



# Accessing Your Teaching Assignments

## A How-to Guide

Everything begins with the Cerritos Portal login page.

### Cerritos Campus Portal

#### Student Log-ins

The default password for students signing in for the 1st time is their 8-digit DOB using this format:

*MMDDYYYY*

[Student Login Help](#)

[studentcomputerhelp@cerritos.edu](mailto:studentcomputerhelp@cerritos.edu)

#### Open Enrollment

Open enrollment for new students begins on April 3, 2023.

Username / Student ID

rrios

Password

.....|

Login

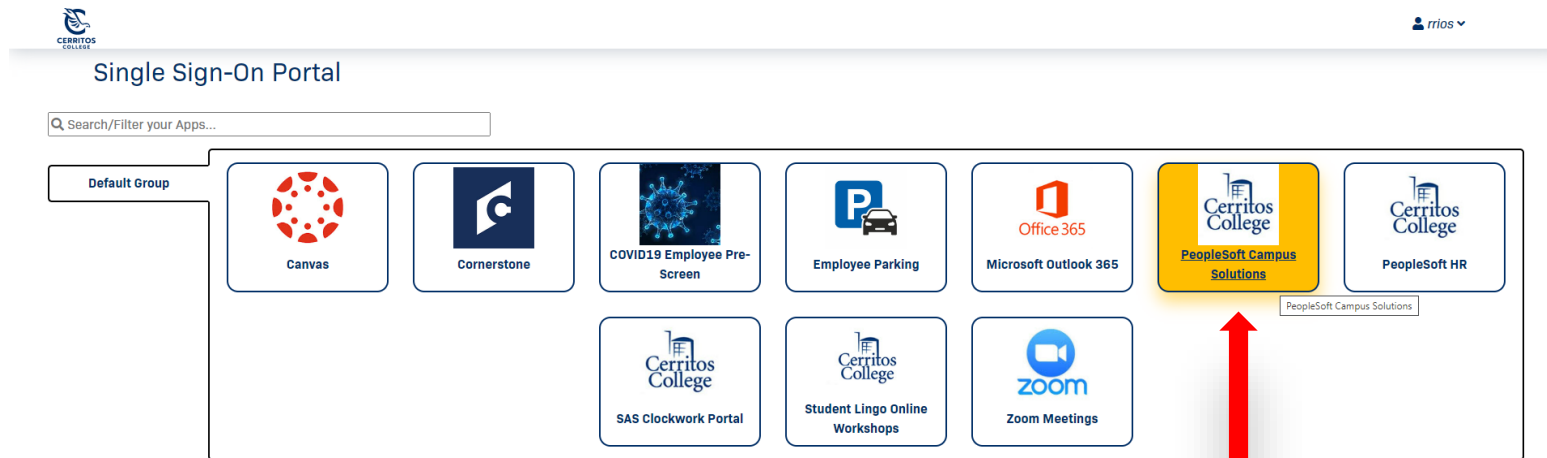
Set Password

User Self-Service



Log in as usual

# Accessing Your Teaching Assignments Continued



Single Sign-On Portal

Search/Filter your Apps...

Default Group

- Canvas
- Cornerstone
- COVID19 Employee Pre-Screen
- Employee Parking
- Office 365
- Microsoft Outlook 365
- PeopleSoft Campus Solutions**
- PeopleSoft HR
- SAS Clockwork Portal
- Student Lingo Online Workshops
- Zoom Meetings

