



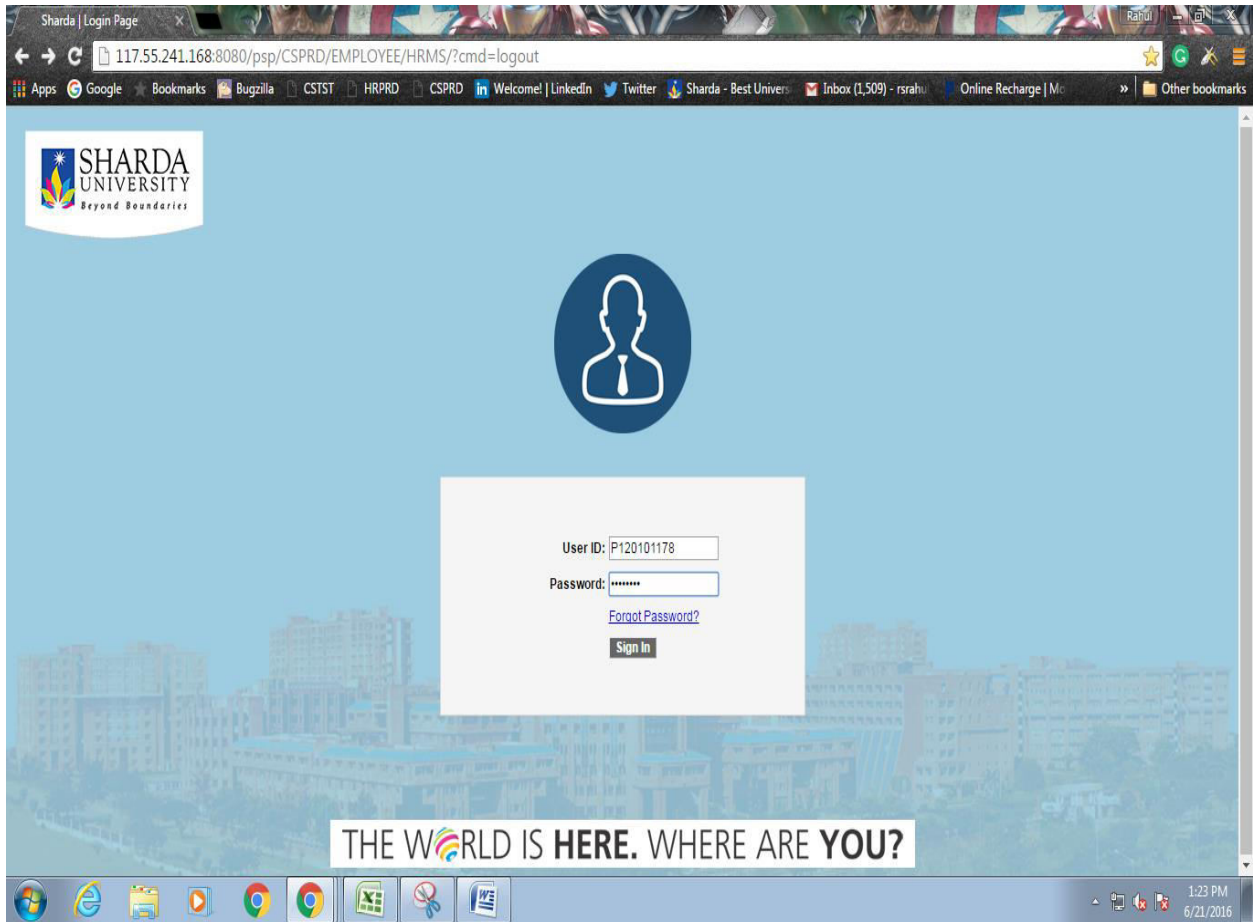
PeopleSoft Campus Solutions 9.0 Training Document: Operational Parental Login

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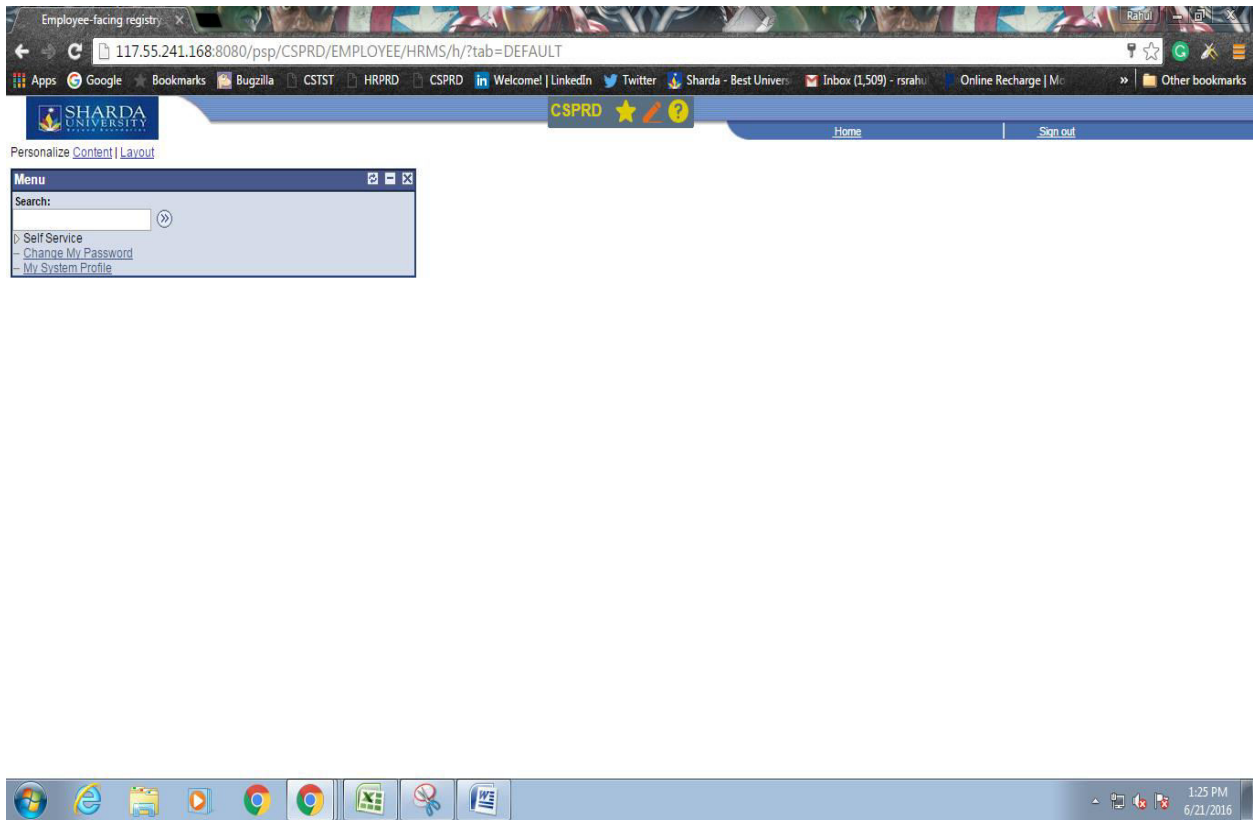
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Step-1 Login

