Table of Contents

Signing into MyRED ......................................................................................................................... 2
Navigation Overview .......................................................................................................................... 2
  Page Search .................................................................................................................................. 3
Using Search Pages .......................................................................................................................... 4
  Searching for Students ..................................................................................................................... 6
  Advanced Search ............................................................................................................................. 6
Viewing Information .......................................................................................................................... 7
  New Window .................................................................................................................................. 8
  Effective Date ................................................................................................................................. 8
  View One/View All ......................................................................................................................... 8
  Adding/Removing A Row of Data .................................................................................................... 10
  Lookup Function ............................................................................................................................. 10
  Sorting Results ............................................................................................................................... 10
  Search Results Options ................................................................................................................... 11
  Saving Transactions ......................................................................................................................... 11
User Defaults ..................................................................................................................................... 12
Signing Out ....................................................................................................................................... 14
Term Code Structure ....................................................................................................................... 14
Signing into PeopleSoft

1. Open your web browser
2. Go to http://myred.unl.edu
3. Enter your NU ID number in the User ID field.
4. Enter your password. Use your password that you use to access Firefly
5. Click Sign In

The menu item availability under the Employee Tab depends on the security access needed to complete your job duties.

Navigation Overview

There are a variety of ways to navigate through PeopleSoft. Use the menu panel on the left to open menus, folders, and pages. In the example below, the Curriculum Management menu is selected from the menu panel. The Curriculum Management menu is expanded, showing the folders beneath it. These folders also appear as icons in the main menu. You may click on the folder from either the menu panel or the icon in the main menu. Pages are stored in each folder. You may click on the links from the menu panel or the main menu to access a page.
Use the menu on the left or the menu below to open folders or pages.

Click on the Home Link to return to the MyRed homepage.

After clicking on the Schedule of Classes link from the menu panel or the main menu, you will see additional pages depending on your security access within the folder. Click on the blue links from the menu pane or the main menu to go to a page.

**Page Search**

If you do not know the navigation to a page, you may **Search the Portal**. Type the name of a page you want to find in the Search box and then click the magnifying glass or press Enter to see the results. If you have located the appropriate page in the search results, you may click on it to directly access the page.
Enter **Browse Catalog** in the search box and click on the magnifying glass or press enter.

In this particular search, there is only one result. The search results provide the navigation to the page or you may navigate directly to the page by clicking on the link in the search results.

**Using Search Pages**

When a page is selected from a menu panel or the main menu, the system will display a Search page. Use the Search page to retrieve the appropriate record/information from the database.
Enter search criteria in the search boxes to narrow down your search results. If you have set up your user preferences, some search criteria will default into the search fields.

In this search, the Academic Institution, term code, Subject Area and Catalog Nbr. were entered as search criteria. You may enter as much search criteria as you would like to narrow your search. If you do not like the results of your search, click on the Clear button and re-enter different search criteria.

This indicates how many results are retrieved in your search.
Searching for Students

When searching for students, it is best to enter the NU ID into the ID field. If you do not have the NU ID, you may search by National ID (Social Security Number) or Last and First Name. Please remember that when you search by name, your search results will return students from all four institutions in the database. The search results do not indicate which institution the student is associated with.

Advanced Search

Conditional operators (options in the drop down list box by the field name) are provided on fields for advanced search capabilities. While conditional operators can be useful, caution should be used with them. For instance, entering only the Academic Institution and the Term will result in a slow search with too many results. If you enter very specific search criteria, your search results may not return all the records you need.

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.
PeopleSoft - Fundamentals

**Schedule New Course**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>NEUNL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>1089</td>
</tr>
<tr>
<td>Subject Area</td>
<td></td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td></td>
</tr>
<tr>
<td>Academic Career</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Course ID</td>
<td></td>
</tr>
<tr>
<td>Course Offering Nbr</td>
<td></td>
</tr>
</tbody>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Academic Career</th>
<th>Campus</th>
<th>Description</th>
<th>Course ID</th>
<th>Course Offering Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Graduate</td>
<td></td>
<td></td>
<td>046613</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>HIST</td>
<td>227</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040277</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040620</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040620</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040620</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040620</td>
<td></td>
</tr>
<tr>
<td>NEUNL</td>
<td>1089</td>
<td>SPAN</td>
<td>993</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td>040620</td>
<td></td>
</tr>
</tbody>
</table>

In this search, the Academic Institution and Term Code were used with a conditional operator of *Contains* in the description field. Notice that the search results only display 300 results. You will need to refine your search to reduce the number of search results.