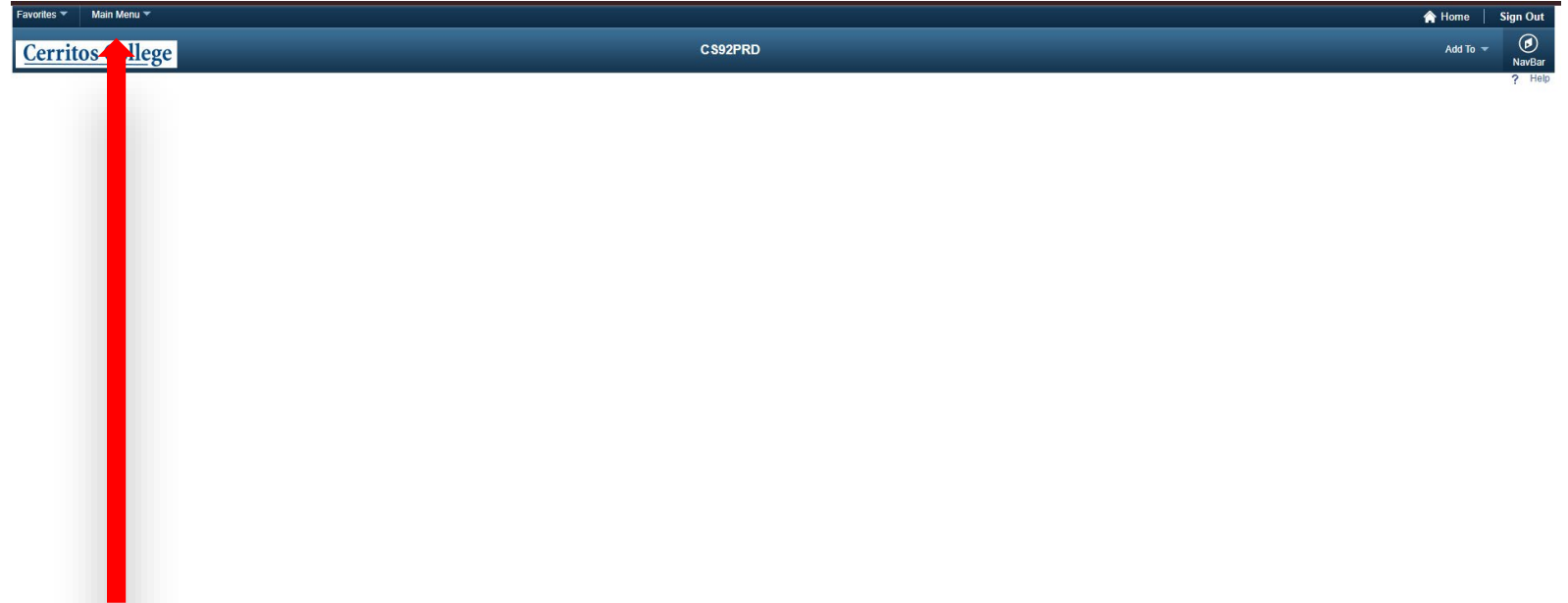
From the portal home page, you want to find **PeopleSoft Campus Solutions**.

Click to launch



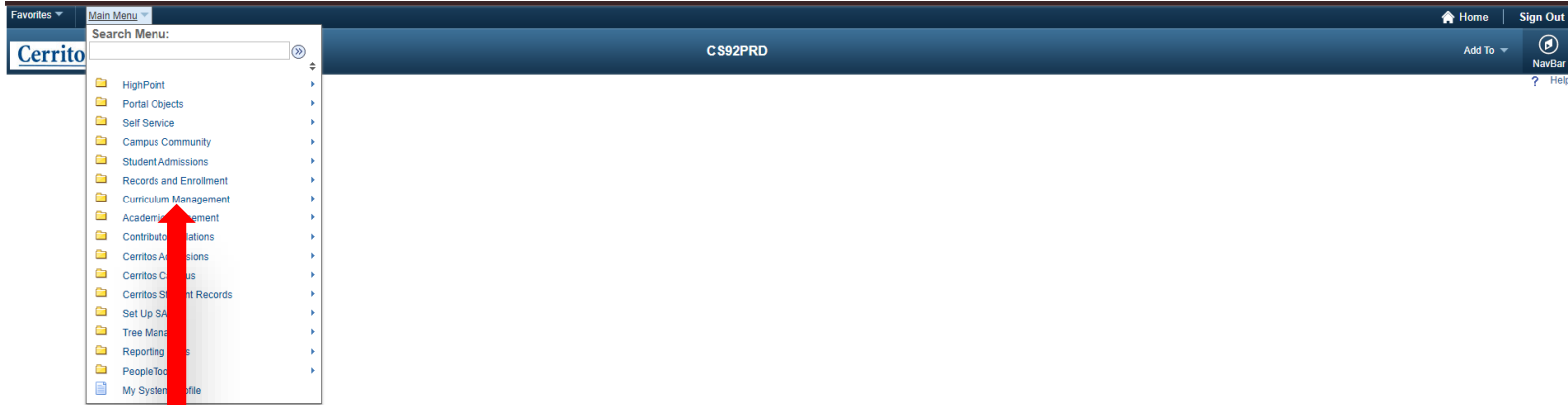
# Accessing Your Teaching Assignments Continued