Open the CSPRD page and give the parent user id and password as shown below:-



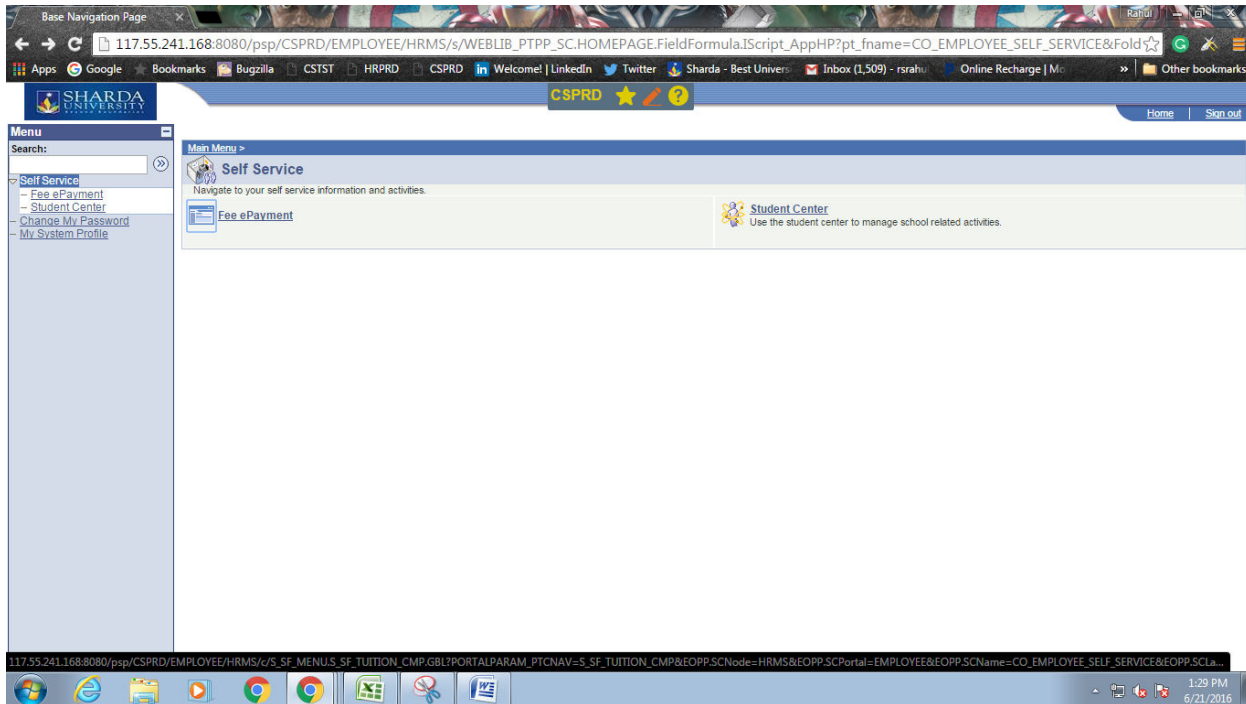
Then the user is directed to their respective home page. The home page is shown below.



Now the user is logged in.

Step-2 To view the grades

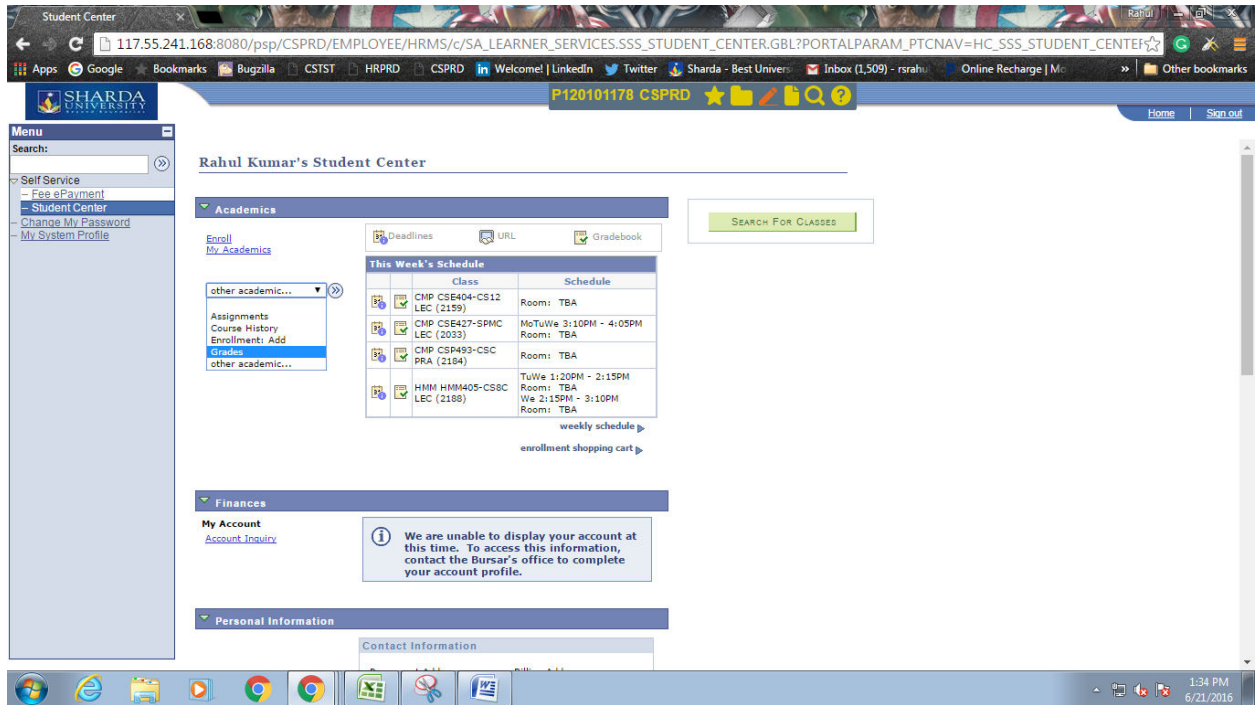
1. Click on Self Services



2. Click on Student Center then following page will open:-



- Click on the drop down list in the left hand side under the academics tab and select the GRADES option and then click on the search button.



- A list of all the current terms will appear. Now select the term for which you want to see the grades and then click on continue button. The demo lies below:-



5. The subject wise grades will appear for the selected term along with CGPA calculation. For changing the term click on the Chang Term button. For going back to Student Center or Account Enquiry go to the go to drop down list and select the Student Center or Account Enquiry.

