NAVIGATING CAMPUS SOLUTIONS

As part of the Student Information System (SIS) Modernization Project, MSU is implementing Oracle’s PeopleSoft Campus Solutions (CS). To learn more about the Project and the functionality that is being implemented, visit sis.msu.edu.

This fact sheet covers the basics of logging into and navigating Campus Solutions.

First, using any browser, navigate to student.msu.edu and sign-in using your MSU NetID and password, followed by two-factor authentication.

Note: The timing in which you are granted access to CS will vary based on your business role.

When logging into CS for the first time, you will be prompted to set your screen reader preferences. This setting can be changed at any time by accessing “My Preferences” in CS.

CS homepages differ slightly between administrators, advisors and other staff. Your homepage will be presented after logging into CS. If you have access to multiple homepages, you will be able to toggle between them at the top of the page.

The tiles on the CS homepage can be a direct link to a specific page or collection of pages in CS. They can also link you to external systems, such as D2L or MSU’s Academic Calendar.
No matter where you are in CS, these five icons appear in the top right corner of your homepage.
1. The house icon will take you back to your homepage.
2. The magnifying glass allows you to search for any page in CS.
3. Notifications and items that require action will appear under the bell icon.
4. Clicking the ellipses will display a menu allowing you to “favorite” a page. It is here where you can also change your preferences and find help resources.
5. Clicking on the compass displays the Navigation Bar (NavBar).

TIP
To easily navigate the application, use the NavBar tools rather than the browser back buttons.

The NavBar is a control panel that provides quick access to pages and folders in CS.
1. The **Recent Places** icon will display the last five screens you visited.
2. The **My Favorites** icon allows you to edit, view and reorder any saved favorites you may have.
3. The **Navigator** icon displays the full menu of options that are available to you. As you navigate through the menu, use the left arrow to go back a level, or the up arrow to go back to the root menu.

TIP
To add a favorite to the “My Favorite” list, navigate to the desired page, select the ellipses in the top right menu, and click “Add to Favorites.” This page will now appear in the “My Favorites” list.