The PeopleSoft CS  
Home page will load  
as a blank page.



Click **Main Menu** on the toolbar

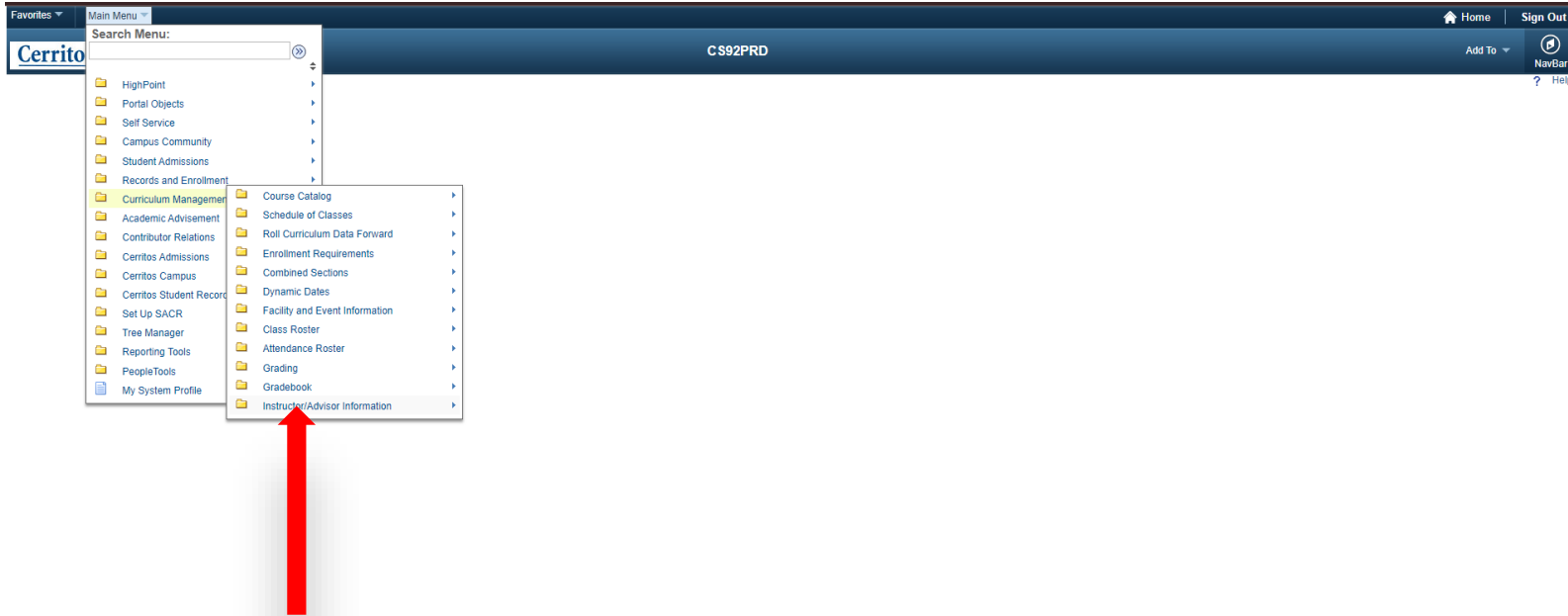
# Accessing Your Teaching Assignments Continued



