This quick reference guide is your roadmap for PeopleSoft HR/Campus Solution Student Self Service version 9.0. As you cruise through PeopleSoft, keep this guide handy in case you hit an unexpected bump. If you're stuck, this guide will point you in the right direction and/or provide you with helpful information.

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**Important** – When navigating through PeopleSoft, it is recommended that you do not use your Internet Explorer “back” or “forward” buttons. This can result in your page not displaying correctly.

**1 Sign In and Out of PeopleSoft**

**Sign In From Desktop**

1. Click your Internet Explorer icon.
2. Type or copy and paste the provided URL into the Address field and then click Go or press <ENTER>.

3. From the PeopleSoft Enterprise page, type your MyPoly user name and password in the boxes highlighted below to access PeopleSoft.

**Important** – Your MyPoly User Name and Password are case sensitive.
4. When you click **Sign in**, you will go to PeopleSoft’s *Home* page.

5. Click the **Self Service** link highlighted below.

**SIGN OUT OF PEOPLESOFT**

1. Click the **Sign out** link, highlighted above, to properly sign out of PeopleSoft.

**USER PREFERENCES**

The settings you choose here will be used by PeopleSoft to automate searching for your records. This will potentially save time and keystrokes.

1. From the *Home* page, click the following links: **Self Service** > **Campus Personal Information** > **User Preferences**.
2. Verify that you are on the **Security** tab.
3. Enter the information and click **Save**.

**ENROLL IN COURSES**

You can Enroll/Add/Change your courses.

1. From the *Home* page, click the following links: **Self Service** > **Enrollment** > **Enrollment Add Classes**.
2. Choose a **Term** and then click **Continue**.
6. If you would like to add more classes repeat Steps 4 and 5. When you are done adding classes, proceed to Step 2 of 3 in this section.

7. Confirm Classes: Click Finish Enrolling to process your request for the classes listed. To exit without adding these classes, click Cancel.

8. View Results: View the messages for enrollment confirmations and errors.

You can view a list of your enrolled classes.

1. From the Home page, click the following links: Self Service > Enrollment > My Class Schedule.

2. Choose a Term and then click Continue.

3. You can change the view by choosing either the List View button or the Weekly Calendar View button.

Notice of Financial Responsibility: I hereby accept financial responsibility for all changes in connection with this registration. I acknowledge that it is my responsibility to familiarize myself with Polytechnic Institute of NYU policies and procedures on registration, withdrawals, and refunds. I further understand that I may drop without penalty of payment until the end of the first week of classes and will be held responsible for any financial liability, including collection fees, incurred as a result of withdrawals processed after that date according to the refund liability schedule. The refund liability schedule is located at http://www.poly.edu/admissions/refunds.html.

By clicking continue, I accept the terms of the Financial Responsibility Notification.
5 **VIEW GRADES**

You can view grades for a specific term.

1. From the Home page, click the following links: **Self Service > Enrollment > View My Grades**.
2. Choose a Term and then click Continue.
3. Click a Class link to drill down.

6 **VIEW TRANSCRIPTS**

You can print an unofficial transcript.

1. From the Home page, click the following links: **Self Service > Academic Records > View Unofficial Transcript**.
2. Set the parameters and click view report.
3. If there is a hold on your account, you will not be able to view the details of your transcript.

7 **VIEW ACCOUNT SUMMARY**

This feature will allow you to view an account summary for each term in one single page instead of separate pages.
1. From the Home page, click the following links: Self Service > Student Center > Finance section (center of the page)
2. Click on the Account Summary button. The default term will be the most current term in which you have transactions.
3. Click on the Account Term drop-down box to see a list of terms with transactions.

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**VIEW YOUR STATEMENT**

This feature will allow you to see all of the Electronic Bills/Statements that were generated for you.

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1. From the Home page, click the following links: Self Service > Student Center > Finance section (center of the page)
2. Click on the View Your Statement button. This will redirect you into CASHNet (https://commerce.cashnet.com/polypay) where you can view your electronic bills/statements and make any necessary electronic check (ACH) payments.
3. Click on the Make Payment section of the top navigation bar, enter the dollar amount in the pay amount box.

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**MAKE PAYMENTS**

This feature will allow you to make an electronic check (ACH) payment online through CASHNet.

1. From the Home page, click the following links: Self Service > Student Center > Finance section (center of the page)
2. Click on the Make A Payment button. This will redirect you into CASHNet (https://commerce.cashnet.com/polypay) where you can make any necessary electronic check (ACH) payments.
3. Under the Your Bills section, click on the View link next to the date you want to access.

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This feature will allow you to see all of the Electronic Bills/Statements that were generated for you.
4. Click on the **Checkout** button at the bottom of the page.

5. Select the method of payment (only electronic check is allowed for tuition) and click the **Continue Checkout** button.

6. Enter your **bank account number** and **bank routing number** (*Only checks from regular checking accounts at U.S. domestic banks, including most credit unions, may be used for electronic check payments*). You can save this information for future use, or use as a one-time payment.

7. Click the **Continue Checkout** button to confirm and finalize your payment.

8. Print your receipt or check the email address you entered during checkout for a copy of the receipt.

9. Close all new windows that were opened to get back into your NYU-Poly Self-Service Student Center.

10. **PeerTransfer**

This feature will allow you to streamline the wire transfer of funds from your international financial institution(s) using your home currency to pay your NYU-Poly tuition and fee expenses.

1. From the **Home** page, click the following links: **Self Service > Student Center > Finance section** (center of the page).

2. Click on the **peerTransfer** button. This will redirect you into peerTransfer ([https://www.peertransfer.com/school/poly](https://www.peertransfer.com/school/poly)) where you can get a quote for a foreign currency exchange rate and compare to traditional banks.

3. Close all new windows that were opened to get back into your NYU-Poly Self-Service Student Center.
VIEW FINANCIAL AID INFORMATION

You can view a list of your financial aid awards.

1. From the Home page, click the following links: *Self Service > Campus Finances > View Financial Aid.*

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VIEW PERSONAL INFORMATION

You can add/update/change your personal information.

1. From the Home page, click the following links: *Self Service > Campus Personal Information > Addresses.*
2. Verify that you are on the Personal Information tab.
3. Add/update/change your Addresses and then click
4. Click the Phone Number tab.
5. Add/update/change your Phone Number and then click
6. Click the Email Addresses tab.
7. Add/update/change your Email Addresses and then click
8. You may not edit or delete your university provided email address.

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SEARCH FOR CLASSES

You can search for classes.

1. From the Home page, click the following links: *Self Service > Class Search/Browse Catalog > Class Search.*
2. Choose the Institution and Term.
3. Enter your search criteria and click **SEARCH.**
Your MyPoly and PeopleSoft passwords are one in the same. You can change your password through Student Center at anytime. Your password is case sensitive.

1. From the Home page, click the following links: **Self Service > Change My Password** link.

**Change Your Password**

**View Placement Results**

1. From the Student Center, click on the Placement Results link
2. The following page will be displayed

**IT Resource Information**

1. From the Home page, click the following links: **Self Service > IT Resource Information > IT Account Information** link.

**Whom to Call for Help**

If you need assistance with PeopleSoft HR/Campus Solutions Student Self Service v9.0, contact:

- The Help Desk by phone at Ext. 3123
- Via email help@poly.edu
- In person in Rogers Hall Room 337