



# Student Web Access using PeopleSoft®

Office of the Registrar

Access  
PeopleSoft®  
using the  
ADU  
intranet  
home page  
(links on the  
right).

The screenshot shows a Microsoft Internet Explorer browser window titled "ADU Intranet - Home - Microsoft Internet Explorer provided by Abu Dhabi University". The address bar shows "http://itd/default.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, there are "Favorites", "Suggested Sites", "Free Hotmail", and "Get More Add-ons" buttons. The main content area features a blue header with "Abu Dhabi University" and a navigation menu with links for "HR", "Library", "IT", "ADU QMS", "Document Control Bank", "Colleges & Departments", "Procurement", "Student Services", and "SEDO". Below the navigation menu, the page is titled "ADU Intranet Home". A message states: "There are currently no active announcements. To add a new announcement, click 'Add new announcement' below." Below this message are three sections: "ADU Important Dates" with a list of dates and events, "ADU News" with a table of recent news items, and "Need IT Help?" with contact information for IT support. A "Useful links" section on the right lists various resources like "Chancellor's Podcast SKEA", "Blackboard", "Digital Measures-Faculty Informa", "Faculty Access", "Faculty Workspace for Instructors", "Faculty Workspace for Students A", "Online Registration", "IT Helpdesk", "PeopleSoft", and "Student Suggestions and Compl". The status bar at the bottom shows "http://itd:81/facultyportal/listinstructors.asp" and "Local intranet".

ADU Intranet - Home - Microsoft Internet Explorer provided by Abu Dhabi University

http://itd/default.aspx

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Get More Add-ons

ADU Intranet - Home

Abu Dhabi University

HR Library IT ADU QMS Document Control Bank Colleges & Departments Procurement Student Services SEDO

ADU Intranet Home

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

**ADU Important Dates**

- **March 13 to May 5:** Course withdrawal Period with 0% refund
- **April 23 to April 28:** Early Registration for Postgraduate Students
- **April 24 to April 28:** Advising and Early Registration for Fourth Year Students
- **May 1 to May 5:** Advising and Early Registration for Third Year Students
- **May 5:** Course Withdrawal Deadline

**ADU News**

Date	Title
3/20/2011	Abu Dhabi University opens doors to students from MENA region
3/27/2011	Leading multicultural workplace key to economic success
3/27/2011	Talent Week gives ADU students and staff to celebrate unique abilities

**Need IT Help?**

If you need assistance from the IT support team, please contact us at [itsupport@adu.ac.ae](mailto:itsupport@adu.ac.ae)

