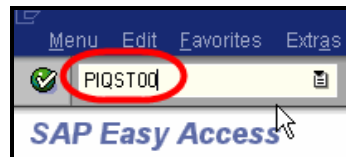


**Process:** Use this process when you need to enter Continuing Education Units

## BEGINNING

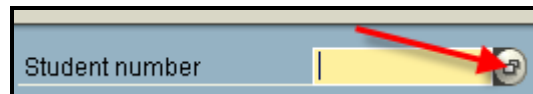
Enter the transaction code **PIQST00**



*First, look to see if an individual is already in the system as a student.*

## FIND STUDENT

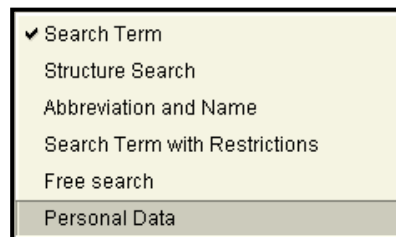
Click on the Possible Entries icon in the Student Number field



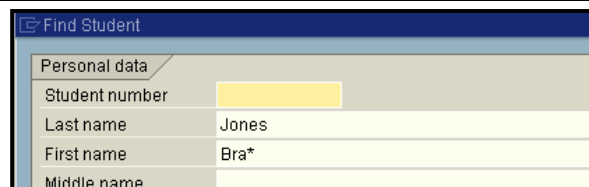
When the Student Search Term box appears, click on the Tab List icon to the right of the tabs



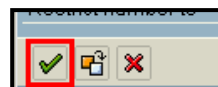
Select Personal Data search



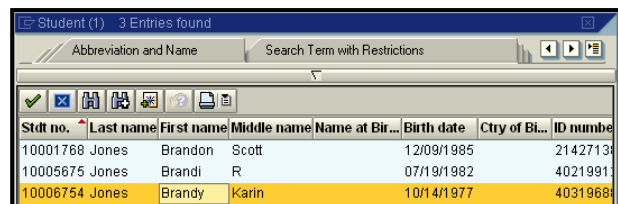
Enter a full name or a partial name (using a wildcard, which is an asterisk) in the Last Name and/or First Name fields



Click on the Continue icon (green arrow) to search



In the Student (1) box, double-click on the student's name to choose it

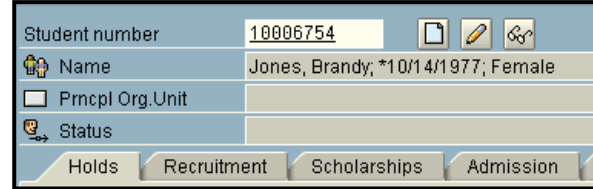


The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

The student's records will appear



Student number: 10006754  
 Name: Jones, Brandy; \*10/14/1977; Female  
 Prncpl Org.Unit: [Empty]  
 Status: [Empty]  
 Navigation: Holds, Recruitment, Scholarships, Admission

## Creating a New Student

*If the individual is not already in SAP as a student, you will need to create a student record for that person*

## STUDENT FILE

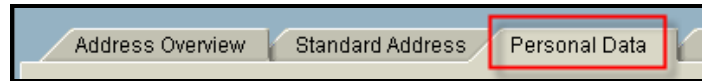
Click on the Create icon to the right of the Student Number field  
 (If the Student Number field is already populated with a previously viewed student, IRIS will ignore that information when the Create icon is selected)



Student number: 10001564  
 Icons: [Create], [Edit], [Link]


## CREATE STUDENT MASTER RECORD

The Personal Data tab should default



Tabs: Address Overview, Standard Address, Personal Data, [Other]

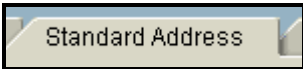
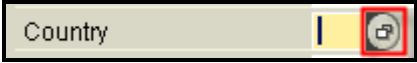
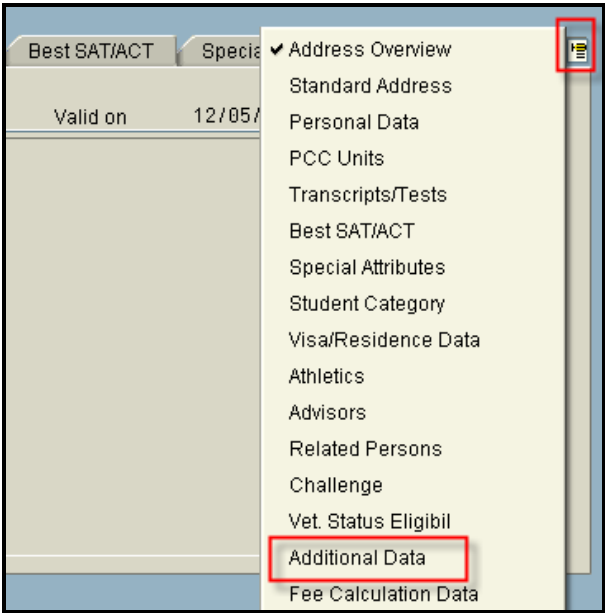