**Breadcrumbs:**  
→ **Curriculum  
Management**

**Click Curriculum Management**

# Accessing Your Teaching Assignments Continued



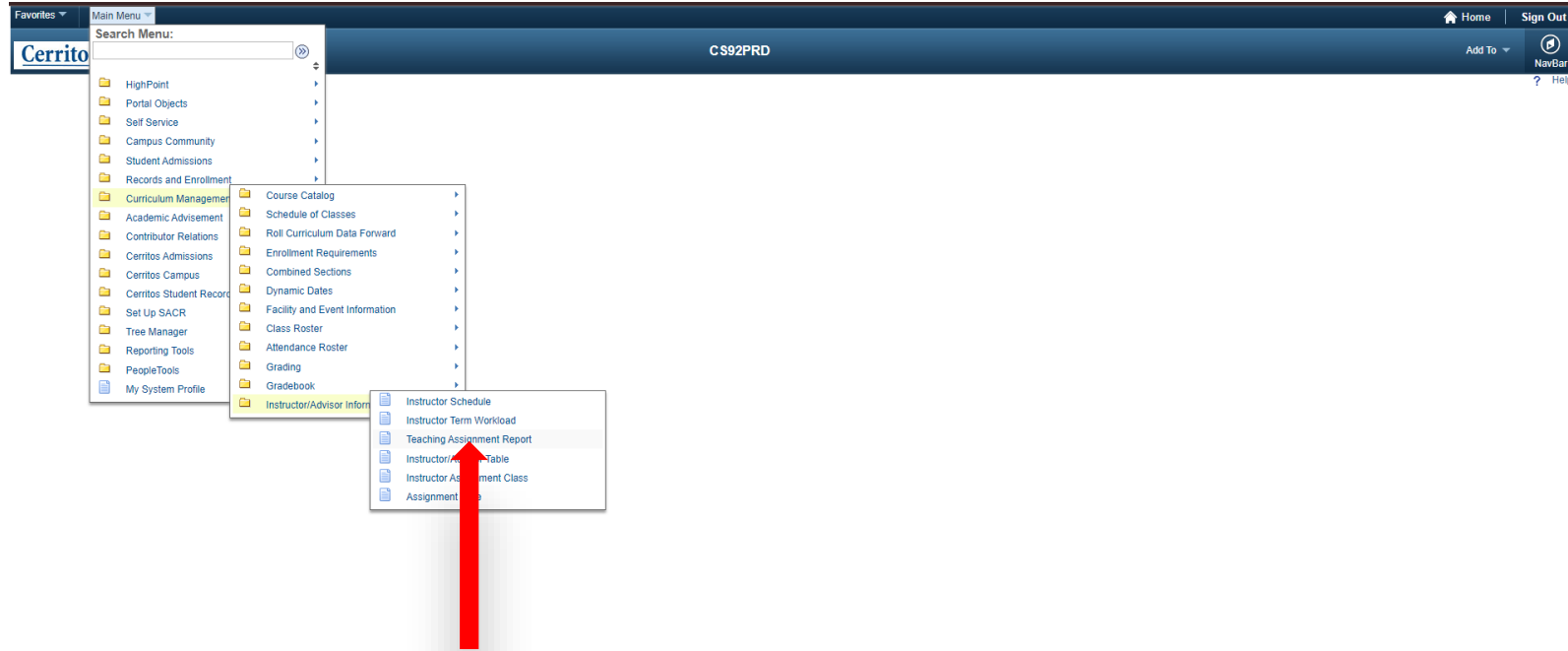
**Click Instructor/Advisor Information**