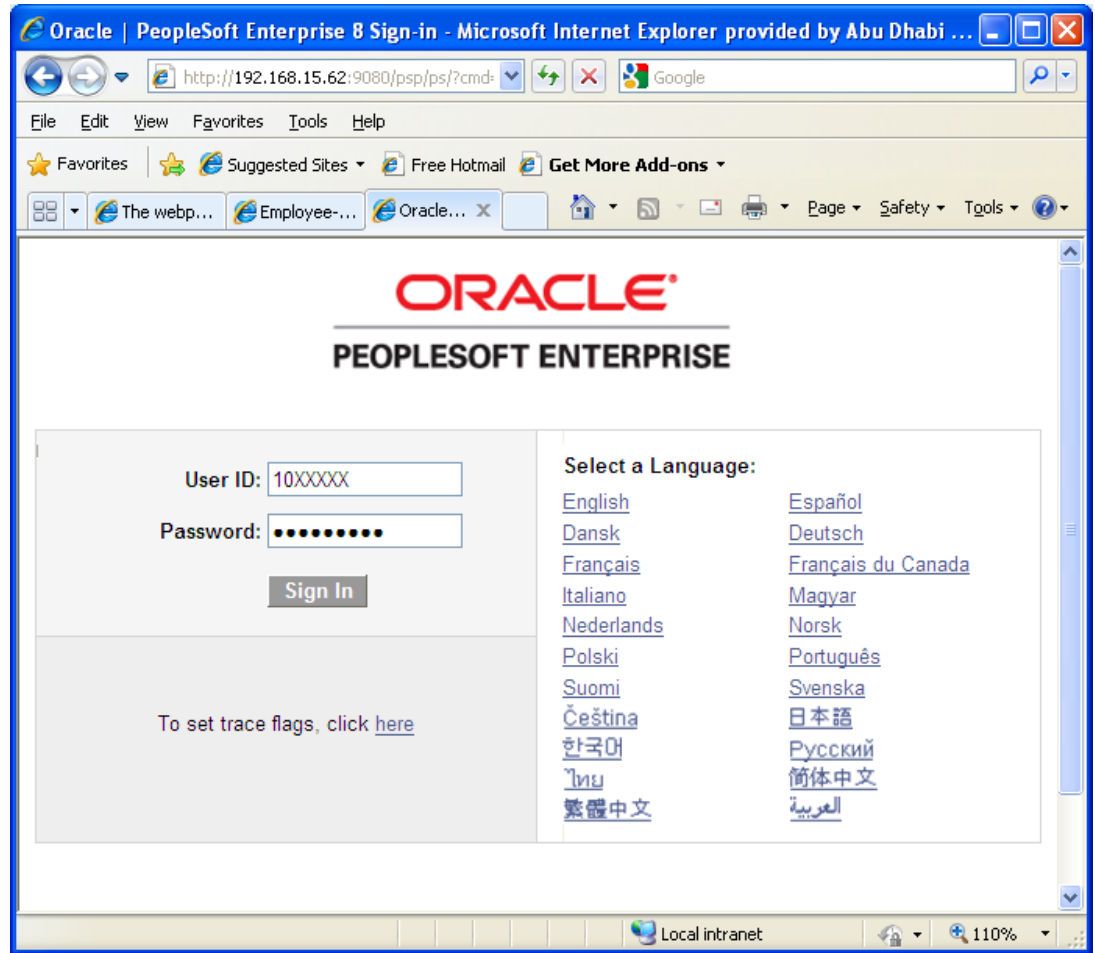
**Useful links**

- Chancellor's Podcast SKEA
- Blackboard
- Digital Measures-Faculty Informa
- Faculty Access
- Faculty Workspace for Instructors
- Faculty Workspace for Students A
- Online Registration
- IT Helpdesk
- PeopleSoft
- Student Suggestions and Compl

