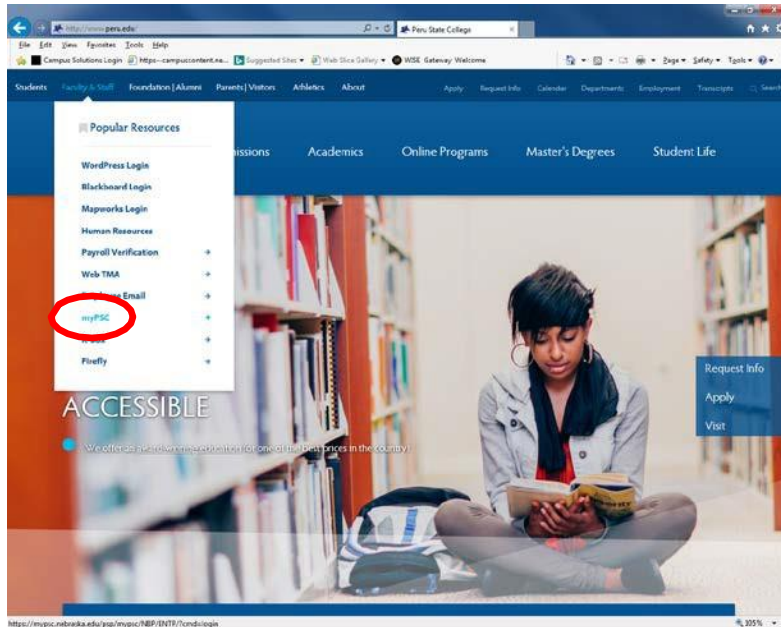


myPSC Faculty Dashboard Tutorial

To Access the system you will need your NUID number and password.

Go to www.peru.edu

Under the Faculty & Staff header, choose myPSC



Enter your NUID and password.

A screenshot of the myPSC Login page. The page has a dark blue header with the PERU STATE COLLEGE logo. Below the header, the text "myPSC Login" is displayed. There are two input fields: "NUID" and "Password". Below these fields is a checkbox labeled "Enable Accessibility Mode". A dark blue "Log In" button is positioned below the checkbox. A link for "Forgot Password" is located below the button. A note at the bottom states: "It is recommended that you use the web browser, Firefox or Google Chrome, to access myPSC. Internet Explorer may not display all pages correctly." At the very bottom, a security warning reads: "For security reasons please log out and exit your web browser when you are finished accessing services that require authentication."

Select Faculty/Advisor

The screenshot shows the Peru State College HRMS portal. The browser address bar displays the URL: https://cststsc.nebraska.edu/psp/cststsc/NBP/HRMS/h/?tab=NBP_NVT_STAFF. The page header includes the Peru State College logo and a navigation menu with links: Home, Performance Trace, Sign out, Staff, Faculty/Advisor, Student, and Welcome. The 'Faculty/Advisor' link is circled in red. Below the header, there are two main sections: 'PSC Staff Main Menu' on the left and 'Online Payments' on the right. The 'PSC Staff Main Menu' includes links such as NeSIS Student Administration, Self Service, Campus Community, Student Recruiting, Student Admissions, Records and Enrollment, Curriculum Management, Financial Aid, Student Financials, Academic Advisement, Contributor Relations, Set Up HRMS, Set Up SAICR, Tree Manager, Reporting Tools, PeopleTools, and Query Viewer. The 'Online Payments' section includes links for Purchase Parking Permit and Pay Account Charges.