**Viewing Information**

Pages categorize all the data within the system and allow access to pre-organized information. A page can also be called a window or a screen. A component is a series of related pages that are used for a particular function. The tabs across the top of the page and blue links at the bottom of the page represent components of a particular page. You may navigate through the page by clicking on the individual tabs or the blue links at the bottom of the page.

**MyRED**

You may click on the tabs across the top of the page or the blue links at the bottom of the page to access the different components.
New Window
The New Window link allows you to open another session of PeopleSoft without logging into the system again. This is helpful when you need to navigate to a new page, but you don’t want lose any unsaved data on the page you are currently using.

Once you are finished using the new window, use the X at the top of the page to exit and return to your original PeopleSoft session. If you Sign Out of your new window, you will also sign out of your original window and lose any unsaved data.

Effective Dating
Effective Date is the date on which a table row becomes effective or the date that an action begins. Most tables in PeopleSoft have effective dates. When working with information in the system, you will need to be familiar with the concept of effective dated rows. Effective dates keep current, future, and historic information in tables. You can use the information to view current information and plan for the future. The system classifies all effective dated rows into one of three categories: Current, Future, and History Rows.

Current Row (Today)
- The current row has an effective date that is closest to, but not beyond, today’s date.
- There can be only one current row.

Future Rows (Tomorrow)
- Future rows have an effective date beyond today’s date on the current row.
- There can be unlimited future rows.

History Rows (Yesterday)
- Historical rows have an effective date prior to the effective date on the current row.
- There can be unlimited historical rows.

To ensure that you are viewing all effective dated rows, you should check the Include History check on search pages or click on the Include History button at the bottom of the page.

View All and View One
There are two different ways to view date effective rows—using View All or View One. Each page will detail for you how many rows of information are available. When a record contains multiple rows of information (i.e., changes in the course catalog over time) users have a choice in how to view the rows, by means of the toggle View All/View One. View One shows one row at a time and may be viewed by means of the arrow buttons or first and last row links. View All stacks all records on top of each other, and adds a scroll bar on the right for easy navigation.
The most current or future dated row will be at the top. The example below is in View One mode. Note the toggle says ‘View All’.

Indicates total rows—Use the First/Last link and arrow buttons to view rows.

The following example is in View All mode. Note the toggle now says ‘View1’.

Use the Scroll to view multiple rows when in View All Mode

Multiple rows of data may also exist for records that do not have effective dates. For example, many sections of a course could be scheduled within one term, so multiple rows of section data could exist.

There are Five sections of this course schedule and the first three section of five are available to view. Click on View All Section to see all five sections.
Adding/Removing a Row of Data

You may add rows of data by clicking on the +. To remove rows of data, click on the -.

Lookup Function

The Lookup Function page appears when you click on the lookup button. PeopleSoft will automatically show all available choices for the field.

Sorting Search Results

You may sort search results on any search results page by clicking on the search criteria in the blue bar. Click the search criteria twice to reverse the sort order.

Click any of the descriptions to change the sort order of your search result.
Search Results Options
When multiple search results are returned, you may not know which record you need to view. When you select a record, you can use the buttons at the bottom of the page to Return to Search, view Previous in List, or Next in List.

Saving Transactions
Every time you enter data into PeopleSoft, you must save your work before leaving the page. The Save button is located at the bottom left side of every page. If you attempt to exit before saving a transaction, you will receive a warning message.
Click on Ok to return to the page and save your transaction or Cancel to exit the page without saving.

When your transaction is saved you will see **Saved** in the upper right hand corner of the page.

**User Defaults**
You may set User Defaults so that you do not have to enter certain search criteria on every search page. For example, you may set your Institution default to NEUNL so that you never have to enter an institution code on search pages.

Navigation to User Defaults
Home > Set Up SACR > User Defaults

Enter NEUNL in the **Academic Institution**. When you enter an academic institution value, the **Career Group Set ID** and the **Facility Group Set ID** default on the **User Defaults 1 tab**.
Click on the **User Defaults 2** Tab and enter **NEUNL** as the **SetID**.

Click on the **User Defaults 4** Tab and check the **Carry ID** checkbox. This allows you to move between pages without re-keying a NU ID.

Click the **Save** button to save your user defaults.
Signing Out of MyRed
Click the Sign out link to securely exit MyRed.

Term Code Structure
All terms are assigned a four digit code. The first digit represents the century, the second and third digit represents the calendar year and the fourth digit represents the term.

First Digit
0=20\textsuperscript{th} Century
1=21\textsuperscript{st} Century

Digit Two and Three
Represents the Calendar year, for example 10 represents 2010.

Digit Four
Represents the Term
1=Spring Term-Begins in January
5=Summer Term-Begins in May
8=Fall term-Begins in August

Examples
0988=Fall 1998
1031=Spring 2003
1108=Fall 2010