http://itd:81/facultyportal/listinstructors.asp

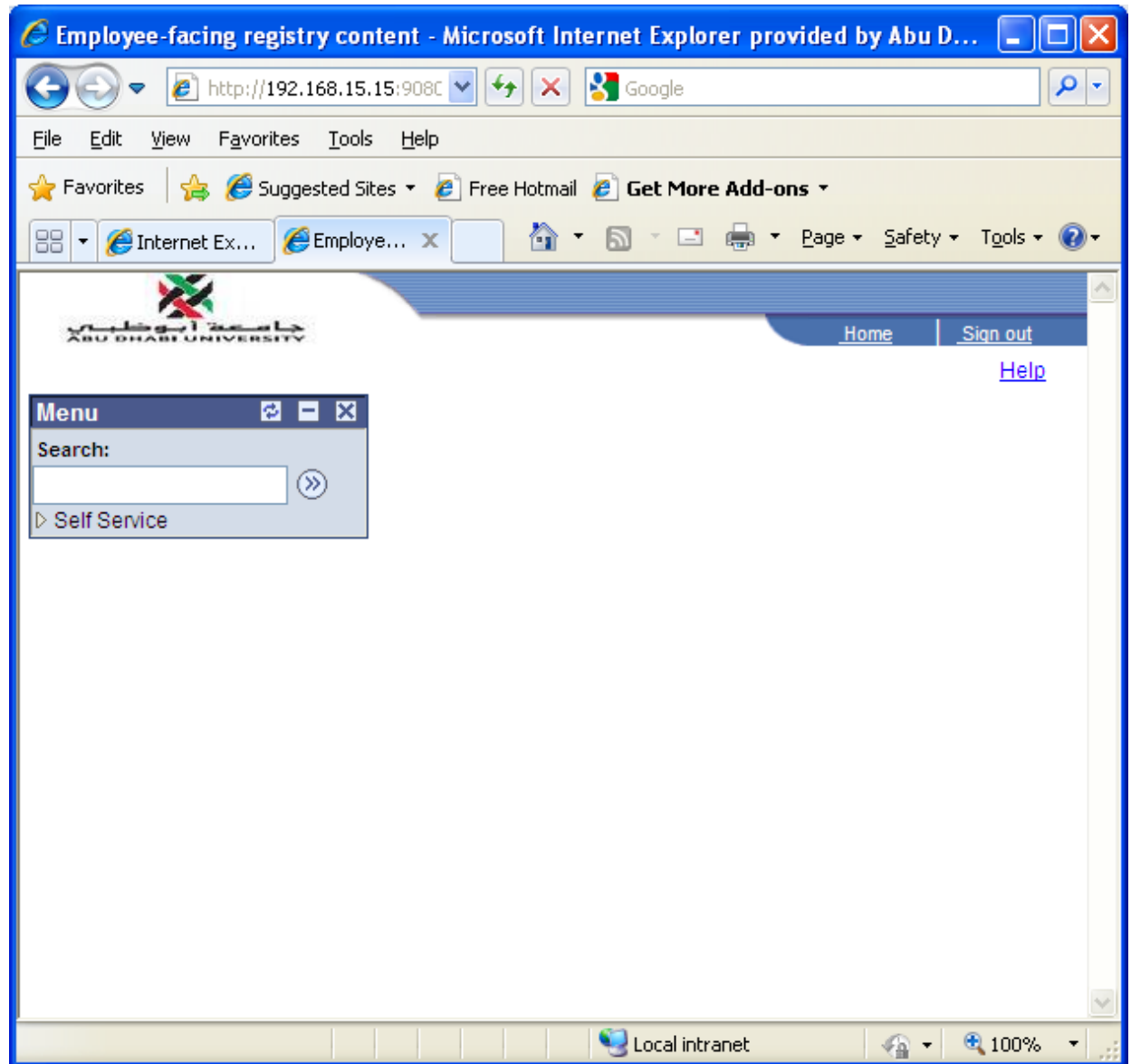
Local intranet 100%

Type your  
Username and  
Password.



Username is your new PS<sup>®</sup> ID number.  
Password is the same old password.

Click on  
Self-Service  
Menu



Click on  
Student  
Center

The screenshot shows the Abu Dhabi University self-service portal. At the top left is the university logo and name in Arabic and English. At the top right are links for 'Home' and 'Sign out'. A 'Menu' sidebar on the left contains a search box and a list of options under 'Self Service', with 'Student Center' highlighted. The main content area, titled 'Self Service', includes a 'Main Menu >' link and a red circle around the 'Student Center' link. Below this are links for 'Class Search / Browse Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', and 'Academic Records'. At the bottom, there are links for 'Campus Finances', 'Campus Personal Information', and 'Academic Records'.

ABU DHABI UNIVERSITY

Home | Sign out

Menu

Search:

Self Service

- ▶ Class Search / Browse Catalog
- ▶ Enrollment
- ▶ Campus Finances
- ▶ Campus Personal Information
- ▶ Academic Records
- Student Center

Main Menu >

**Self Service**

Navigate to your self service information and activities.

**Student Center**  
Use the student center to manage school related activities.

**Class Search / Browse Catalog**  
Find classes that match your selection criteria, or browse the course catalog by subject.  
[Class Search](#)

**Enrollment**  
View appointments, plan and enroll in classes, view student and exam schedules.  
[Enrollment Dates](#)  
[My Class Schedule](#)  
[My Weekly Schedule](#)  
[5 More...](#)