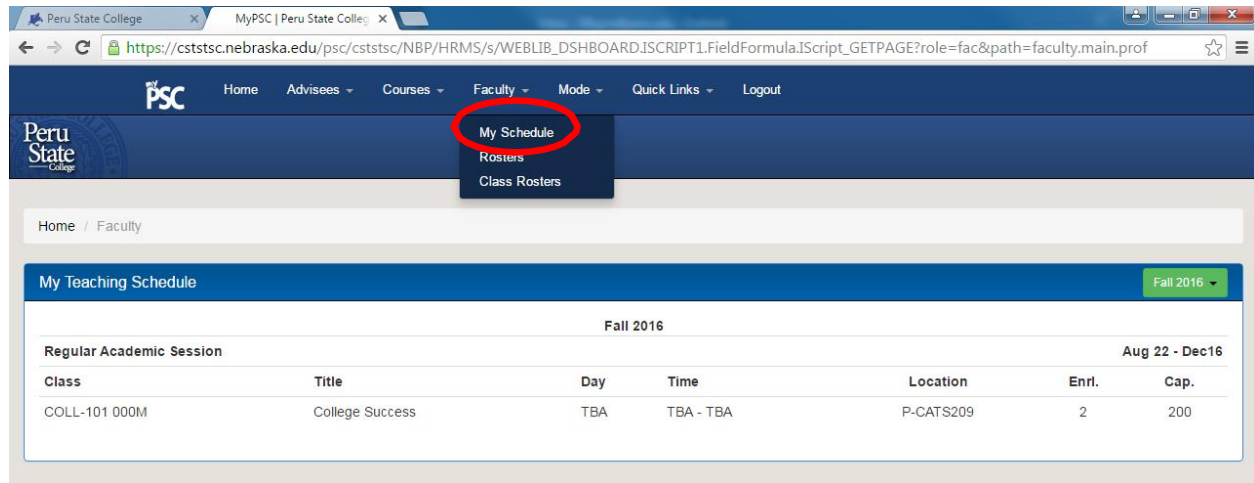
Faculty Dashboard

The screenshot shows the Faculty Dashboard in the HRMS portal. The browser address bar displays the URL: https://cststsc.nebraska.edu/psp/cststsc/NBP/HRMS/s/WEBLIB_DSHBOARD.ISCRIPT1.FieldFormula.IScript_GETPAGE?cref=NBP_NVC_DASH_FACULTY. The page header includes the Peru State College logo and a navigation menu with links: Home, Advisees, Courses, Faculty, Mode, Quick Links, and Logout. The dashboard is divided into several sections:

- My Messages:** A section with a 'Messages' link.
- Parking Permit:** A section with a 'Purchase Parking Permit' link.
- Online Payments:** A section showing a 'Total Balance: 0.00' and a 'Make a Payment' button.
- My Profile:** A section showing personal information, including addresses and email addresses.
- My Teaching Schedule:** A section showing the 'Fall 2016 Classes' schedule. It includes a table with columns: Class, Title, Day, Time, and Location. The table shows one class: COLL-101 000M, College Success, TBA, TBA - TBA, and P-CATS209.
- Manage Links:** A section with a grid of links: Class Permissions, Service Indicators, Student Contact Info, Advisee Student Center, Advisee Test Scores, Advisee Academics, Student Groups, and Advisee Transfer Credit.

The footer of the page displays the URL: https://cststsc.nebraska.edu/psp/cststsc/NBP/HRMS/s/WEBLIB_DSHBOARD.ISCRIPT1.FieldFormula.IScript_GETPAGE?role=adv&path=faculty.main.home&context=HC_SSS_STUDENT_CENTER_GBL.