**Breadcrumbs:**

→ **Curriculum  
Management**

→ **Instructor/Advisor  
Information**

# Accessing Your Teaching Assignments Continued



**Click Teaching Assignment Report**

**Breadcrumbs:**

- **Curriculum Management**
- **Instructor/Advisor Information**
- **Teaching Assignment Report**



# Accessing Your Teaching Assignments Continued

Teaching  
Assignment Report  
search page.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

**Cerritos College** CS92PRD

### Teaching Assignment Report

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

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID | begins with ▾

Case Sensitive


Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-3 of 3 | Last

Run Control ID	Language Code
9WEEK2B	English
COUNSELING	English
RRIOS	English

Find an Existing Value | Add a New Value



Click your **username** and then  
Click **Search**

# Accessing Your Teaching Assignments Continued

Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report

Cerritos College C S92PRD

Teachnig Assignment Report

Run Control ID: RRIOS Report Manager Process Monitor Run

**Run Control Parameters**

Term:  2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours


**Choose Instructor**

All Instructors  Single Instructor

**Choose Academic Group (Division)**

All Groups  Single Group

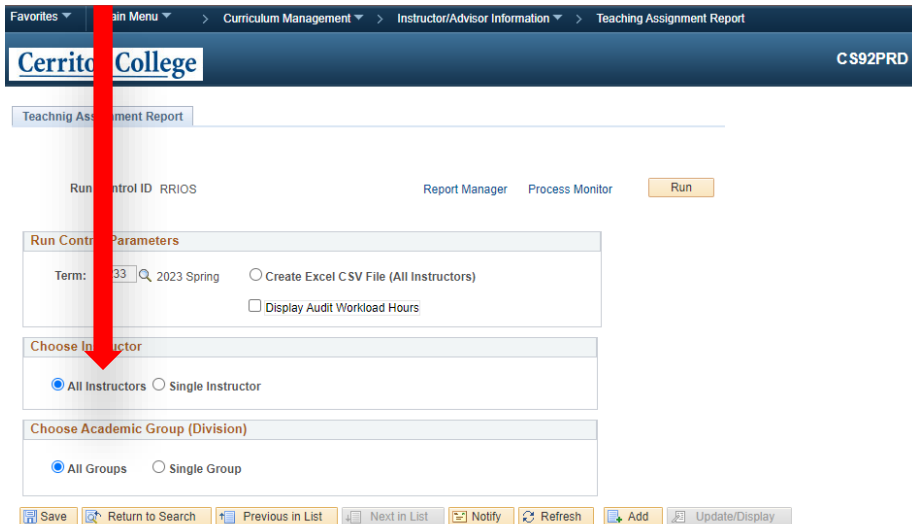
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



Change the **Term** to the semester and year you wish to look up.

# Accessing Your Teaching Assignments Continued

If you wish to run a report for an entire division, click **All Instructors**.



The screenshot shows the 'Teaching Assignment Report' interface. A red arrow points to the 'All Instructors' radio button in the 'Choose Instructor' section. The 'Term' is set to '2023 Spring' and 'Display Audit Workload Hours' is unchecked. The 'Run' button is visible.

