Quick Reference Card –Student Lifecycle Management
Continuing Education Units (CEU's)

IRIS
Integrated Resource
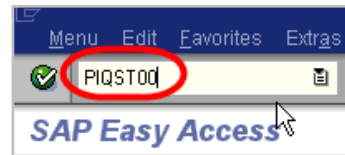Information System

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

Entering the Student File	
Enter the transaction code **PIQST00**	Menu Edit Favorites Extras PIQST00 SAP Easy Access

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

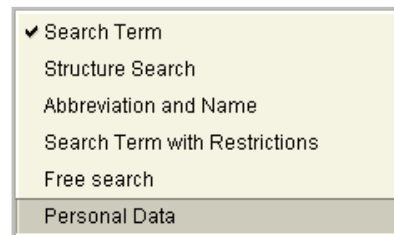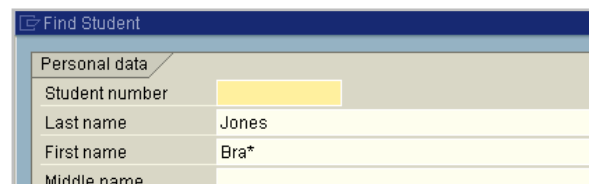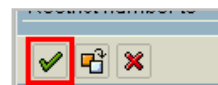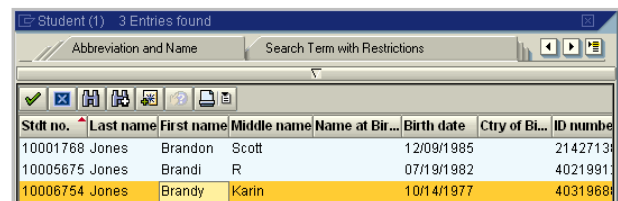| Finding the Student	
Click on the Possible Entries icon in the Student Number field	Student number
When the Student Search Term box appears, click on the Tab List icon to the right of the tabs	and Name
Select Personal Data search	✔ Search Term Structure Search Abbreviation and Name Search Term with Restrictions Free search Personal Data
Enter a full name or a partial name (using a wildcard, which is an asterisk) in the Last Name and/or First Name fields	Find Student Personal data Student number Last name Jones First name Bra* Middle name
Click on the Continue icon (green arrow) to search	✔
In the Student (1) box, double-click on the student's name to choose it	Student (1) 3 Entries found Abbreviation and Name Search Term with Restrictions Stdt no. Last name First name Middle name Name at Bir... Birth date Ctry of Bi... ID numbe 10001768 Jones Brandon Scott 12/09/1985 2142713 10005675 Jones Brandi R 07/19/1982 4021991 10006754 Jones Brandy Karin 10/14/1977 4031968

The student's records will appear	Student number **10006754** ☐ ✎ ✂ Name Jones, Brandy; *10/14/1977; Female Prncpl Org.Unit Status 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

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** ☐ ✎ ✂
The Personal Data tab should default	Address Overview Standard Address Personal Data

PERSONAL DATA TAB

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

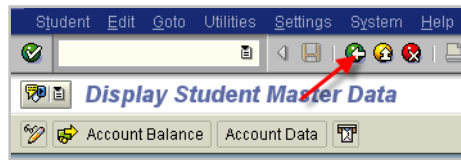| STANDARD ADDRESS	
Click on the Standard Address tab	Standard Address
House No./Street	Enter the student's house number and street
City	Enter the student's city
State	Enter the student's state
ZIP Code	Enter the student's ZIP code
Country	Enter the student's country or select by using the Possible Entries icon in the field Country
Time Zone	This is automatically populated
Telephone	Enter the student's telephone number including area code
E-Mail (Communication Section)	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
E-Mail (Address-Independent Communication Section)	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	Best SAT/ACT · Specia ✔ Address Overview Standard Address Personal Data Valid on 12/05/ PCC Units Transcripts/Tests Best SAT/ACT Special Attributes Student Category Visa/Residence Data Athletics Advisors Related Persons Challenge Vet. Status Eligibil Additional Data Fee Calculation Data
Ethnic Origin	Enter the student's ethnic origin
Click on the Save icon to save the data	