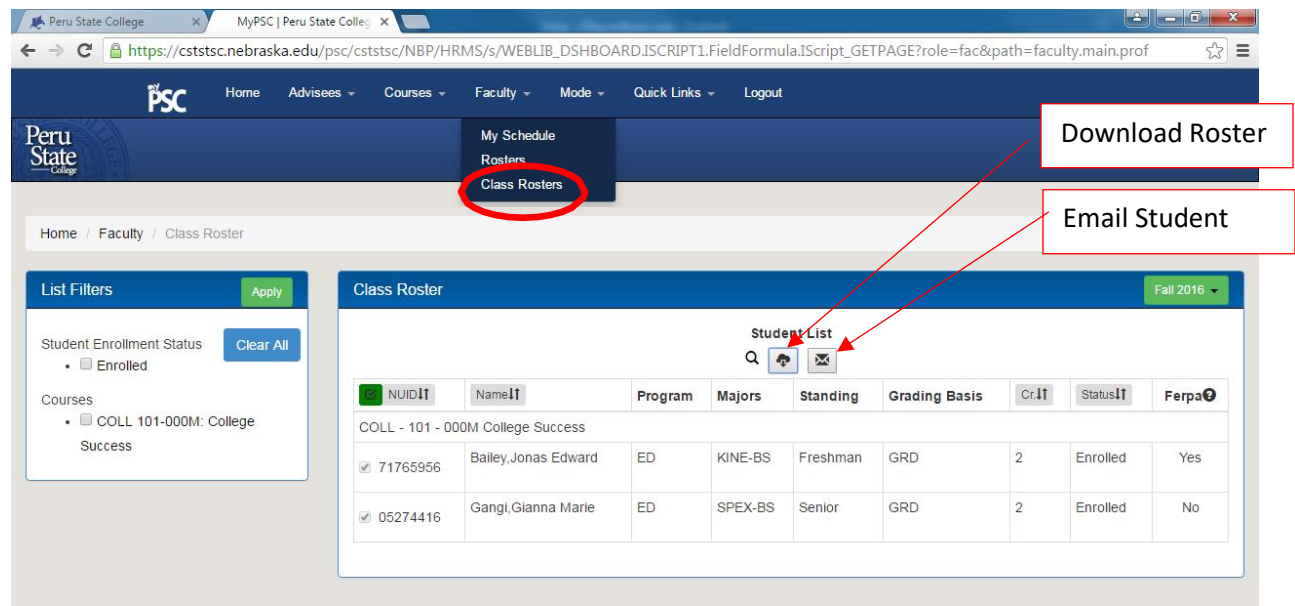
For Course Information and Schedule: Faculty – My Schedule



The screenshot shows the MyPSC Faculty page. The 'Faculty' dropdown menu is open, and 'My Schedule' is highlighted with a red circle. Below the menu, the 'My Teaching Schedule' section for Fall 2016 is displayed.

Fall 2016						Aug 22 - Dec 16
Class	Title	Day	Time	Location	Enrl.	Cap.
COLL-101 000M	College Success	TBA	TBA - TBA	P-CATS209	2	200

For Class Roster:



The screenshot shows the MyPSC Faculty page. The 'Class Rosters' option in the 'Faculty' dropdown menu is highlighted with a red circle. A red arrow points from the 'Download Roster' label to the download icon in the 'Student List' section. Another red arrow points from the 'Email Student' label to the email icon in the 'Student List' section.

Class Roster (Fall 2016)

NUID	Name	Program	Majors	Standing	Grading Basis	Credits	Status	Ferpa
COLL - 101 - 000M College Success								
<input checked="" type="checkbox"/> 71765956	Bailey, Jonas Edward	ED	KINE-BS	Freshman	GRD	2	Enrolled	Yes
<input checked="" type="checkbox"/> 05274416	Gangl, Gianna Marie	ED	SPEX-BS	Senior	GRD	2	Enrolled	No

To View Advisees:

Select My Advisees under Advisees

The screenshot shows the MyPSC interface for viewing advisees. The 'My Advisees' link in the top navigation bar is circled in red. Below the navigation bar, the 'Manage Links' section contains several links: Class Permissions, Service Indicators, Student Contact Info, Advisee Student Center, Advisee Test Scores, Advisee Academics, Advisee Transfer Credit, and Student Groups. The 'List Filters' section on the left includes filters for Status (Enrolled Only, Applied for Graduation), Advisor Role (Advisor), Career (Undergrad), Program (Arts & Sciences), Level (Freshman), and Major (Graphic Design). The 'Advisee List' table shows one student, Carlson Taylor Marie, with an Advising Hold and a FERPA restriction. Red arrows point from text boxes to the 'Adv. Hold' and 'FERPA' columns.

Home / Advisees

Manage Links

Class Permissions	Service Indicators	Student Contact Info	Advisee Student Center
Advisee Test Scores	Advisee Academics	Advisee Transfer Credit	Student Groups

List Filters [Apply](#) [clear all](#)

Filter by Status

- ☐ Enrolled Only
- ☐ Applied for Graduation

Filter by Advisor Role

- ☐ Advisor

Filter by Career

- ☐ Undergrad

Filter by Program

- ☐ Arts & Sciences

Filter by Level

- ☐ Freshman

Filter by Major

- ☐ Graphic Design

Advisee List

#	NUID	Name	Current Enrolled	Adv. Hold	Oth. Hold	Academic Standing	Future Enrolled	Ferpa
1	01377576	Carlson Taylor Marie	Yes	Yes	No		No	Yes

Advising Hold

FERPA Restriction – Student has signed release form to waive FERPA rules for specific person.