View My Grades

Term 2 2013 | Undergraduate | Sharda University [change term](#)

Class Grades - Term 2 2013

Class	Description	Units	Grading	Grade Description	Grade Points
CMP_CSE201	Computer System Organization	4.00	Graded	A	36.000
CMP_CSE202	Theory of Automata	4.00	Graded	A	36.000
CMP_CSE203	Principles of Database Managem	4.00	Graded	A+	40.000
CMP_CSE205	Software Engineering	4.00	Graded	A+	40.000
CMP_CSE208	Principles of Operating System	4.00	Graded	A	36.000
CMP_CSP203	Principles of DB Mgt lab	1.00	Graded	A	9.000
CMP_CSP205	Software Engineering Lab	1.00	Graded	A	9.000
CMP_CSP207	Term Paper-2	1.00	Graded	A+	10.000
HMMSTUD_ENG201	Communication Practices	2.00	Graded	A+	20.000
HMMSTUD_ENP201	Communication Practices Lab	1.00	Graded	A	9.000

Term Statistics - Term 2 2013

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	26.000	91.000
Passed	26.000	91.000
Units Not for GPA:		
Taken		
Passed		
GPA Calculation		
Total Grade Points	245.000	808.000
/ Units Taken Toward GPA	26.000	91.000
= GPA	9.423	8.596

View My Grades

Term 2 2013 | Undergraduate | Sharda University [change term](#)

Class Grades - Term 2 2013

Class	Description	Units	Grading	Grade Description	Grade Points
CMP_CSE201	Computer System Organization	4.00	Graded	A	36.000
CMP_CSE202	Theory of Automata	4.00	Graded	A	36.000
CMP_CSE203	Principles of Database Managem	4.00	Graded	A+	40.000
CMP_CSE205	Software Engineering	4.00	Graded	A+	40.000
CMP_CSE208	Principles of Operating System	4.00	Graded	A	36.000
CMP_CSP203	Principles of DB Mgt lab	1.00	Graded	A	9.000
CMP_CSP205	Software Engineering Lab	1.00	Graded	A	9.000
CMP_CSP207	Term Paper-2	1.00	Graded	A+	10.000
HMMSTUD_ENG201	Communication Practices	2.00	Graded	A+	20.000
HMMSTUD_ENP201	Communication Practices Lab	1.00	Graded	A	9.000

Term Statistics - Term 2 2013

	From Enrollment	Cumulative Total
Units Toward GPA:		
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Passed		
GPA Calculation		
Total Grade Points	245.000	808.000
/ Units Taken Toward GPA	26.000	91.000
= GPA	9.423	8.596

Step-3 To view the subject internals

1. Click on the drop down list in the left hand side under the academics tab and select the ASSIGNMENTS option and then click on the search button.

The screenshot shows the 'Rahul Kumar's Student Center' page. On the left, a 'Menu' sidebar has a search bar and a list of options: Self Service, Fee Payment, Student Center, Change My Password, and My System Profile. Under 'Academics', a dropdown menu is open, showing options: other academic..., Assignments (highlighted), Course History, Enrollment: Add, Grades, and other academic... A 'SEARCH FOR CLASSES' button is visible to the right of the dropdown. The main content area shows 'This Week's Schedule' with a table of classes:

Class	Schedule
CMP CSE404-CS12 LEC (2159)	Room: TBA
CMP CSE427-SPMC LEC (2033)	MoTuWe 3:10PM - 4:05PM Room: TBA
CMP CSP493-CSC PRA (2184)	Room: TBA
HMM HMM405-CSBC LEC (2188)	TuWe 1:20PM - 2:15PM Room: TBA We 2:15PM - 3:10PM Room: TBA

Below the schedule, there are links for 'weekly schedule' and 'enrollment shopping cart'. The 'Finances' section shows a message: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.' The 'Personal Information' section shows 'Contact Information'.

2. A list of all the current terms will appear. Now select the term for which you want to see the internal marks and then click on continue button. The demo lies below:-

The screenshot displays the Student Center interface for a user named Rahul Kumar Singh. The page is titled "View Assignments and Grades" and prompts the user to "Select a term then click Continue." Below this prompt is a table with the following data:

Term	Term	Career	Institution
<input type="radio"/> Term 1 2012	Term 1 2012	Undergraduate	Sharda University
<input type="radio"/> Term 2 2012	Term 2 2012	Undergraduate	Sharda University
<input type="radio"/> Term 1 2013	Term 1 2013	Undergraduate	Sharda University
<input checked="" type="radio"/> Term 2 2013	Term 2 2013	Undergraduate	Sharda University
<input type="radio"/> Term 1 2014	Term 1 2014	Undergraduate	Sharda University
<input type="radio"/> Term 2 2014	Term 2 2014	Undergraduate	Sharda University
<input type="radio"/> Term 1 1501	Term 1 1501	Undergraduate	Sharda University
<input type="radio"/> Term 2 2015	Term 2 2015	Undergraduate	Sharda University

Below the table is a green "CONTINUE" button. The page also includes a navigation menu on the left, a search bar, and a "go to ..." dropdown menu. The browser's address bar shows the URL: `117.55.241.168:8080/psp/CSPRD/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTCNAV=HC_SSS_STUDENT_CENTER`. The system tray at the bottom indicates the time is 2:00 PM on 6/21/2016.

- The subject wise internal marks will appear for the selected term along with overall percentage calculation after clicking on the particular subject. For changing the term click on the Change Term button. For going back to Student Center or Account Enquiry go to the go to drop down list and select the Student Center or Account Enquiry.

3.1 The subject list for the selected term will appear as below:-

The screenshot displays the 'Student Center' web application. The main content area is titled 'View Assignments and Grades' and shows the current term as 'Term 2 2013 | Undergraduate | Sharda University'. A 'change term' button is visible next to the term name. Below this, a table lists the following courses:

Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section
Computer System Organization	003026	1439	CHP CSE201	C12C
Theory of Automata	003204	2126	CHP CSE202	C12C
Principles of Database Managem	003027	1443	CHP CSE203	C12C
Software Engineering	003029	1451	CHP CSE205	C12C
Principles of Operating System	003025	1463	CHP CSE208	C12C
Principles of DB Mgt Lab	003028	1447	CHP CSP203	C12C
Software Engineering Lab	003030	1455	CHP CSP205	C12C
Term Paper-II	003205	2154	CHP CSP282	C12C
Communication Practices	002704	1607	HMMSTUD ENG201	C12C
Communication Practices Lab	002707	1613	HMMSTUD ENP201	C12C

At the bottom of the page, there are buttons for 'Enroll My Academics' and 'Add Term Information', along with a 'go to ...' dropdown menu.

3.2 Click on the particular subject for viewing the internal marks of that subject. For example Clicking on Software Engineering the Internal marks will appear.