**Campus Finances**  
View your

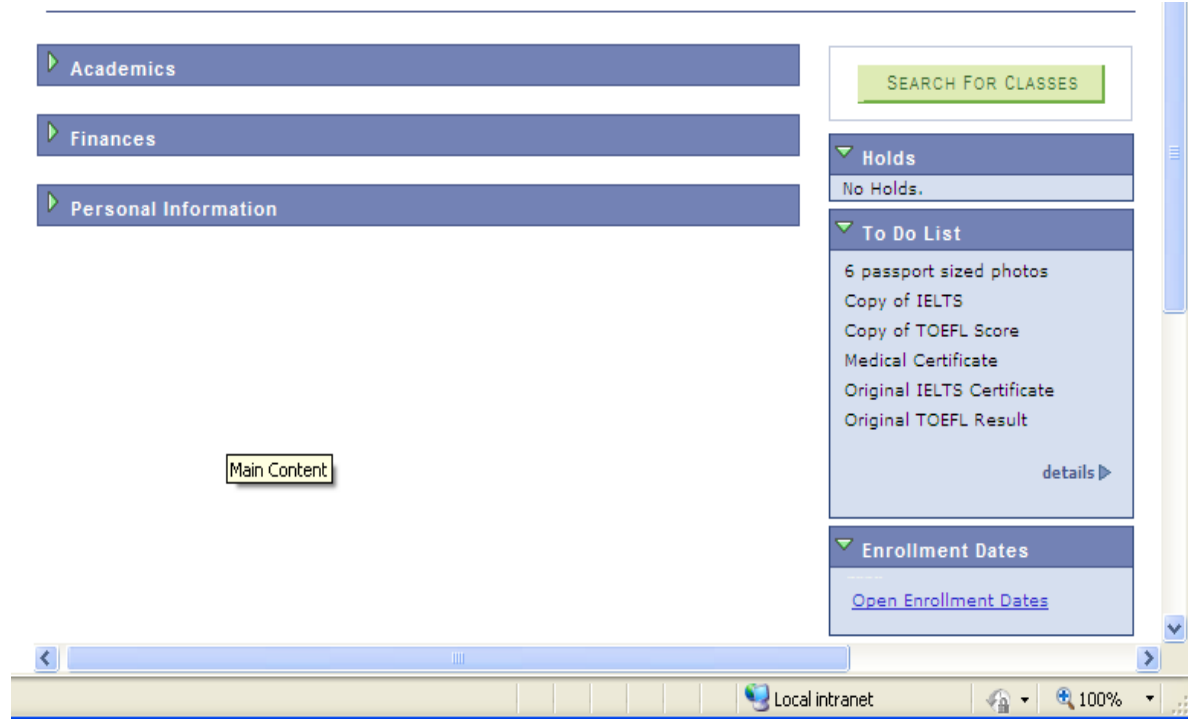
**Campus Personal Information**

**Academic Records**  
View grades and

## Base Navigation

includes:

- Academics
- Finance
- Personal Information
- Holds
- To Do List
- Enrollment Dates



# Academics

allows you to

- View class schedule
- view your history
- enroll/courses
- view grades

The screenshot displays a web application interface for academic management. At the top, there is a navigation bar with a dropdown menu labeled 'Academics'. Below this, there are links for 'Search', 'Enroll', and 'My Academics'. A search box is present with the text 'SEARCH FOR CLASSES'. The main content area is divided into several sections:

- Deadlines, URL, Gradebook:** A row of icons for navigating to these sections.
- This Week's Schedule:** A table listing current classes with their names and times.
- Holds:** A section indicating 'No Holds'.
- To Do List:** A list of tasks such as '6 passport sized photos', 'Copy of IELTS', etc., with a 'details' link.
- Enrollment Dates:** A section with a link to 'Open Enrollment Dates'.

At the bottom, there is a 'Finances' section and a taskbar showing 'Local intranet' and '100%' zoom level.

This Week's Schedule	
Class	Schedule
ENG-UR 1000AD_M-5 LEC (1236)	TuThSu 6:00PM - 6:50PM AD-B-1F32
ISL-UR 1000AD_M-3 LEC (1173)	TuThSu 12:00PM - 12:50PM AD-B-1F17
STT-UR 1000AD_M-3 LEC (1218)	ThSu 7:00PM - 8:15PM AD-B-2F11
UNS-UR 1000AD_M-1 LEC (1287)	MoWe 12:00PM - 1:15PM AD-B-2F15A

To enroll  
click on  
search





Academics

[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines URL Gradebook

**This Week's Schedule**

	Class	Schedule
 1	ENG-UR 1000AD_M-5 LEC (1236)	TuThSu 6:00PM - 6:50PM AD-B-1F32
 1	ISL-UR 1000AD_M-3 LEC (1173)	TuThSu 12:00PM - 12:50PM AD-B-1F17
 1	STT-UR 1000AD_M-3 LEC (1218)	ThSu 7:00PM - 8:15PM AD-B-2F11
 1	UNS-UR 1000AD_M-1 LEC (1287)	MoWe 12:00PM - 1:15PM AD-B-2F15A

You may chose

- The Semester
- The subject (or you may leave it blank)

-Then Click on  
**SEARCH**

**Search for Classes**

**Enter Search Criteria**

Institution: Abu Dhabi University

Term: 2010-2011 SPR

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject: [ ]