Run Control ID: RRIOS      Report Manager    Process Monitor    Run

Run Control Parameters

Term: 1233 2023 Spring     Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

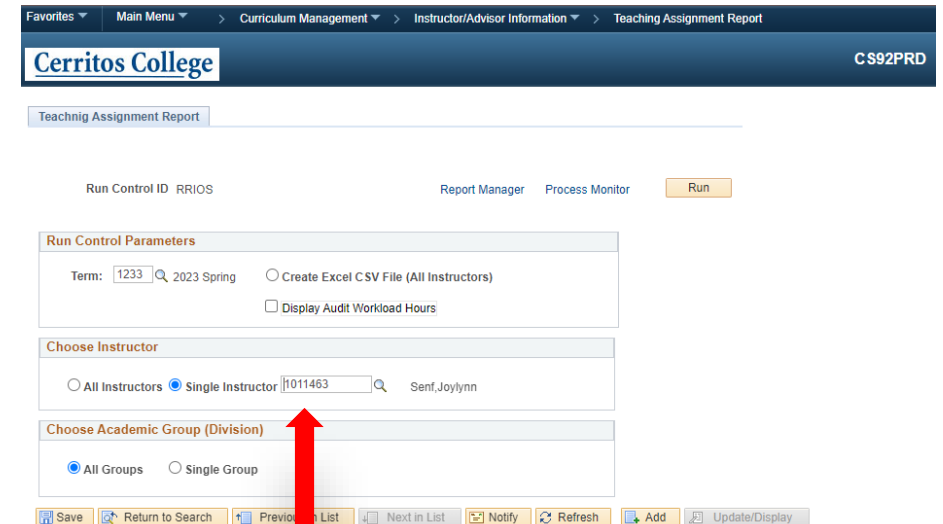
Choose Instructor

All Instructors     Single Instructor

Choose Academic Group (Division)

All Groups     Single Group

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display



The screenshot shows the 'Teaching Assignment Report' interface. A red arrow points to the 'Single Instructor' radio button in the 'Choose Instructor' section, which is selected. The employee ID '1011463' is entered in the text field next to it. The 'Term' is set to '2023 Spring' and 'Display Audit Workload Hours' is unchecked. The 'Run' button is visible.

Run Control ID: RRIOS      Report Manager    Process Monitor    Run

Run Control Parameters

Term: 1233 2023 Spring     Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

Choose Instructor

All Instructors     Single Instructor    1011463    Sent, Joylynn

Choose Academic Group (Division)

