How to Enter Academic Degree Information in PeopleSoft (to populate the University Catalogue)

- 1. Login to PeopleSoft Human Resources here: <u>https://www.uvm.edu/~erp/portal/</u>
- 2. In PeopleSoft, select "UVM Learning + Degrees"
- 3. Select "Add/Update Degrees and Schools"

Training / Degree Information			
멸 UVM Training Information			
Add/Update Degrees and Schools			
📔 My Training Summary			
Training			

4. If some of all of your degree information is missing, select "Add New Degrees"



5. Enter degree information:

-Click the magnifying glass next to each field

*School Code

-Choose the "Advanced Lookup" (AL) function to find your degree/school/major codes for each degree:

Look Up Sc	hool Code	3	×
		Help	^
Search by:	School Code 👻 begins with		
			=
Look Up	Cancel Advanced Lookup		

-In AL, change "Description" to "Contains", and enter one search word (ex. "south"):

Look Up School Code		
	Help	
School Code contains 👻		
Description contains - south		
Look Up Clear Cancel Basic Loo	If you are unable to find a code,	
Search Results	contact Kerry.Castano@uvm.eau	

-Select your degree/school/major from the search results

6. When all degree information is entered, check your highest degree as your "Terminal Degree" (see image below)

View All 🗇 🛛 First 🕚 1-3 of 3 🕑 Last				
Year degree acquired	Terminal Degree	Edit	Delete	
1986		0	Î	
1990		0	Î	
2007		0	Î	

7. Click "Save"



8. Exit PeopleSoft

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