Course Number: is exactly 1000AD\_M

Course Career: Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

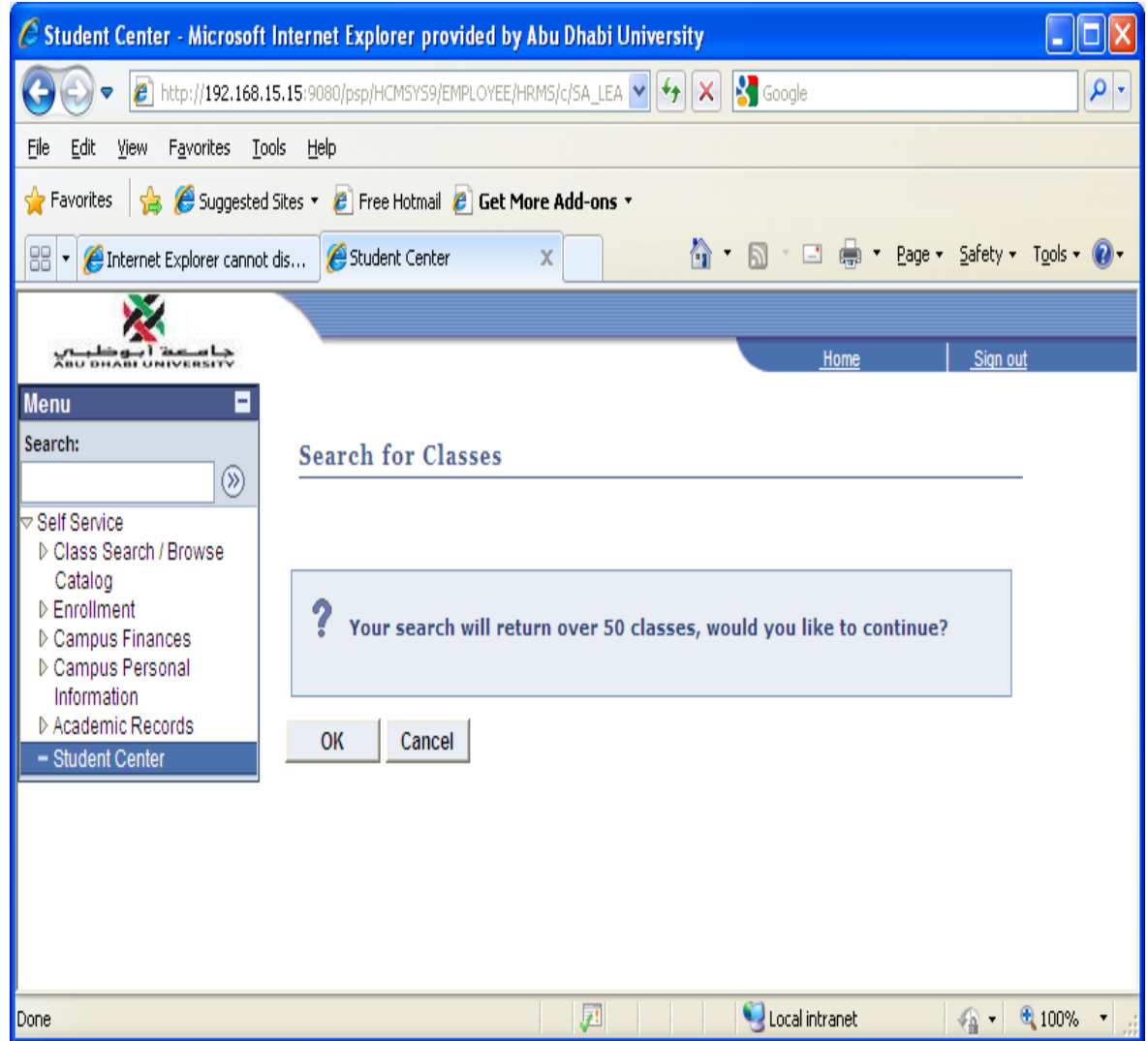
Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CLEAR CRITERIA SEARCH

Local intranet 100%

If you got this message just click ok



You will get the sections listed

To add any course to your wish list you may click on select class

START A NEW SEARCH

● Open    ■ Closed    ▲ Wait List

▼ ACC 1000AD\_M - ACC399-P-Project in Accounting

View All Sections    First 1-3 of 3 Last

Section [1-LEC\(1819\)](#)    Status ●    [select class](#)

