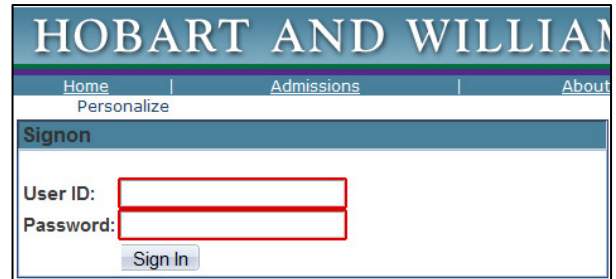


Campus Solutions For Students: Navigating Student Center

These instructions show how to log in to PeopleSoft, navigate through the Student Center, and log off PeopleSoft.

To log in to PeopleSoft:

1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

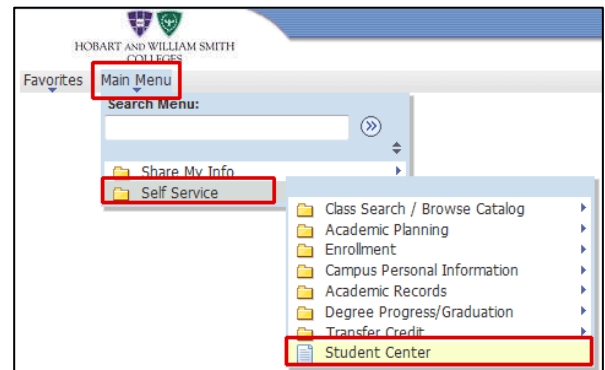


3. Click **Campus Solutions**

A new window should appear.

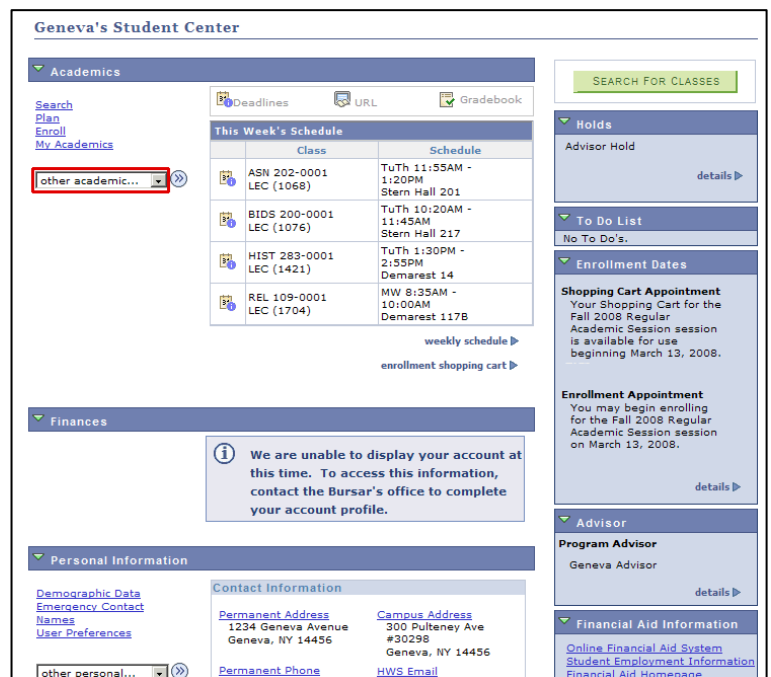


4. Click **Main Menu > Self Service**



Your Student Center page displays links to academic, financial, and personal information.

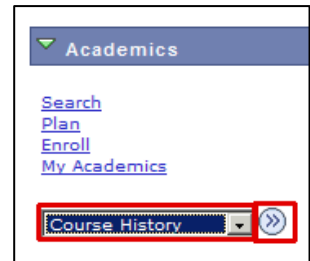
It also provides information about hold status, your enrollment dates, and your advisor(s).



Campus Solutions

For Students: Navigating Student Center

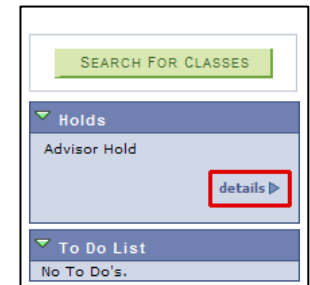
- To view course history, under Academics click on the dropdown menu and select **Course History**
- Click on the **arrow icon** next to the dropdown menu to complete the selection



The course history for your time at HWS displays.

Every student has an Advisor Hold placed on his or her student record before the next semester's enrollment period. You may also have other holds, such as financial holds.

- Review the specific hold information: in the upper right of the Student Center find the **Holds** area



A list of current holds displays.

- To review specific holds, at the upper right under Holds, click **details**



- Click on each hold to view more information

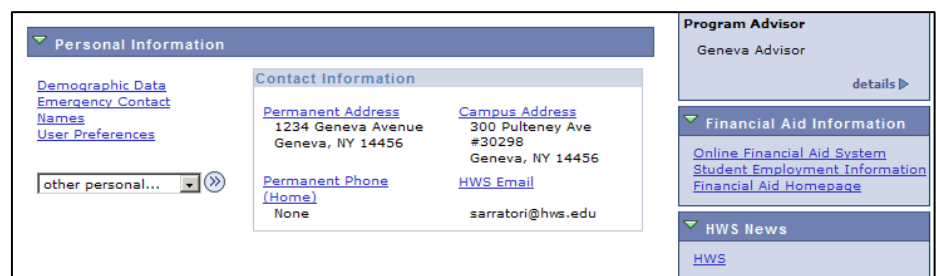
Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Item List	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Advisor Hold		USD	Hobart & William Smith	Begin Term - Svc Indicatr Use		03/03/2008 03/31/2008	Registrar

Contact Information

Your contact information is shown at the bottom of your Student Center page. The Contact Information section includes your permanent address, which is where correspondence from HWS is sent. Your campus address, phone number, and e-mail address are also included.



Changes to your permanent address should be made through the Registrar's Office.

Log Out

When finished viewing your information, log out.