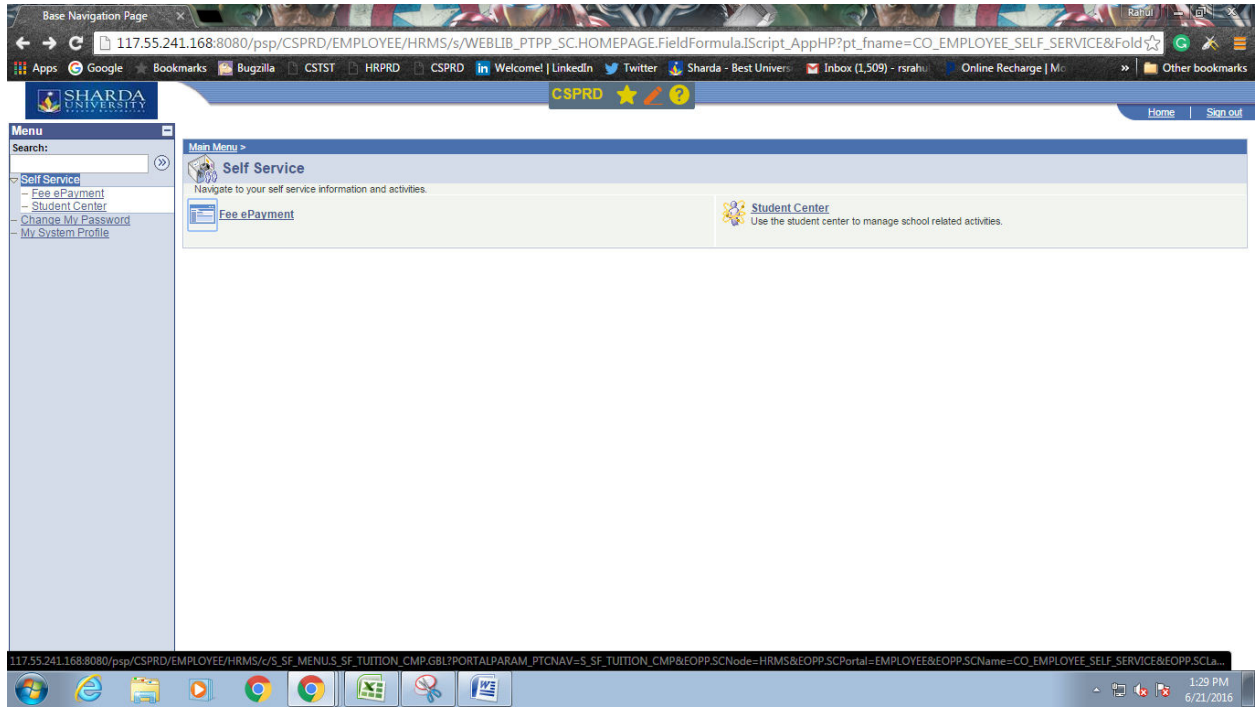
3.3 The User can go back and check another subject marks by clicking on the Change Class option.



Step-4 The Fee epayment

The user can pay the fee or any other due charges through this facility.

4.1 Click on Self Services.



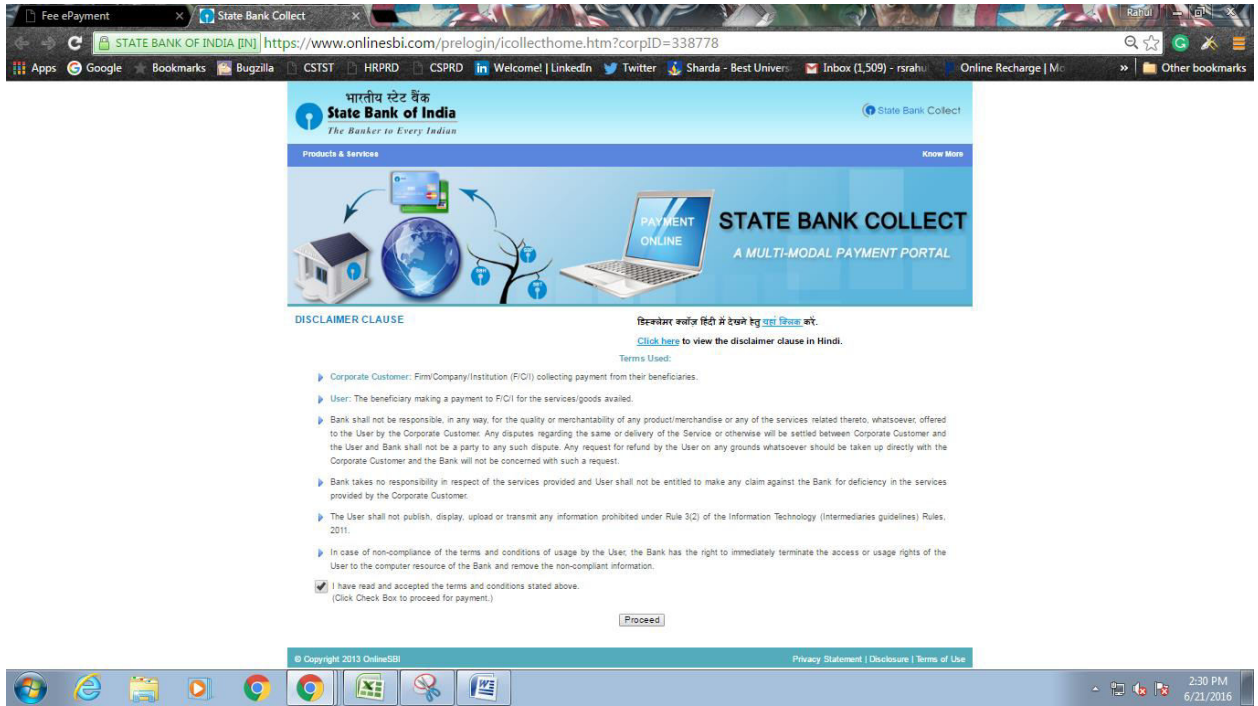
4.2 Click on the Fee ePayment option and then following page will appear.



4.3 Fill the payment amount and then select the payment option(Anyone out of four). Then click on make payment button. Here payment option is SBI collect.



4.4 The following page will appear after clicking on the 'Make Payment' button. Tick the "I have read and accepted terms and conditions" button and click on proceed.



4.5 Select the UNIVERSITY FEE option in the select category list. Then fill all the details

The screenshot shows the 'Fee ePayment' form on the State Bank of India website. The URL is <https://www.onlinesbi.com/prelogin/suvidhparamdisplay.htm>. The form is titled 'Prelogin details on payment' and contains the following fields:

- Select Payment Category * (Dropdown menu): UNIVERSITY FEE
- System ID * (Text box): 2012001907
- Student Name * (Text box): Rahul Kumar Singh
- Father Name (Text box): Satyanarayan Prasad Singh
- Course * (Text box): B.Tech
- Mobile No * (Text box): 9717607793
- e-mail Address * (Text box): rsrahulsingh812@gmail.co
- Academic Fee (Text box): 138000.00
- Transport Fee (Text box): 0.00
- Hostel and Mess Fee (Text box): 0.00
- Misc Charges (Text box): 0.00
- Remarks (Text box):

Below the form, there are instructions and a security verification step:

- Instructions:
 - * Kindly ensure that you are writing your *System ID* correctly to avoid any Discrepancy. Please Note that if Transport / Hostel / Mess / or Misc charges are *NIL* write numeric *0*
 - * 1.Academic Fee (include Tuition, Exam, Registration fees) 2. Misc Charges (include Security, fine or any other Charges) Kindly Note that in Remarks Field, write what type of charges you are paying in *Misc Charges*
- Security verification: Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PRP) form, if the need arises.
 - Name * (Text box): Rahul Kumar Singh
 - Date of Birth * (Text box): 21/5/1991
 - Mobile Number * (Text box): 9717607793
 - Enter the text as shown in the image * (Text box): CD298

At the bottom, there are 'Submit', 'Reset', and 'Back' buttons. A footer note states: 'Mandatory fields are marked with an asterisk (*). The payment structure document if available will contain detailed instructions about the online payment process. Date specified (if any) should be in the format of 'ddmmyyyy'. Eg., 02082008'.

