How Do I?
View a Student’s Southeastern Course History
PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your User ID. *Remember to use CAPS when entering your User ID.*

2. Select Southeastern SA Data > Southeastern SA Data > Inquire > SLU Course History

3. Choose type of search from the Search by drop down button. *You may search by a University ID, Last Name, or just the beginning of the information you have available. If you search using the beginning of some information (ex: 0175 for a student’s University ID), a list will display for you to select from.*

4. Key in student’s information, and click the Search button. *The SLU Course History page will display.*

5. Click View All to see all courses taken at Southeastern.

6. To view another Student’s Course History page click the **Return to Search** button.

7. Remember to Sign Out of PeopleSoft when you have finished your session.