

# Accessing PS SA v9 Online Training



Step	Action
1.	Open <b>Internet Explorer</b> and erase everything in the <b>Address</b> bar.
2.	Type " <b>utrain</b> " in the <b>Address</b> field.
3.	Press the <b>[Enter]</b> key on your keyboard.



If "**utrain**" does not work, type "**utrain.hccs.edu**" in the **Address** field.

## Signing into UTRAIN

User

Training

Resource

And

Information


Network

[Login](#)

[Login and Change Password](#)


[UTRAIN Instructions for Student Admin](#)


PeopleSoft.  
User Productivity Kit  
UTRAIN @ HCCS



If you are unable to login and / or get an error message of "**Incorrect Login**" then please contact Support Services at 713-718-8800 to:

1. Reset your password
2. Place you into 'Active' status

Step	Action
4.	Click the <a href="#">Login</a> link. 


  
 PeopleSoft.
   
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**Login page**

Please enter your user name and password and click the Login button.

User name

Password

Step	Action
5.	Enter your username into the <b>User name</b> field. For example, " <b>firstname.lastname</b> " as it appears in your email address.
6.	Enter your password into the <b>Password</b> field. Enter the default password, " <b>123456</b> " if this is your first time logging into UTRAIN.



Your username is also your email username. It should not include the "@hccs.edu" suffix when logging into UTRAIN.

Your password may be set to something different if you have changed it. If so, use your personal password to log in.

If you are not able to log into UTRAIN, you can call the helpdesk (8-8800) to have your password reset.


Content Selection

PeopleSoft.  
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**Select Content**

[Content/Player for PeopleSoft \(PSCT\)](#)  
[Content/Player for PeopleSoft 8](#)  
[Content/Player for PeopleSoft 8 \(HR\)](#)  
[Content/Player for PeopleSoft 9 \(SA\)](#)

Step	Action
7.	Click the <b>Content/Player for PeopleSoft 9 (SA)</b> link. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <a href="#">Content/Player for PeopleSoft 9 (SA)</a> </div>

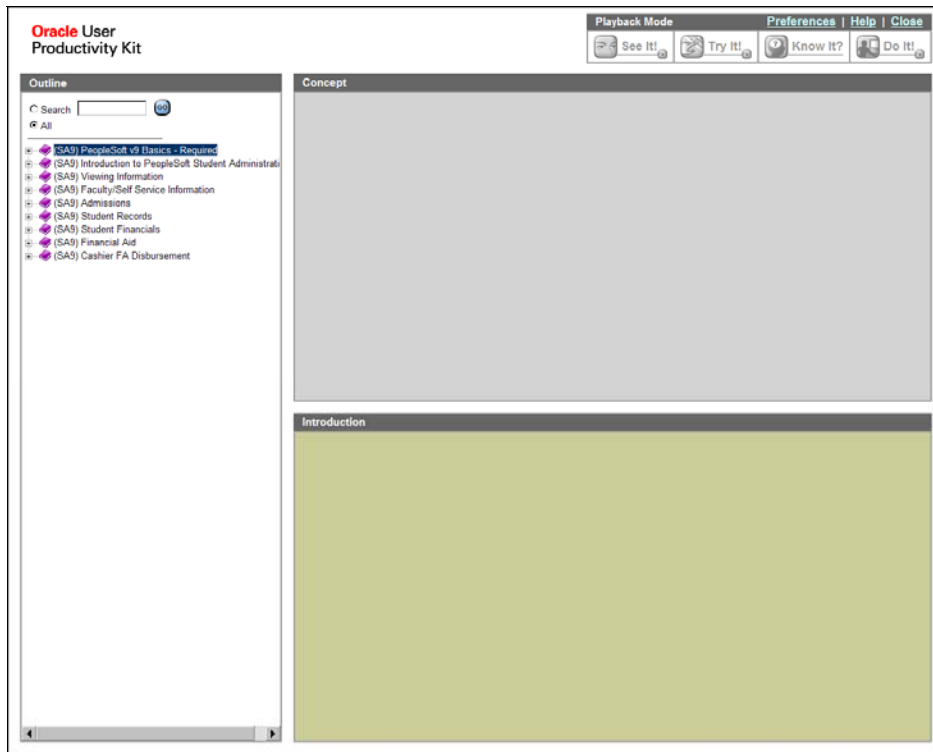
 All PeopleSoft training is conducted through UTRAIN. Each link will bring you to a different training module.

**Content/Player for PeopleSoft (PSCT)** ⇒ This is the training module used in Instructor-Led training

**Content/Player for PeopleSoft 8** ⇒ This is the training module for Financials

**Content/Player for PeopleSoft 8 (HR)** ⇒ This is the training module for Human Resources

**Content/Player for PeopleSoft 9 (SA)** ⇒ This is the training module for Student Administration






Step	Action
8.	<p>Click the <b>Expand Section</b> button to the left of <b>PeopleSoft v9 Basics - Required</b> to open the module.</p> <p></p>
9.	<p>For the Financial Aid &amp; Student Financials course, click the <b>Expand Section</b> button to the left of <b>Financial Aid &amp; Student Financials</b> to open the lesson.</p> <p>For the Admissions, Campus Community &amp; Student Records course, click the <b>Expand Section</b> button to the left of <b>Admissions, Campus Community &amp; Student Records</b> to open the lesson.</p> <p></p>

If the page pictured above does not display, check your pop-up blockers in the Tools menu of Internet Explorer.

- Select Tools from the Internet toolbar
- Select Pop-Up Blocker
- Ensure Pop-Up Blocker is turned OFF

*In this picture, the Pop-Up Blocker is toggled ON.*

Step	Action
10.	For the Financial Aid & Student Financials course, left-click the topic, <b>v9 Basics + Financial Aid &amp; Student Financials</b> .  For the Admissions, Campus Community & Student Records course, left-click the topic, <b>v9Basics + Admissions, Campus Community &amp; Student Records</b> .
11.	To view the training for the first time, click the <b>Try It!</b> button under the <b>Playback Mode</b> box.  
12.	Once you are comfortable with the material, return to the topic, and click the <b>Know It?</b> button under the <b>Playback Mode</b> box.  

 The Try It! mode is to be used in as practice. This will not satisfy your training requirements for security. Individuals that choose to complete the training through the self-paced option, and not attend an instructor-led class, must pass the Know It? mode in order to maintain security access.