## PERSONAL DATA TAB

<b>Gender</b>	Click on the radio button for the appropriate gender 
<b>Title</b>	Enter the student's salutation, e.g., Mr., Ms., Mrs., Miss.
<b>Last Name</b>	Enter the student's last name; For last names with a suffix, the format below should be followed: Smith, Jr. or Smith, IV
<b>First Name</b>	Enter the student's first name
<b>Middle Name</b>	Enter the student's middle name
<b>ID Number</b>	Enter the student's Social Security number, if known
<b>Birth Date</b>	Enter the student's date of birth
<b>Nationality</b>	Enter the student's nationality

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

STANDARD ADDRESS	
Click on the Standard Address tab	
<b>House No./Street</b>	Enter the student's house number and street
<b>City</b>	Enter the student's city
<b>State</b>	Enter the student's state
<b>ZIP Code</b>	Enter the student's ZIP code
<b>Country</b>	Enter the student's country or select by using the Possible Entries icon in the field 
<b>Time Zone</b>	This is automatically populated
<b>Telephone</b>	Enter the student's telephone number including area code
<b>E-Mail (Communication Section)</b>	This field is restricted to uky.edu email addresses and will populate by a program; you will not have to input information into this field
<b>E-Mail (Address-Independent Communication Section)</b>	Enter the student's "other than uky.edu" email address; for example, yahoo, hotmail, etc.
ADDITIONAL DATA TAB	
Click on the Tab List icon and choose Additional Data	
<b>Ethnic Origin</b>	Enter the student's ethnic origin
Click on the Save icon to save the data	

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

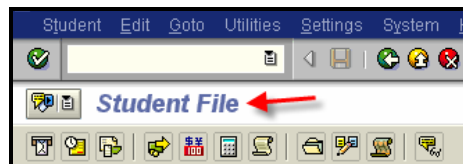
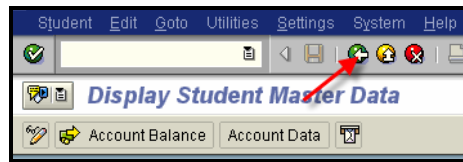
<http://myhelp.uky.edu/>

## Create Registration ("Term Record")

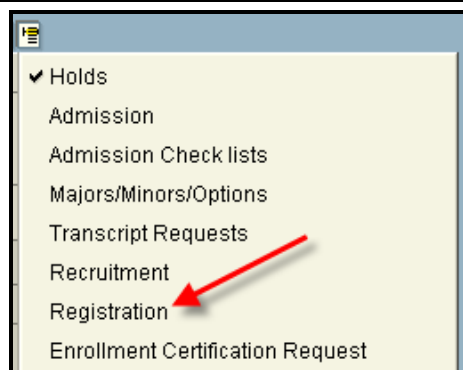
Go back to the Student File

To leave the Student Master Data screen and return to Student File, click on the green back icon

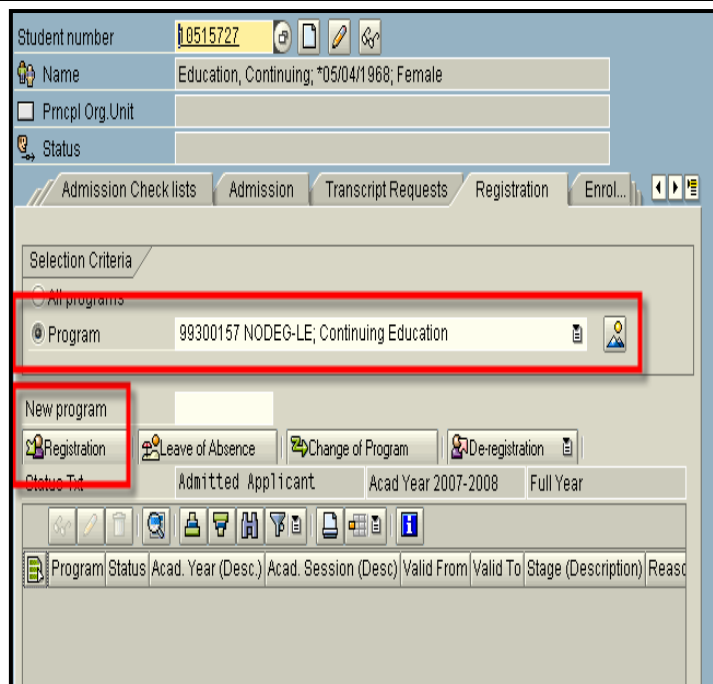
The Student File screen will appear



On the Student File screen, click on the Tab List icon and choose Registration



Under Selection Criteria, use the drop down menu to select "Continuing Education"



