# Training Materials & Resources

There are a number of resources and training materials available for people who use tools to access University data. Additionally, the University of Maine System has developed and compiled training materials for the PeopleSoft Query tool. Click on the resources below to see what is available, or try the search bar at right. For questions please contact DARTS@maine.edu

<table>
<thead>
<tr>
<th>Power BI Overview</th>
<th>PeopleSoft Query Training</th>
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| Information and resources for Power BI. | - Beginner PS Query  
- Intermediate PS Query  
- Advanced PS Query  
- Data Access Requests  
- PS Query Best Practices  
- Troubleshooting PS Query  
- Training for Functional Areas |

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<tr>
<th>Excel Tips</th>
<th>Institutional Research (IR)</th>
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| User tips for accurately displaying data exported from different tools | - Creating and Managing a Retention Cohort Group  
- Institutional Research, Reporting, and Assessment Knowledgebase  
- Reporting Standards & Practices |

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<tr>
<th>Process Documents</th>
<th>UMS PS Query Users' Forum</th>
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<tbody>
<tr>
<td>Step-by-step instructions to ensure proper data entry.</td>
<td>Join us! If you're not already a member, request access and join over 200 UMS PS Query users! Get helpful tips, ever-expanding resources, and collaborate with others working in the UMS data.</td>
</tr>
</tbody>
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- Deferred Student Admission Coding  
- Academic Interests  
- Academic Test Summary  
- Financial Aid: Importing a Federal Data File-032608  
- Instruction Modes Documentation  
- Load Factor Introduction  
- MaineStreet Access to Student Data (Campus Solutions)  
- Military Leave & Return Procedures  
- COVID-19 Withdrawals & Registration Holds  
- Preventing Duplicate IDs in MaineStreet Campus Solutions using Search/Match  
- Preventing Duplicate IDs in MaineStreet Human Resources using Add a Person  
- Course Component Documentation  
- COVID-19 Withdrawals & Registration Holds (Prior Information for 2021-2022 Academic Year)  
- Course Facility ID Documentation |

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<th>Data Cookbook Resources</th>
<th>CS Resources</th>
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| Information and resources for using the Data Cookbook. | Personalizing your MaineStreet Experience  
Financial Aid Resources  
MaineStreet Training Tools - use cautiously |

- How to Interact with Definitions in Data Cookbook  
- Documenting Processes and Procedures with Data Cookbook & Confluence  
- How to Manage Your Data Cookbook Account  
- HEUG (Higher Education User Group)  
- PeopleSoft resources for higher ed professionals: join HEUG (by entering University of Maine System as your "Company") for access to forums and resources |

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<th>Database (MaineStreet) Resources</th>
<th>HR Resources</th>
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| HEUG (Higher Education User Group) | MaineStreet Training Tools - use cautiously  
MaineStreet HR Home Website  
HR Date Definitions |

- Course Component Documentation  
- COVID-19 Withdrawals & Registration Holds (Prior Information for 2021-2022 Academic Year)  
- Course Facility ID Documentation |

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<tr>
<th>External Education &amp; Reporting Resources</th>
<th>SQR Support</th>
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| These are external organizations with whom we share data for internal analysis and reporting to the wider public. Find links to current instructions, definitions, and due dates. | Join our SQR Programmers' Group  
How to run SQR Runner jobs  
How to Run an SQR Report |

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<th>CS Resources</th>
<th>Discoverer Migration Project</th>
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| Personalizing your MaineStreet Experience  
Financial Aid Resources  
MaineStreet Training Tools - use cautiously | Overview  
Frequently Asked Questions  
Discover Migration Project Team Members |

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<tr>
<th>Financials Resources</th>
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| MaineStreet Training Tools - not in use  
Maine.edu Website Resources for Financials  
MaineStreet Financials IT Home Website (Confluence) |