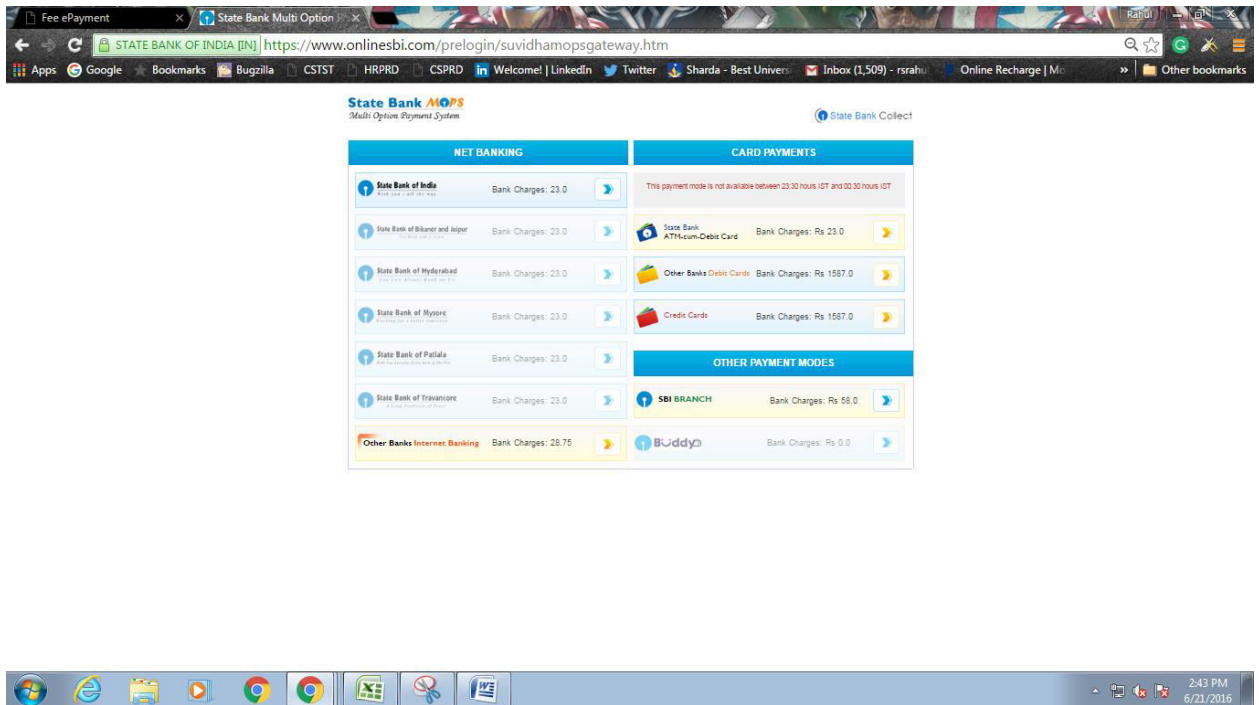
4.6 Click on submit button then following page will be displayed.

The screenshot shows the 'State Bank Collect' confirmation page on the State Bank of India website. The URL is <https://www.onlinesbi.com/prelogin/lastfivevtdetails.htm>. The page title is 'State Bank Group' and the sub-header is 'State Bank Collect'. The page contains the following details:

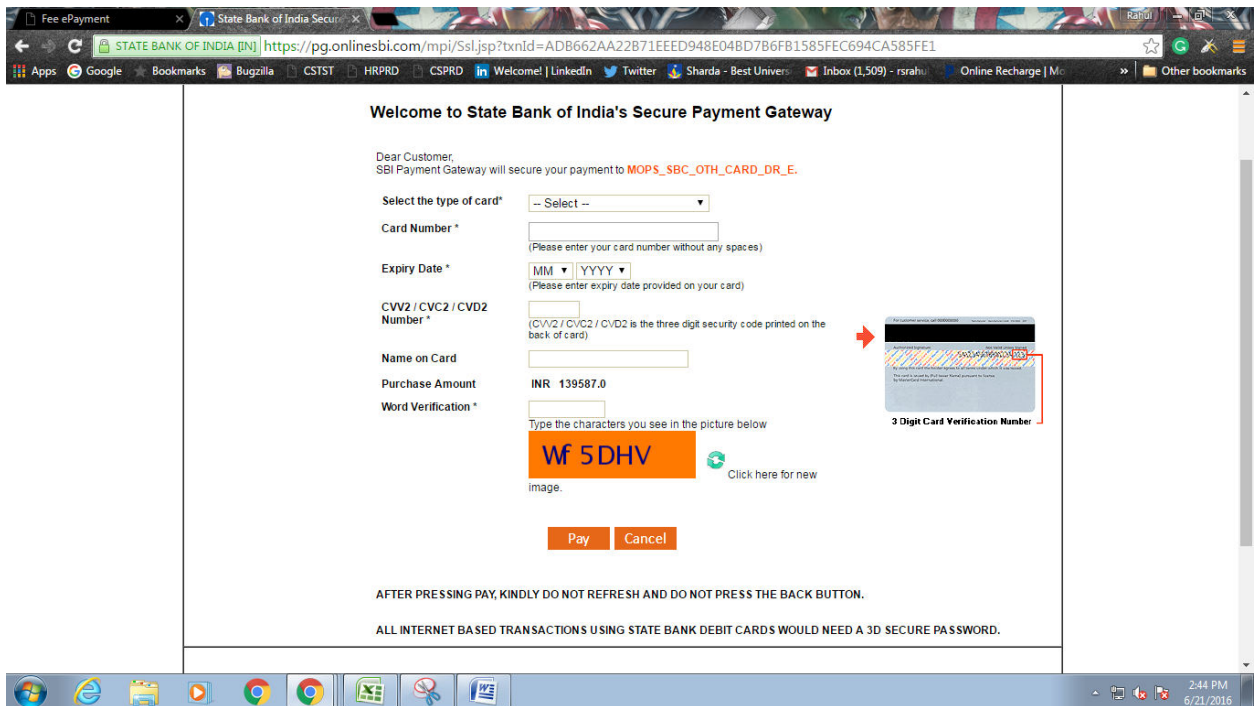
- Name: SHARDA UNIVERSITY
- Category: UNIVERSITY FEE
- System ID: 2012001907
- Student Name: Rahul Kumar Singh
- Father Name: Satyanarayan Prasad Singh
- Course: B.Tech
- Mobile No: 9717607793
- e-mail Address: rsrahulsingh812@gmail.com
- Academic Fee: 138000.00
- Transport Fee: 0.00
- Hostel and Mess Fee: 0.00
- Misc Charges: 0.00
- Total Amount: INR 1,38,000.00
- Remarks:

At the bottom, there is a confirmation message: 'Please ensure that you are making the payment to the correct payee.' and 'Confirm' and 'Cancel' buttons. The page also shows the date and time: '21-Jun-2016 02:40 PM (IST)'.

4.7 Click on confirm button. Then choose the payment mode.



4.8 Fill the details and click on pay.



5 Payment by Bank-Challan

The user can pay the fee or due charges via bank challan also.

