

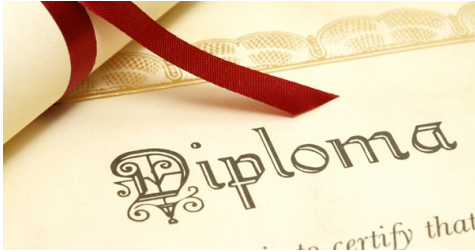


## Office of the Provost

### Faculty Degree Information: Self-Service Entry in PeopleSoft for the Catalogue

11-14-2017 By Kerry Castano

(Rev. 08-23-20)



Entering and updating faculty degree information became a PeopleSoft self-service function effective fall 2014. Faculty members only need to enter their degree information once. This is an annual reminder, but this is NOT an annual task.

PeopleSoft is the source of faculty degree information listed in the University Catalogue. If faculty members wish to have their terminal degree listed in the Catalogue, this information must be entered into PeopleSoft.

***By September 30:***

- ***NEW faculty members should enter their degree information in PeopleSoft.***
- ***EXISTING faculty members should update their degree information if it has changed (existing faculty members were asked to verify their information in fall 2014).***

See reverse side for instructions.

## 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, follow this path: **Self Service > UVM Learning +Degrees**
3. If some or all of your degree information is not displayed, click **“Add New Degrees”**
4. Enter degree information:

-Click on the magnifying glass next to each category to open the Look Up menus to find your degree/school/major codes for each degree:

**My Current Person Profile** X

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

**Details**

\*Degree  🔍

\*Degree Seq (1st,2nd,3rd...)

Country  🔍

\*School Code  🔍

Major Code  🔍

\*Year degree acquired

Terminal Degree

-In Look Up Menu, select **“Description”** in Search By pull down menu, and enter search word (e.g., “south”):

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

5. When all degree information is entered, check your highest degree as your **“Terminal Degree”**
6. Click **“Save”**

+ Add New Degrees

Save

7. Exit PeopleSoft

*If you are unable to find a code, contact Kerry Castano at 656-1299 or [Kerry.Castano@uvm.edu](mailto:Kerry.Castano@uvm.edu)*