

Adding a Student to a Student Group

Login into <http://my.fresnostate.edu/> and Click on the **NavBar** icon to bring you to the Peoplesoft Campus Solutions menu.



Navigation to: Menu > Records and Enrollment > Career and Program Information > Student Groups

(A) Enter the Student ID into the ID field and

(B) Click the **[Search]** button.

Student Groups
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Search Criteria

ID begins with 108407669 (A)

Campus ID begins with

Local Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

Search (B) Basic Search Save Search Criteria

Student Groups
Mick Mouse 108407669

Academic Institution Details
*Academic Institution FRSNO State Univ Fresno
*Student Group BRGT Retention Grant

Details
*Effective Date 09/01/2023 *Status Active

Comments
You can type anything you want in here

Last Update Date/Time 09/01/2023 12:31:44PM by Type Manual

Save Return Search Notify Update/Display Include History Correct History

Step 1. Verify the name is the correct person you want.

Step 2. If the Student Group field is blank, skip to step 3.

If the Student Group field is not blank, there are other groups for the student.

- Click on the View All link in the blue bar just under the name
- If there isn't already a row for your student group then click the top **[+]** (plus sign) on the right to add the student to a new Student Group

Step 3. If needed, for **Academic Institution**, enter **FRSNO**

Step 4. For **Student Group**, enter: **your group** (ex: **BRGT** - code for the students who receive a Bulldog Retention Grant)

Step 5. For **Effective Date**, you may want to change the date to the first day of the first month of the academic year (**08/01/2023**). It will default to today's date, you can leave it as the default date if you want.

Step 6. Make sure the **Status** is **Active**

Step 7. Type in any comments as needed

Step 8. Click on the **[Save]** button.

* To remove a student from a student group, click the **[+]** (plus sign) next to the Effective Date (which will create a new row). Change the **Effective Date** to the date the student is no longer in the group. Change the **Status** to **Inactive**, type in comments as needed, and click on the **[Save]** button.
*** Do **NOT** use the **[-]** (minus sign) to remove rows unless a student group was entered in error ***