

IT Service Notice

Subject: PeopleSoft Reminders for all PS Users

Details: When using PeopleSoft please keep the following items in mind to help maintain optimum performance.

1) Be Careful in Your Process Scheduling

Reminder: Examine your jobs to make sure they are not conflicting with each other.

Full Description: Avoid scheduling multiple copies of the same process to run simultaneously as they will fight each other for system resources. When you need to schedule multiple copies of the same process, try to space them out so that they do not run at the same time.

2) The Importance of Setting User Preferences

Reminder: Set User Preferences

Full Description: Please remind your students and faculty that they will need to reset their User Preferences in Self-Service for Self-Service to work correctly. These preferences need to be reset each term. They control class search, account inquiry, and many other key aspects of student self-service.

If you have received this email from a colleague and would like to be permanently added to the dlist for these reminders, please contact VCCS ITS Client Services.

To view this information at anytime as well as all other PeopleSoft reminders click on the following link.

<http://helpnet.vccs.edu/ASC/Psoft/PsoftReminders.htm> *(This is not a real link at this time)*

Thank you,

VCCS ITS Client Services

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Phone - (804) 423-6757