Create Registration ("Term Record")
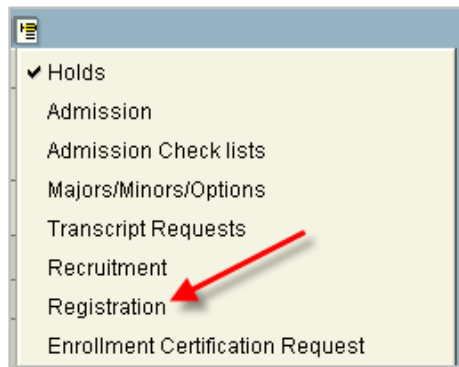
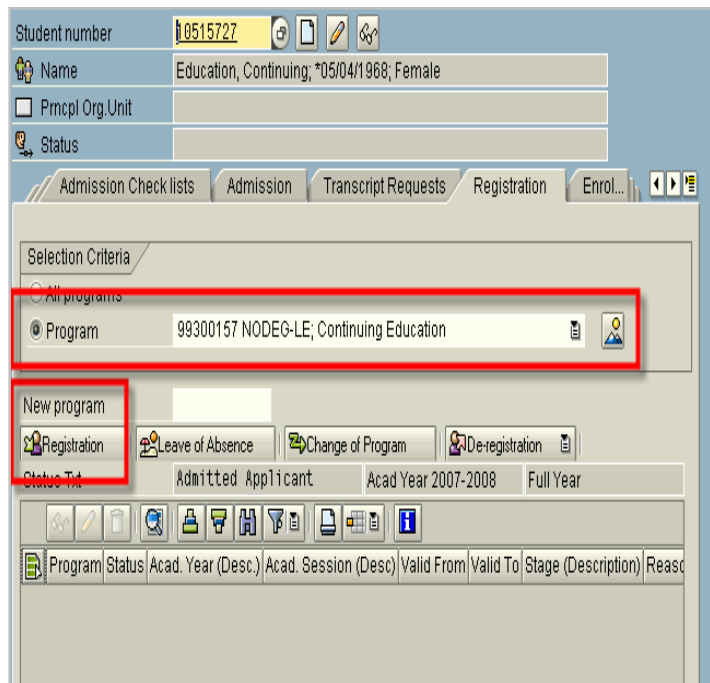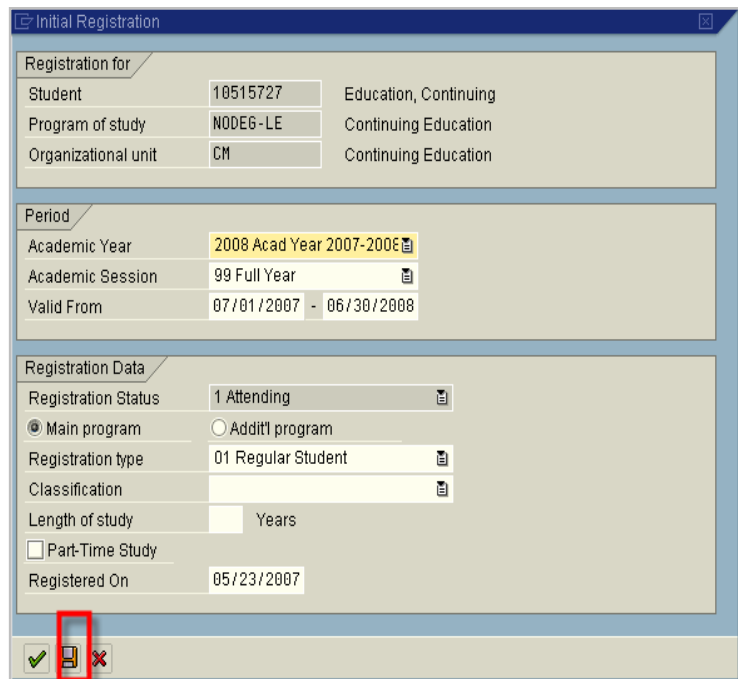|	
Go back to the Student File To leave the Student Master Data screen and return to Student File, click on the green back icon The Student File screen will appear	
On the Student File screen, click on the Tab List icon and choose Registration	
Under Selection Criteria, use the drop down menu to select "Continuing Education"	
Under New Program, click on the Registration icon	

Verify the Registration data

Initial Registration

Registration for
Student	10515727	Education, Continuing
Program of study	NODEG-LE	Continuing Education
Organizational unit	CM	Continuing Education

Period
Academic Year	2008 Acad Year 2007-2008
Academic Session	99 Full Year
Valid From	07/01/2007 - 06/30/2008

Registration Data
Registration Status	1 Attending
● Main program	○ Addit'l program
Registration type	01 Regular Student
Classification	
Length of study	Years
☐ Part-Time Study	
Registered On	05/23/2007

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   ttprin0@email.uky.edu

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

Register the student into the CEU course	
Enter Grades	
Click on Student Administration tab Click on Faculty Services tab Select Grading from the Detailed Navigation on the left	
Select Continuing Education Year Select the Course to be graded	
Select the appropriate grade for each student Click the Validate Grades Button Click Submit Grades to Registrar	