Under New Program, click on the Registration icon

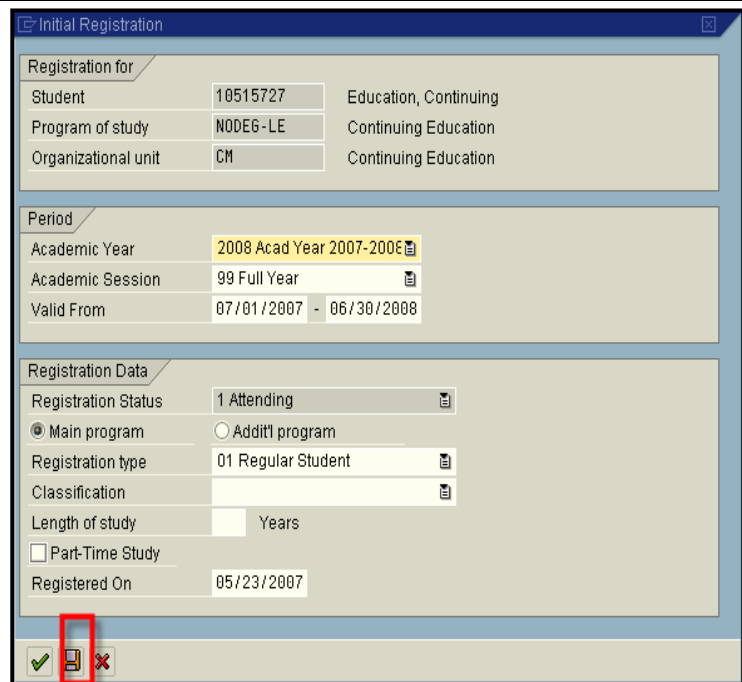


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[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

Verify the Registration data



Click on the save icon to save the registration data

### Create Course

- Contact the Registrar's Office Department of Communication and Publications to create the CEU courses or course sections that should be offered:  
Bruce Manley or KT Spradlin
- Provide the Following information:
  - ✓ Course Prefix and Number EX: EGR 0232001
  - ✓ CEU credits
  - ✓ Course title: EX: Midwest Bridge Working
  - ✓ Course begin and end dates
  - ✓ Instructor, if known



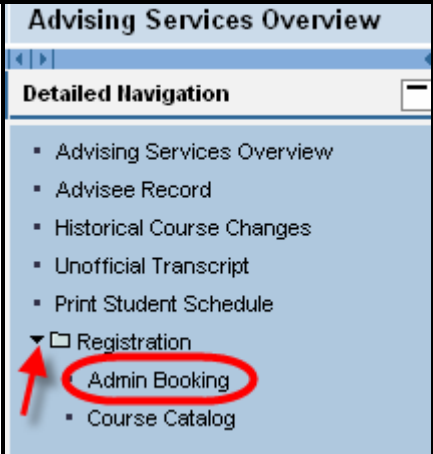
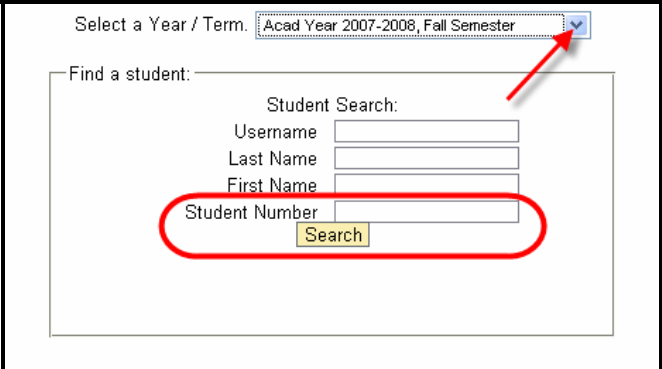
### Book Student

- IRIS is currently developing functionality that will allow secure booking and grading via the myUK portal. This functionality is expected to be ready by Fall 2007
- Until this functionality is available, send information to  
Tonya Prince ttpri0@email.uky.edu

