

GFS Tips & Tricks and ReportMart Smarts Resource Sheet

Policy Resources

Policy Manual

The GFS Policy Manual is available online at <http://gfs.stanford.edu>.

Policy Questions

For assistance with policy questions, contact Nancy Aguilar or Ann George:

- Nancy Aguilar: nancy.aguilar@stanford.edu or 725-8272
- Ann George: Anngeo@stanford.edu or 723-9721

Graduate Financial Support Mailing List

The GFS mailing list is used to send information to all GFS users. To subscribe to the mailing list:

1. Send an e-mail message to majordomo@lists.stanford.edu
2. Leave Subject line blank
3. Write “subscribe gradfinsupport” in the body of the message (without the quotations)

PeopleSoft GFS Resources

Manuals and Job Aids

The GFS View Only and the GFS Entry manuals are available online at the PeopleSoft Learning Center. You can print a single module or the entire manual. Go to <http://peoplesoft.stanford.edu/learningcenter> and click the link for “Student Administration Reference Materials.” Alternatively, you can go directly to http://peoplesoft.stanford.edu/student_admin_refmat.

GFS Job Aids are available online at the PeopleSoft Learning Center. Go <http://peoplesoft.stanford.edu/learningcenter> and click the link for “Student Administration Job Aids.” Alternatively, you can go directly to http://peoplesoft.stanford.edu/student_admin_jobaids.

HelpSU

<http://helpsu.stanford.edu/helpsu.cgi>

Enter your complete contact information. For PeopleSoft GFS problems, choose Request Category: Administrative Applications and Request Type: PeopleSoft GFS. Be as descriptive as possible in the Request Description. Include the EmplID and any error messages.

Online Training

The GFS Read Only course is available online at http://peoplesoft.stanford.edu/training/gfs_read/index.html.

The GFS Policy and Entry course is available online. Please be aware that this does not meet the training prerequisite for security; you must complete the classroom training. However, it does provide a resource for the information covered during the course. The online training is available at http://peoplesoft.stanford.edu/training/gfs_entry/index1.htm.

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Classroom Training

PeopleSoft GFS Policy and Entry (AS-8030) is offered approximately once per month. You can view the schedule and register via STARS (login to <https://axess.stanford.edu> and click the “Training” tab). If you only want to attend part of the class as a refresher, please send the instructors an email with that information.

One-on-One Tutoring

Tutoring sessions are available and reservations are required. Tutoring is conducted in the productions system; therefore, participants are asked to bring real work to the session. You can request a session by submitting a HelpSU (<http://helpsu.stanford.edu/helpsu.cgi>).

PeopleSoft Student Financial Resources

Online Training

The FERPA and Student Account Information tutorial reviews policy regarding confidentiality of student information. The course also explains how to use the Student Account Summary page, which provides student charges, financial aid, GFS, refunds, and payment plan data. This tutorial fulfills the training requirement for access to student account information. The online training is available at <http://peoplesoft.stanford.edu/training/ferpa/index.html>.

ReportMart Resources

HelpSU

<http://helpsu.stanford.edu/helpsu.cgi>

Enter your complete contact information. For ReportMart problems, choose Request Category: Application and Request Type: ReportMart. Be as descriptive as possible in the Request Description. Include the Report Title and Report Number, as well as whether you are a Macintosh or PC user.

Classroom Training

Classroom training is available in the “Introduction to ReportMart Using Brio” (ITS-8401) class. This course covers basic information regarding the reporting tool. You can view the schedule and register for the course via STARS (login to <https://axess.stanford.edu> and click the “Training” tab). For specific GFS reporting help, you can schedule a one-on-one tutoring session.

One-on-one Tutoring

Tutoring sessions are available and reservations are required. Tutoring is conducted in the productions system; therefore, participants are asked to bring real work to the session. You can request a session by submitting a HelpSU (<http://helpsu.stanford.edu/helpsu.cgi>).