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

1. Login to PeopleSoft *Human Resources* here: https://www.uvm.edu/~erp/portal/

2. In PeopleSoft, select "**UVM Learning + Degrees**"

3. If some or all of your degree information is not displayed, click "**Add New Degrees**"

4. Enter degree information:

   -Click the **magnifying glass** next to each field

   *School Code [_____] 🔍

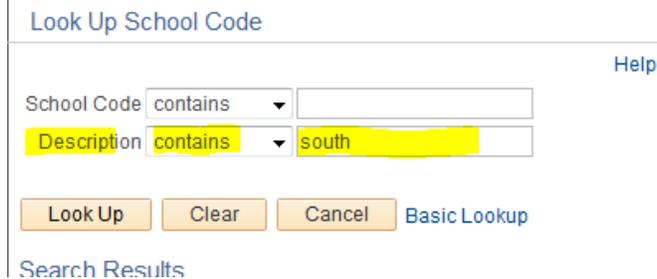   -Choose the "**Advanced Lookup**" (AL) function to find your degree/school/major codes for each degree:
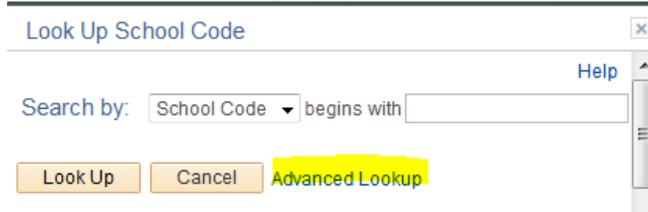
   Look Up School Code   ✕
                                                    Help ▲
   Search by: School Code ▼ begins with [_____]

   [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 Lookup
   Search Results

   > *If you are unable to find a code, contact Kerry.Castano@uvm.edu*

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

5. When all degree information is entered, check your highest degree as your "**Terminal Degree**"

   View All | ⤢   First ◀ 1-3 of 3 ▶ Last
Year degree acquired	Terminal Degree	Edit	Delete
1986	☐	✏️	🗑️
1990	☐	✏️	🗑️
2007	☑	✏️	🗑️

6. Click "**Save**"

   ➕ Add New Degrees

   [Save]

7. Exit PeopleSoft   8.24.21