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

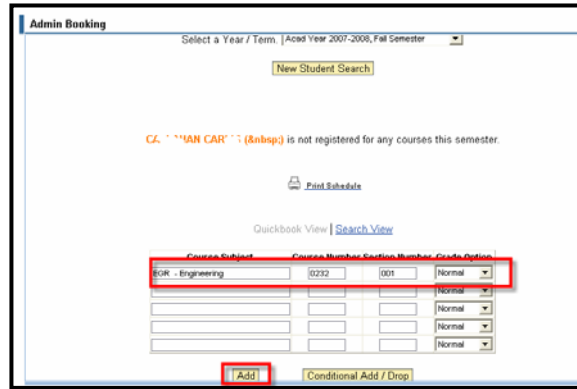
<p>Log on to the myUK portal using your Active Directory User ID</p> <p>Go to the Menu bar at the top of the screen and click on the Student Administration tab</p>	
<p>Click on the Advising Services tab</p>	
<p>Select Registration from the Detailed Navigation on the left. Then select Admin Booking</p>	
<p>Select the correct Year and Session. <i>This will always be <b>Continuing Education Semester</b></i></p> <p>Enter the Student Number and click the Search button</p>	

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

Register the student into the CEU course



Admin Booking

Select a Year / Term: Acad Year 2007-2008, Fall Semester

New Student Search

CEU: MAN CARTS (&nbsp;) is not registered for any courses this semester.

Print Schedules

Quickbook View | Search View

Course Subject	Course Number	Section Number	Grade Option
CEU - Engineering	0222	001	Normal
			Normal
			Normal
			Normal
			Normal

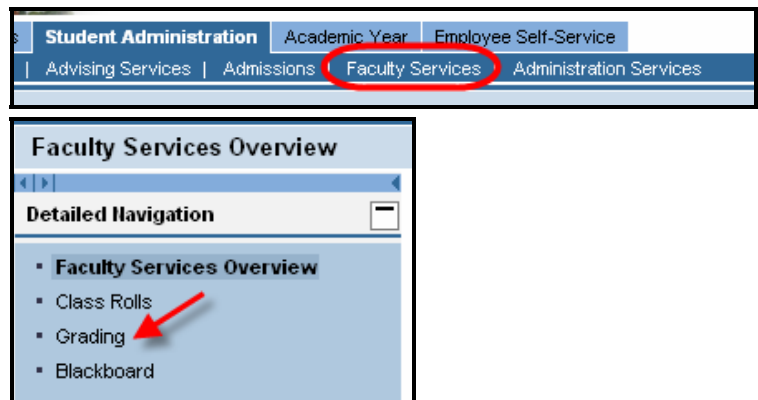
Add Conditional Add / Drop

## Enter Grades

Click on Student Administration tab

Click on Faculty Services tab

Select Grading from the Detailed Navigation on the left



Student Administration Academic Year Employee Self-Service

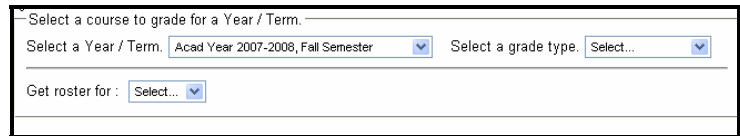
Advising Services Admissions Faculty Services Administration Services

Faculty Services Overview

Detailed Navigation

- Faculty Services Overview
- Class Rolls
- Grading
- Blackboard

Select Continuing Education Year  
Select the Course to be graded



Select a course to grade for a Year / Term.

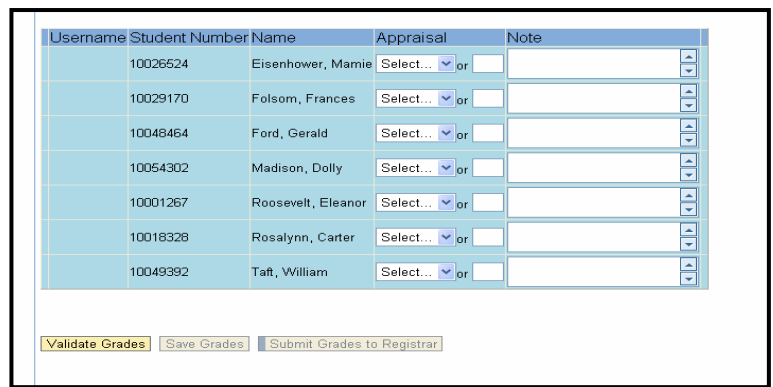
Select a Year / Term: Acad Year 2007-2008, Fall Semester Select a grade type: Select...

Get roster for: Select...

Select the appropriate grade for each student

Click the Validate Grades Button

Click Submit Grades to Registrar



Username	Student Number	Name	Appraisal	Note
	10026524	Eisenhower, Mamie	Select... or	
	10029170	Folsom, Frances	Select... or	
	10048464	Ford, Gerald	Select... or	
	10054302	Madison, Dolly	Select... or	
	10001267	Roosevelt, Eleanor	Select... or	
	10018328	Rosalynn, Carter	Select... or	
	10049392	Taft, William	Select... or	

Validate Grades Save Grades Submit Grades to Registrar