



Finance Navigation Tutorial Overview



PeopleSoft Finance Upgrade and Grants Implementation Navigation Tutorial Overview

The Navigation Tutorial is a computer based training tool (CBT), designed to provide you with an overall understanding of basic navigation within the upgraded Finance system and the new Grants module. All users of the PeopleSoft Finance system should complete the Navigation Tutorial before attending any Finance upgrade or Grants implementation training classes.

This tutorial consists of six topics:

- Introduction to Tutorials
- How to Logon
- Basic Navigation
- Favorites
- Components and Pages
- Search and Lookup

The tutorial takes approximately 20-30 minutes to complete. Please note that it is both an audio and visual tutorial. However, if you do not have access to speakers or headphones, the overall learning experience is not affected.

The online tutorial may be accessed via the following link:

<http://inside.umassadmin.net/Training/tutorialfinnav.cfm>

Navigation Tutorial Question and Answers

When and where will I be able to access the Navigation Tutorial?

7 days a week, 24 hours a day. If you are not able to access the tutorial, contact the Faculty/Staff IT Service Center, 508-999-8790 or itscenter@umassd.edu, during regular business hours. In addition to accessing the tutorial in the office, you may access it from your home using a VPN connection. You will need to have FlashPlayer on the computer from which you are accessing the tutorial.

What if I want to access a single topic as a refresher?

The Navigation Tutorial provides the flexibility to review all of the topics from beginning to end, or to access a single topic. This may be useful if you have questions on a particular area. Once you access the Navigation Tutorial, you will notice the Table of Contents page provides you with individual links for each topic and the flexibility to freely move about from topic to topic.

Is there any paper documentation that I can use for support?

Yes. We recognize that many people feel more comfortable using directions on paper, rather than reading from a computer monitor. A printable step-by-step job aid has been provided in both html and PDF formats on the Navigation Tutorial Table of Contents page.

Why do I need to complete the survey?

After completing the tutorial, it is important to fill out the survey so your feedback can be used to improve and expand our online learning tools for future training.

What should I do if I have a question about using the Navigation Tutorial?

Please contact the Faculty/Staff IT Service Center, 508-999-8790 or itscenter@umassd.edu.