

## I. PEOPLESOFT PATHWAYS FOR ADVISORS

LOGIN:

<https://employees.kctcs.edu/>

KCTCS Student Administration > KCTCS Student Records > Advisors: From the Advisors screen:

### TO LIFT A STUDENT'S ADVISOR HOLD:

Self Service Enroll Permission > type student's PS ID (or SS# in Nat'l ID field) > Search > Add (+) new row and enter term code > check manual override box > Save

### TO CHECK FOR OPEN CLASSES:

Class Schedules > for campus, type BLC; type term code; for course number, type the prefix and number (e.g. ENG 101) > Search > then select the Location code for your campus from the list that appears when you scroll down the page

### TO VIEW A STUDENT'S PS INFORMATION:

PS Student Information > type in student's PS ID# or SS# > Search

### TO VIEW A STUDENT'S ACADEMIC HISTORY PRIOR TO PEOPLESOFT:

LSAR Grades > type in student's PS ID# or SS# > Search

### TO VIEW A STUDENT'S TRANSFER WORK:

PS Student Information > type in student's PS ID# or SS# > Search > select Test/Transfer credit tab at top

### TO VIEW A STUDENT'S ACT, SAT, or COMPASS SCORES:

PS Student Information > type in student's PS ID# or SS # > Search > select Test Scores tab