5.1 Fill the payment amount and then select the payment option as Payment By Bank Challan.

Select the bank name and click on the 'Download Challan' button.

Fee ePayment

Student Details

Empl ID: 2012001907
 Name: Rahul Kumar Singh
 Program: Computer Science
 Plan: Computer Science
 Fee Type: Other Charges

Charges have not been posted against your account.

Posted Date	Item Type	Term	Charge Balance	Currency Code
Payment Amount: 136000.000				

Payment Options

Payment By Bank Challan PayU
 SBI Collect PayTm

NOTE: Kindly enable Pop-Ups in your Browser for e-Payments.

Download Bank Challan

Bank Name: Axis Bank download challan

Please note that this transaction can take upto 10 minutes to process. Kindly do not close your internet browser till the system redirects to the Sharda University confirmation page.

Convenience fee will be borne by the applicant in case payment is made through Credit / Debit card/Net Banking. The total amount collected would include the Base Fees, Convenience Fees and the Service Tax.

5.2 Then the user can have the copy of challan. The demo lies below:-

Sharda University Gr. Noida
 AXIS BANK

Branch Name: Bank Copy City:

Deposition Date:

Please Credit: Sharda University

Client Code:

Kindly use "EASY PAY MODULE" for Collection

Student Name: Rahul Kumar Singh

Father's Name: Satyanarayan Prasad Singh

Admission No.:

Mobile No.: 9331155669

C	DEMO	PIECES	Rs.	Ps.
A	1000 X			
S	500 X			
H	100 X			
D	50 X			
E	20 X			
P	10 X			
O	5 X			
S	COINS			
T	TOTAL			

CHEQUE DETAILS

Bank & Branch	Cheque No. / Cheque Date	Amount

Total Amount:

Amount In Words:

Depositor's Signature

Received the above amount on

Cashier

Cashier's Scroll No.

SHARDA UNIVERSITY
 Contact No. 1800 1026 999 (Toll Free)

6 Payment via PayU

The user can also pay the fee or other due charges via payU money.

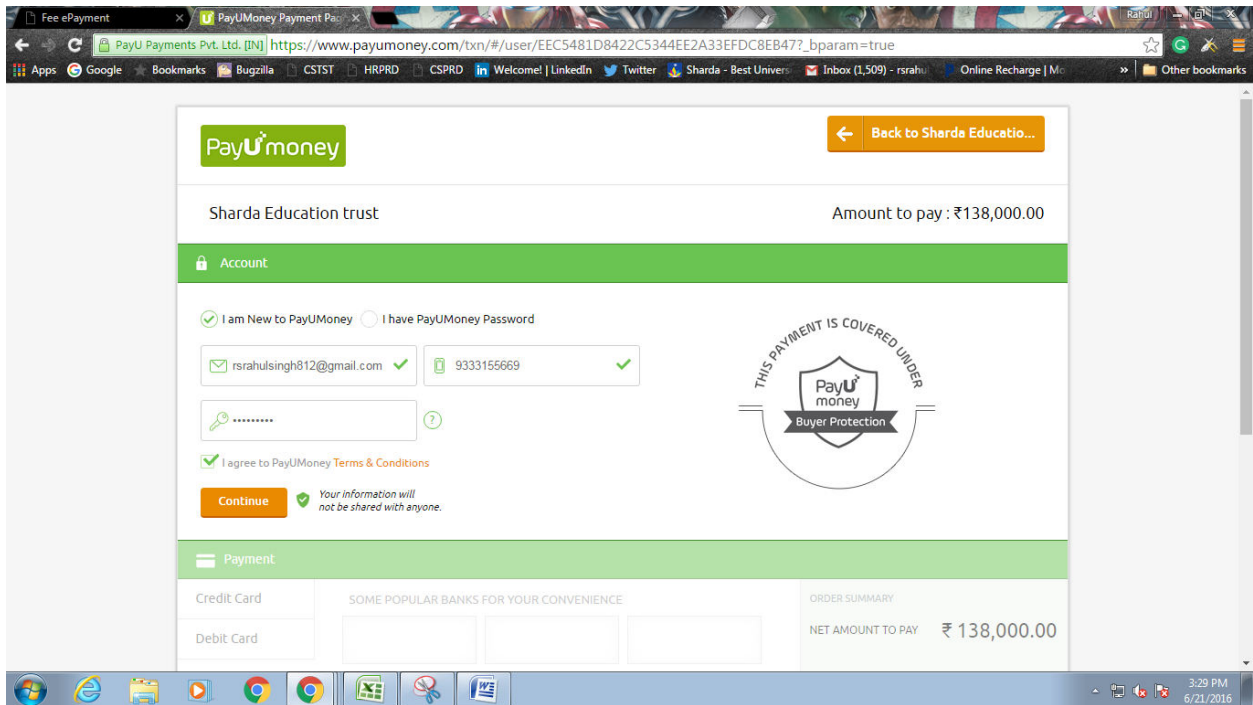
6.1 Fill the payment amount and then select payment option as 'payU'. Then tick the "Agree to terms and conditions" button and click on the make payment button.

The screenshot shows the 'Fee ePayment' page on the Sharda University portal. The page displays student details for Rahul Kumar Singh, including his Enpl ID (2012001907) and program (Computer Science). The payment amount is ₹1,38,000.00. The 'Payment Options' section shows 'PayU' selected as the preferred method. A 'Make Payment' button is visible. A note at the bottom states: 'Please note that this transaction can take upto 10 minutes to process. Kindly do not close your internet browser till the system redirects to the Sharda University confirmation page.' The browser's address bar shows the URL: 117.55.241.168:8080/psp/CSPRD/EMPLOYEE/HRMS/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.Iscript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&Fold.

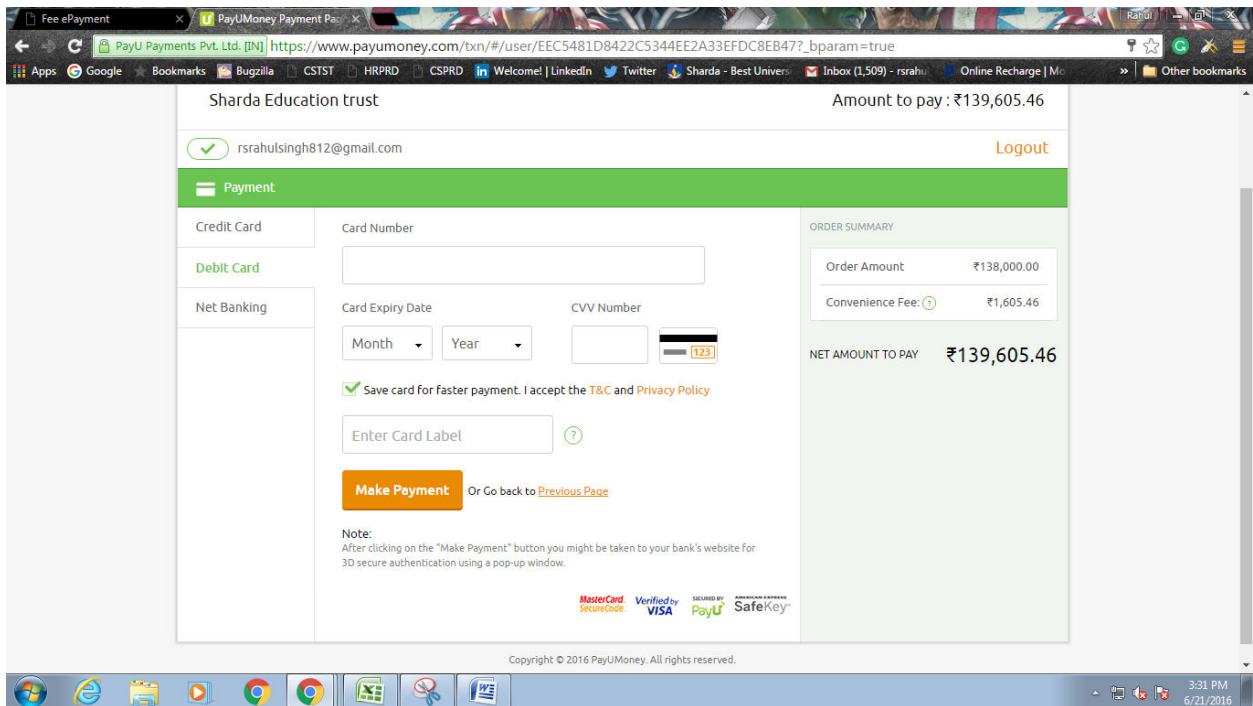
6.2 The following page will appear. Now create your password.

