

Memorandum

TO: Administrative and Academic Department Users

RE: PeopleSoft Access - New Graduate Student Instructors/Teaching Assistants

Graduate students who will be teaching a course or teaching assistants for the first time must have their PeopleSoft access updated to allow them to access course information, such as rosters and grade input.

Once the student has been assigned to the course in the Schedule of Classes, the academic department should request the security necessary to update the NetID for the Graduate student to enable them to see their course information in their MyUAlbany. This security request should be sent to ihelp@albany.edu with a subject line of "MyUAlbany Grad Student Instructor Security Request." In the message please include the name, NetID of the graduate student, Term, Course (i.e. ABIO 110) and the Class Number.

No notification is necessary for MyUAlbany security for Graduate Students that have **previously** been designated as Instructor or Teaching Assistant.

However, the Registrar's Office may need to be notified when the Academic Subject Area of the course that the graduate student will be teaching has changed.