Service Indicators:

Peru State College | MyPSC | Peru State College

Home | Advisees | Courses | Faculty | Mode | Quick Links | Logout

Home / Advisees

Manage Links

Class Permissions	Service Indicators	Student Contact Info	Advisee Student Center
Advisee Test Scores	Advisee Academics	Advisee Transfer Credit	Student Groups

Peru State College | Manage Service Indicators

Home | Advisees | Courses | Faculty | Mode | Quick Links | Logout

List Filters

- Filter by Status
 - ☐ Enrolled Only
 - ☐ Applied for Graduation
- Filter by Advisor Role
 - ☐ Advisor
- Filter by Career
 - ☐ Undergrad
- Filter by Program
 - ☐ Arts & Sciences
- Filter by Level
 - ☐ Freshman
- Filter by Major
 - ☐ Graphic Design

Manage Service Indicators

Taylor Marie Carlson 01377576

Display: Effect All Institution Peru State College Refresh

Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
1AF	Academic Advising Flag	Fall Advising Flag	PSCNE	1168	Fall 2016			08/17/2016	
1RI	Release of Information	Release of Information	PSCNE					08/17/2016	
2FG	First Generation College Stud	First Generation College Stud	PSCNE	1168	Fall 2016			10/16/2015	
2FG	First Generation College Stud	First Generation College Stud	PSCNE	1168	Fall 2016			10/16/2015	
2HR	Transfer with <30 Hours	Transfer with <30 Hours	PSCNE	1168	Fall 2016			10/16/2015	
2HR	Transfer with <30 Hours	Transfer with <30 Hours	PSCNE	1168	Fall 2016			10/16/2015	

FERPA Icon

Peru State College | Manage Service Indicators

Home | Advisees | Courses | Faculty | Mode | Quick Links | Logout

Releasable FERPA Directory Information

Taylor Marie Carlson

Bio/Demo Data

No Data Designated Releasable

No Photo Designated Releasable

Employee
Contingent Worker
☒ Person of Interest

Return

Advisee Academics:

The screenshot displays the Advisee Academics interface. The top navigation bar includes links for Home, Advisees, Courses, Faculty, Mode, Quick Links, and Logout. The main content area features a 'Manage Links' section with a grid of buttons: Class Permissions, Service Indicators, Student Contact Info, Advisee Student Center (highlighted with a red circle), Advisee Test Scores, Advisee Academics, Advisee Transfer Credit, and Student Groups.

Below the Manage Links section, the 'Advisee Student Center' for Taylor Marie Carlson is displayed. The interface includes a 'List Filters' sidebar on the left with various filter options. The main content area shows the 'Academics' section, which includes a 'Fall 2016 Schedule' table, a 'Personal Information' section, and a 'Holds' section.

Advisee Student Center
Taylor Marie Carlson

*Change Advisee: Carlson, Taylor Marie [change]

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... [dropdown]

Inst	Class	Schedule
PSC	ART 101-000A LLB (11971)	MoWe 12:00PM - 1:45PM AV Larson 101
PSC	ART 112-000A LEC (11976)	TuTh 9:00AM - 10:45AM AV Larson 114
PSC	ART 204-000A LLB (11973)	MoWe 9:30AM - 11:15AM AV Larson 25
PSC	COLL 101-000A LLB (12219)	TuTh 12:30PM - 1:20PM AV Larson 114
PSC	MATH 100-000D LEC (12255)	MoWe 11:00AM - 12:15PM CATS 15

weekly schedule ▶

Personal Information

Demographic Data
Emergency Contact

Contact Information	
Permanent Address 8810 S 164th St Omaha, NE 68136	Current/Local Address None
Permanent Phone	Email Address

Holds

Academic Advising Flag
Release of Information
details ▶

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor
Deann Bayne
402/672-2226
details ▶