The screenshot shows the PayU Money payment page. The page displays the PayU Money logo and a 'Back to Sharda Educatio...' button. The merchant name is 'Sharda Education trust' and the amount to pay is ₹1,38,000.00. The 'Account' section shows the user is new to PayUMoney. The user's email (rsrahulsingh812@gmail.com) and mobile number (9333155669) are entered. A password creation prompt is visible, with instructions: 'A. More than or equal to 6 characters. B. Has both alphabets and numbers.' A 'Continue' button is present. A circular logo on the right states 'THIS PAYMENT IS COVERED UNDER PayU money Buyer Protection'. The 'Payment' section shows options for Credit Card and Debit Card. The 'ORDER SUMMARY' section shows the 'NET AMOUNT TO PAY' as ₹1,38,000.00. The browser's address bar shows the URL: https://www.payumoney.com/txn/#/user/EE5481D8422C5344E2A33EFD8C8EB477_bparam=true.

Tick on the 'Terms and conditions' button. Click on continue button.



6.3 Select the payment mode. Fill the card details and then click on the 'Make Payment' button.



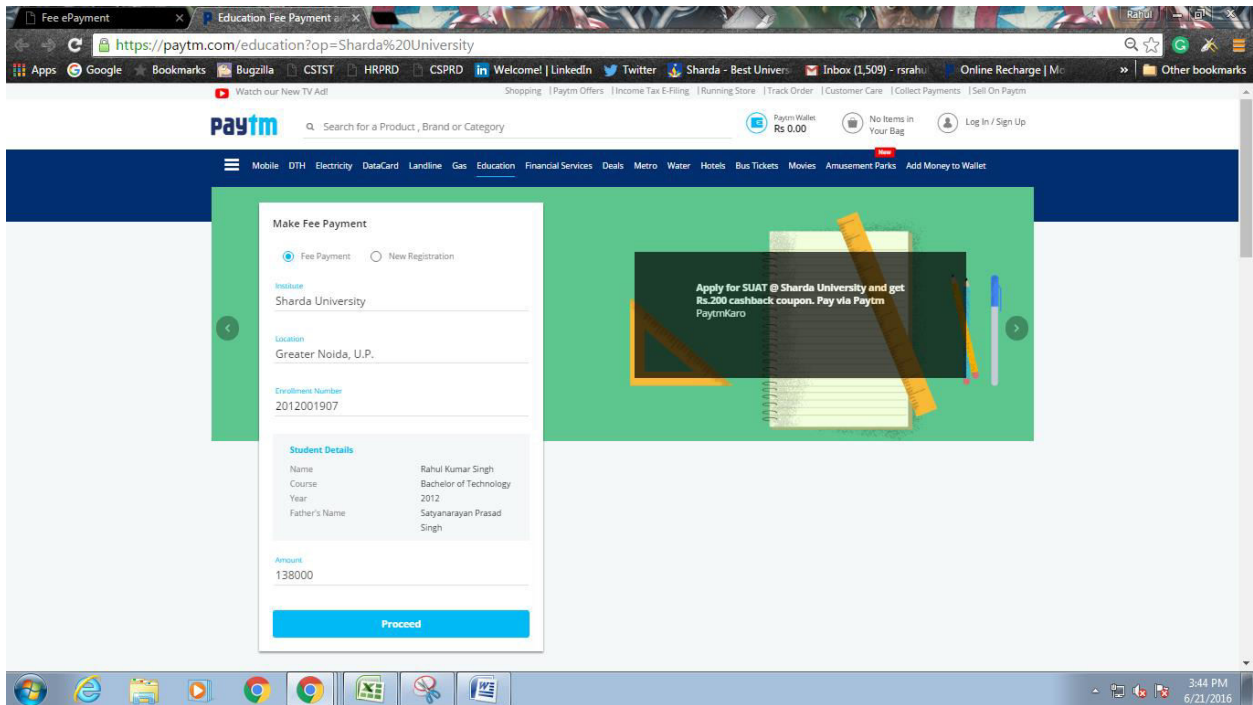
7 Payment through PayTm.

The user can also pay fee or other due charges via PayTm.

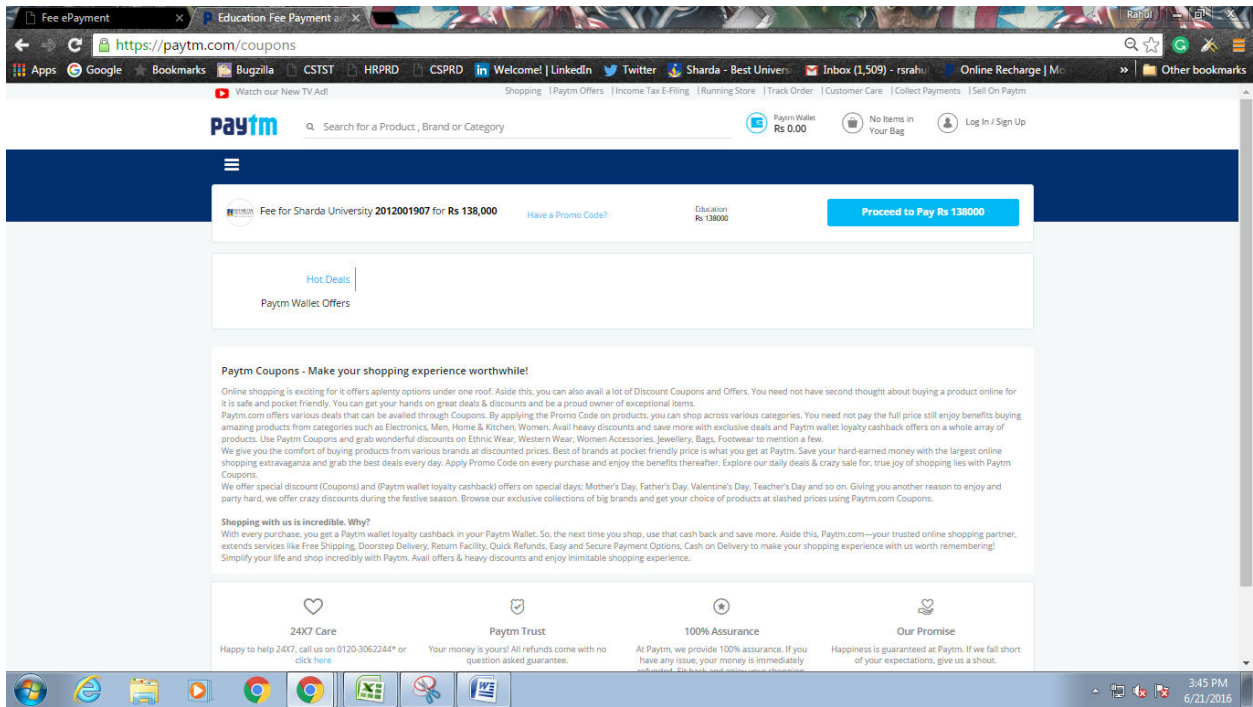
7.1 Fill the payment amount and then select payment option as 'payTm'. Click on 'Make Payment' button.



