

Quick Reference to Navigations in SOAR 8.9 (For familiar processes at NEW navigations)

These processes work the same as they did in the former 8.0 version of SOAR, but they have new navigations. Until new documents are ready, use your old handouts for instructions on data entry, but use the new navigations below.

Activate Wireless (Faculty and Staff only)

Home > Self Service > Fac/Staff Activate Wireless

Application Maintenance

Student Admissions > Application Maintenance > Maintain Applications

Approve Leave Time

Home > Self Service > USM Self Service > Monthly Time and Attendance > Approve employees leave taken

Assign Advisors

Home > Records and Enrollment > Student Background Information > Student Advisor

Assign Employees to Leave Time List

Home > Self Service > USM Self Service > Monthly Time and Attendance > Assign employees to manager

Bio/ Demographic Data

Home > Campus Community > Student Services Ctr (Student) General Info Tab

Biographical Data (including ethnicity, gender, national ID)

Home > Campus Community > Personal Info > Add/Update a Person

Change of Majors

Home > Campus Community > Student Services Ctr (Student) Academics Tab – Edit Program Data button

Class Permissions (saving a spot in a class for a certain student)

Home > Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers

Class Rosters

For faculty of the class:

Home > Self Service > Faculty Center Faculty Center Tab

View-only (staff):

Home > Curriculum Management > Class Roster > Class Roster

Print by Class Number:

Home > Campus Community > USM Campus Community > Reporting > USM Class Roster

Print by Subject Area:

Home > Campus Community > USM Campus Community > Reporting > USM Class Roster

Delete Run Control IDs

Home > USM Utilities > Utilities > Process > Delete Run Control IDs

Enrollment Limits

Home > Campus Community > Student Services Ctr (Student) Academics Tab – Edit Term Data button

Enrollment Summary

Home > Campus Community > Student Services Ctr (Student) Student Center Tab

EPay

Home > Self Service > Payroll and Compensation > View Paycheck

Group Post

Home > Student Financials > Charges and Payments > Group Processing > Group Data Entry

Honors & Awards

Home > Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Honors and Awards

Instructor Schedules

Home > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Monthly Time and Attendance (entry)

Home > Self Service > USM Self Service > Monthly Time and Attendance > Monthly time and attendance

Open / Closed Class Report

Home > Campus Community > USM Campus Community > Reporting > Open and Closed Classes

Payroll Distribution Report

Home > Payroll for North America > USM Payroll > USM Manage Payroll > Report N-Z > Payroll Distribution Report

Query (Run-only)

Home > Reporting Tools > Query > Query Viewer

Quick Enroll

Home > Campus Community > Student Services Ctr (Student) Academics Tab (under Classes)

Register for SOAR / SOARFIN training sessions

Home > Self Service > USM Self Service > SOAR/SOARFIN Training

Restricted Aid

Home > Financial Aid > Awards > Restricted Aid > Restricted Aid

Schedule of Classes

Home > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Search Match

Home > Campus Community > Personal Info (Student) > Search Match

Service Indicators

Home > Campus Community > Service Indicators (Student) > Active Service Indicators

Student Evaluations (Faculty retrieval)

Home > Self Service > USM Self Service > Print Course Evaluations

Student Evaluations (Student Entry)

Home > Self Service > USM Self Service > Student Course Evaluations

Student Grades

Home > Campus Community > Student Services Ctr (Student) Student Center Tab

Student Program/Plan Update

Home > Campus Community > Student Services Ctr (Student) Admissions Tab

Term Activation

Home > Campus Community > Student Services Ctr (Student) Academics Tab – Edit Term Data button

Term Statistics

Home > Campus Community > Student Services Ctr (Student) Academics Tab

Time and Attendance (entry)

Home > Self Service > USM Self Service > Monthly Time and Attendance > Monthly time and attendance

Transcript Run

Home > Records and Enrollment > Transcripts > Transcript Request

USM Class Roster Report

Single class roster by class number:

Home > Campus Community > USM Campus Community > Reporting > USM Class Roster

Multiple class rosters by subject area:

Home > Campus Community > USM Campus Community > Reporting > USM Class Roster

For faculty:

Home > Self Service > Faculty Center (Click on the  icon)

View Paycheck

Home > Self Service > Payroll and Compensation > View Paycheck