grades](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

You can also view term enrollment dates by clicking on the Details link in the Enrollment Dates box on the main Student Center screen.

MY ACADEMICS

My Academics includes: transfer credit, course history, current program/plan, advisor notes, and an academic summary including GPA.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

Deadlines

URL

Gradebook

This Week's Schedule	
Class	Schedule
ANTH 101-W01 LEC (2378)	Room: TBA

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

View My Transfer Credit Report

The **Transfer Credit Report** allows you to view all of your transferred courses/credits. The first part of the page shows a summary of all transferred units. A detailed view of all of the transfer credits appears below the summary.

Search
Plan
Enroll
My Academics

View Transfer Credit Report

Course Credits

Model Nbr 1 Posted
Institution NY Institute of Technology **Credit Source Type** Manual
Career Undergraduate **Source Institution** Baruch College
Program Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
Fall 1999		3.00	C+	Posted	WRIT 101	3.000	TC	
Fall 1999		3.00	C+	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	GEEL ELEC	0.000	TC	Repeated Course/Excluded
Fall 1999		3.00	B	Posted	WRIT 151	3.000	TC	
Fall 1999		3.00	B-	Posted	GEEL ELEC	3.000	TC	
Fall 1999		3.00	B	Posted	LITR 410	3.000	TC	
Fall 1999		3.00	C	Posted	HIST 310	3.000	TC	
Fall 1999		3.00	B-	Posted	LAEL ELEC	3.000	TC	

Model Nbr 2 Posted
Institution NY Institute of Technology **Credit Source Type** Manual
Career Undergraduate **Source Institution** Plaza Business Insti
Program Ugrd School of Arch & Design

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 1999		4.00	A	Posted	PSYC 101	3.000	TC
Fall 1999		4.00	A	Posted	GEEL ELEC	4.000	TC

School Interdisciplinary Studies and Education

Instructional Technology Handbook 2018 – 2019

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View my Course History

My Course History allows you to view all of the courses that you have taken, including transfer courses. You can sort the results using the sort functionality in the middle of the page.

SearchPlanEnrollMy Academics

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

✔ Taken ← Transferred ◆ In Progress

Course	Description	Term	Grade	Units	Status
ANTH 101	Intro to Anthrop	Spring 2014		3.00	◆
ARCH 101	Des Fund I	Fall 1999	W	5.00	✔
ARCH 161	Sur Hist Arch I	Fall 1999	W	3.00	✔
GEEL ELEC	General Electives	Fall 1999	TC	3.00	←
GEEL ELEC	General Electives	Fall 1999	TC	3.00	←

Click **Return to My Course History** to go back.

Academic Requirements

The **Academic Requirements** is an overview of your current academic objective.

My Academic Requirements

Select Institution / Career: NY Institute of Technology > Graduate [change](#)

This report last generated on 02/26/2014 2:09PM

[collapse all](#) [expand all](#) [view report as pdf](#)

Legend: Taken In Progress Planned

Cum GPA, Hours and Residency Requirement
Not Satisfied: RG-3079

Cum GPA and Hours
Not Satisfied: R-3139

Cumulative GPA

Residency
Not Satisfied: Residency

- Units: 15.00 required, 0.00 taken, 15.00 needed

Master of Communication Arts
Not Satisfied: RG-3077

- Units: 32.00 required, 0.00 taken, 32.00 needed
- GPA: 3.000 required, 0.000 actual



The Current Academic Summary section includes information on last term registered, academic standing, overall GPA (includes transfer courses), and NYIT GPA (does not include transfer courses).

CHANGING PERSONAL INFORMATION

First click on Demographic Data on the Personal Information on your student center homepage.



Personal Information

- [Demographic Data](#)
- [Emergency Contact](#)
- [Names](#)
- [User Preferences](#)

other personal... >>

Contact Information

Home Address 1000 Main St. Elmhurst, NY 11373	Mailing Address 1000 Main St. Elmhurst, NY 11373
Cell Phone None	NYIT Email None

On the Personal information section you can update your personal information such as address, phone number and emergency contacts.

Monique Del Valle go to ...

[Personal Information](#)
[Security](#)
[Credentials](#)
[Participation](#)

[addresses](#)
[names](#)
[phone numbers](#)
[email addresses](#)
[internet addresses](#)
[emergency contacts](#)
[demographic information](#)
[ethnicity](#)
[ethnicity](#)

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	1000 Main St. Elmhurst, NY 11373	edit
Mail	1000 Main St. Elmhurst, NY 11373	edit

[ADD A NEW ADDRESS](#)

[Personal Information](#)
[Security](#)
[Credentials](#)
[Participation](#)

[Addresses](#)
[Names](#)
[Phone Numbers](#)
[Email Addresses](#)
[Internet Addresses](#)
[Emergency Contacts](#)
[Demographic Information](#)
[Ethnicity](#)
[Ethnicity](#)

go to ...

To update your phone number, click on the phone number tab. Click on enter phone number use



drop down menu to choose phone type and number, then click save.

Personal Information Security Credentials Participation

addresses names phone numbers email addresses internet addresses emergency contacts demographic information ethnicity ethnicity

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

* Required Field

BLACKBOARD DIRECTIONS

(Developed by Dr. Michael Uttendorfer – School of Interdisciplinary Studies and Education)

1. Point your browser to <http://nyitonline.nyit.edu> and you will see the web page below