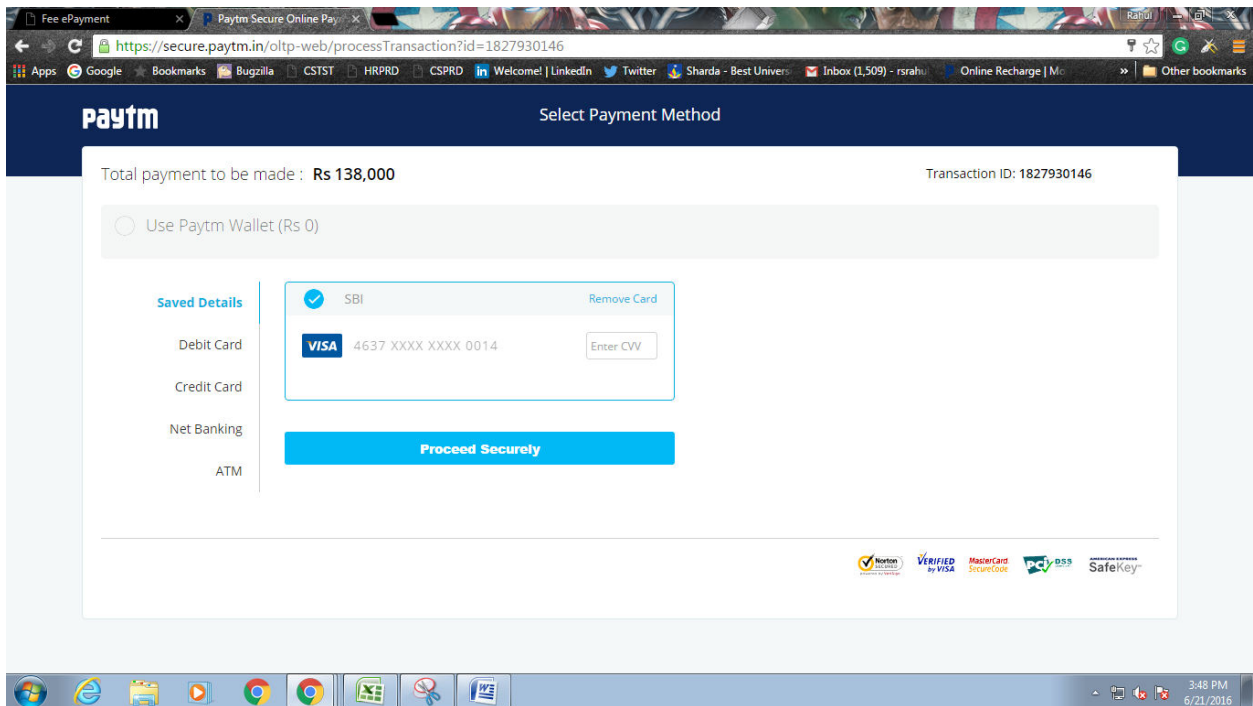
7.2 The PayTm portal will appear. Give the system id in place of enrollment number and click on proceed. Then give the amount you have to pay. Again click on proceed.



7.3 Click on " proceed to pay 138000" button.



7.4 Then the user needs to login in into their PayTm account. Then fill the card details. Pay.



8 Changing the password.

The user can change their respective passwords.

8.1 Click on 'Change My Password' in the menu bar. Then following page will appear:-

The screenshot shows a web browser window with the URL `117.55.241.168:8080/psp/CSPRD/EMPLOYEE/HRMS/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.Iscript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&Fold`. The page title is "Change My Password". On the left, a "Menu" sidebar is visible with "Change My Password" selected. The main content area displays the following information:

- User ID: P120101178
- Description: Rahul Kumar Singh
- Password Specifications**
Please ensure that your password is according to the below mentioned specifications:
 - Should be Atleast 8 characters long.
 - Should contains at least 1 digit, 1 special character (!,@,#,\$,etc.), 1 upper case alphabet and 1 lower case alphabet.
 - Your password can't be the same as your PeopleSoft User ID and E-Mail ID.

Below the specifications are three input fields:

- *Current Password:
- *New Password:
- *Confirm Password:

A yellow "Change Password" button is located at the bottom of the form.

8.2 Give the current password and then the new password and then confirm int. Click on Chang e Password button. Then following page will appear.

The screenshot shows the same web browser window after the password change. The page title is "Password Saved". The main content area displays a confirmation message:

- ✓ Your password has successfully been changed.

A yellow "OK" button is located below the message.

9 Profile viewing

The user can also view the General Profile Information.

Click on 'My System Profile' option in the menu bar. The user can also edit the information and can then click on the 'Save' button.

The screenshot displays a web browser window with the URL `117.55.241.168:8080/psp/CSPRD/EMPLOYEE/HRMS/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.Iscript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE`. The browser's address bar shows the URL, and the page title is "My System Profile". The browser's menu bar includes "Home" and "Logout".

The main content area is titled "General Profile Information" and shows the user's name as "Rahul Kumar Singh". The page is divided into several sections:

- Password:** Includes a "Change password" link and a link to "Change or set up forgotten password help".
- Personalizations:** Shows "My preferred language for PIA web pages is: English" and "My preferred language for reports and email is: English". It also includes fields for "Currency Code" and "Default Mobile Page".
- Alternate User:** Includes a note: "If you will be temporarily unavailable, you can select an alternate user to receive your routing." It has fields for "Alternate User ID", "From Date" (example: 3/1/2000), and "To Date" (example: 3/1/2000).
- Workflow Attributes:** Includes checkboxes for "Email User" and "Worklist User".
- Miscellaneous User Links:** A section for additional user links.
- Email:** A table with columns for "Primary Email Account", "Email Type", and "Email Address".
- Instant Messaging Information:** A table with columns for "Protocol", "IMPP Domain", "UserID", and "Password".

The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the date and time: "4:12 PM 6/21/2016".