Session SPR

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Section [2-LEC\(1817\)](#)    Status ●    [select class](#)

Session SPR

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

The selected  
Class will be  
added to  
your cart

Click next to  
confirm

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## Add to Shopping Cart - Enrollment Preferences

2010-2011 SPR | Undergraduate | Abu Dhabi University

### ARL-UR 1000AD\_M - ARL100

#### Class Preferences

ARL-UR 1000AD\_M- Lecture  Open  
1

Permission Nbr

Grading Graded

Session Spring

Units 3.00

Career Undergraduate

CANCEL

**NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWe 10:30AM - 11:45AM	AD-B-1F17	alaa hasan	02/13/2011 - 05/29/2011

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Search For Classes](#) [Browse Course Catalog](#)

You will get a confirmation message

Search    Plan    **Enroll**    My Academics

search for classes    browse course catalog

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### Search for Classes

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### Search Results

When available, click [View All Sections](#) to see all sections of the course.

Abu Dhabi University | 2010-2011 SPR

<a href="#">My Class Schedule</a> <a href="#">show all</a>	<a href="#">Shopping Cart</a> <a href="#">show all</a>
ENG-UR 1000AD_M    TuThSu 6:00PM - 6:50PM AD-B-1F32	ACC 1000AD_M    Tu 6:00PM - 6:45PM AD-B-1F23

The following classes match your search criteria Course Number is exactly '1000AD\_M', Course Career: Undergraduate, Show Open Classes Only: Yes

 **ARL-UR 1000AD\_M has been added to your Shopping Cart.**

Click on  
proceed to  
step 2

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2010-2011 SPR | Undergraduate | Abu Dhabi University

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**  
Enter Class Nbr  
   
**Find Classes**  
 Class Search  
 My Requirements  
 My Planner

2010-2011 SPR Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ACC</a> <a href="#">1000AD_M-1</a> <a href="#">(1111)</a>	Tu 6:00PM - 8:45PM	AD-B-1F23	<a href="#">s. hassan</a>	3.00	●
	<a href="#">ARL-UR</a> <a href="#">1000AD_M-1</a> <a href="#">(1146)</a>	MoWe 10:30AM - 11:45AM	AD-B-1F17	<a href="#">s. hassan</a>	3.00	●
	<a href="#">MGT</a> <a href="#">1000AD_M-1</a> <a href="#">(1210)</a>	MoWe 3:00PM - 4:15PM	AD-B-1F23	Staff	3.00	▲

Local intranet

# Click on Finish Enrollment

Click **Finish Enrolling** to process your request for the classes listed below. To exit without adding these classes, click **Cancel**.

2010-2011 SPR | Undergraduate | Abu Dhabi University

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 1000AD_M-1 (1111)	ACC200 (Lecture)	Tu 6:00PM - 8:45PM	AD-B-1F23	a. hasan	3.00	●
ARL-UR 1000AD_M-1 (1146)	ARL100 (Lecture)	MoWe 10:30AM - 11:45AM	AD-B-1F17	a. hasan	3.00	●
MGT 1000AD_M-1 (1210)	MGT200 (Lecture)	MoWe 3:00PM - 4:15PM	AD-B-1F23	Staff	3.00	▲

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

The final screen will show the courses registered and errors, if any

Internet Explorer provided by Abu Dhabi University

68.15.62:9080/ps/ps/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSS\_ST

Tools Help

ited Sites Free Hotmail Get More Add-ons

not dis... Student Center

Home

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2010-2011 SPR | Undergraduate | Abu Dhabi University

✓ Success: enrolled      ✗ Error: unable to add class

Class	Message	Status
ACC 1000AD_M	<b>Error:</b> You cannot add this class due to a time conflict with class 1236. Select another class.	✗
ARL-UR 1000AD_M	<b>Success:</b> This class has been added to your schedule.	✓
MGT 1000AD_M	<b>Error:</b> Class 1210 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.	✗

MAKE A PAYMENT    MY CLASS SCHEDULE    ADD ANOTHER CLASS

Local intranet

For any questions, please email

[registrar@adu.ac.ae](mailto:registrar@adu.ac.ae)