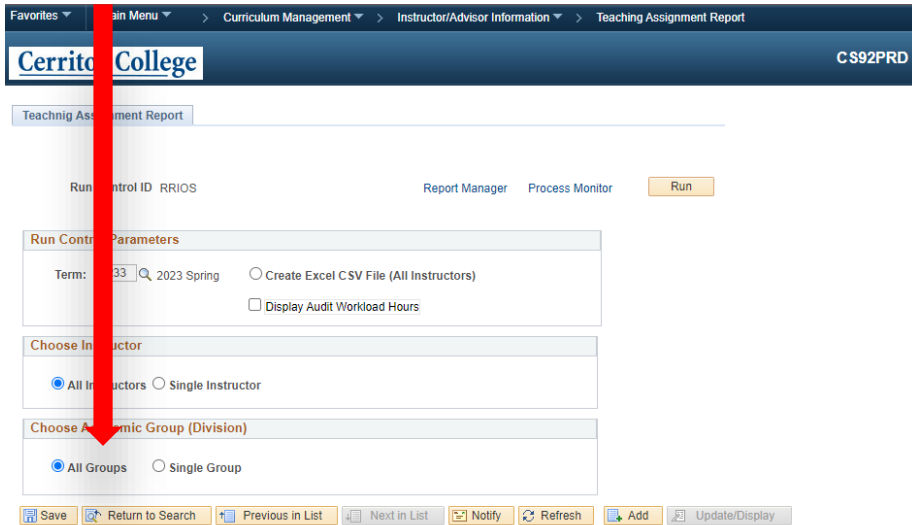
All Groups     Single Group

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

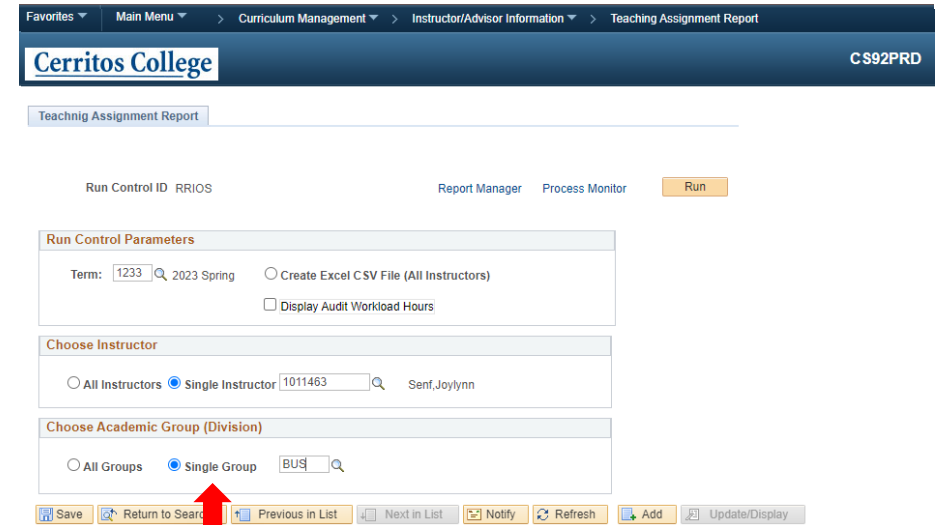
If you wish to run a report for a single instructor, enter their employee ID number next to **Single Instructor**.

# Accessing Your Teaching Assignments Continued

If you wish to run a report for all areas,  
click **All Groups**.



The screenshot shows the 'Teaching Assignment Report' interface. The breadcrumb trail is 'Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report'. The page header includes 'Cerritos College' and 'CS92PRD'. Below the header, there are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Control ID' is 'RRIOS'. The 'Run Control Parameters' section includes a 'Term' dropdown set to '2023 Spring', a search icon, and two radio buttons: 'Create Excel CSV File (All Instructors)' (selected) and 'Display Audit Workload Hours'. The 'Choose Instructor' section has 'All Instructors' selected. The 'Choose Academic Group (Division)' section has 'All Groups' selected. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



The screenshot shows the 'Teaching Assignment Report' interface. The breadcrumb trail is 'Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report'. The page header includes 'Cerritos College' and 'CS92PRD'. Below the header, there are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run Control ID' is 'RRIOS'. The 'Run Control Parameters' section includes a 'Term' dropdown set to '2023 Spring', a search icon, and two radio buttons: 'Create Excel CSV File (All Instructors)' (selected) and 'Display Audit Workload Hours'. The 'Choose Instructor' section has 'Single Instructor' selected with the ID '1011463' and the name 'Senf, Joylynn'. The 'Choose Academic Group (Division)' section has 'Single Group' selected with the area 'BUS' entered. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

If you wish to run a report for a single  
area, enter the area next to **Single Group**.

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

Teachnig Assignment Report

Run Control ID RRIOS Report Manager Process Monitor **Run**

**Run Control Parameters**

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

**Choose Instructor**

All Instructors  Single Instructor 1011463 Senf, Joylynn

**Choose Academic Group (Division)**

All Groups  Single Group BUS

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click **Run**

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

Process Scheduler Request

User ID RRIOS Run Control ID RRIOS

Server Name: [dropdown] Run Date: 03/29/2023 [calendar icon]  
Recurrence: [dropdown] Run Time: 5:55:57PM [Reset to Current Date/Time]  
Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Teaching Assignment Report	ZSRR058	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Be sure the Format is PDF

Click OK

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

Teaching Assignment Report

Run Control ID RRIOS Report Manager Process Monitor Run

Process Monitor Go to Process Monitor

**Run Control Parameters**

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

**Choose Instructor**

All Instructors  Single Instructor 1011463 Senf, Joylynn

**Choose Academic Group (Division)**

All Groups  Single Group BUS

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click Process Monitor

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

Cerritos College C S92PRD

Process List Server List

View Process Request For

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Queued	N/A	Details

Go back to Teaching Assignment Report

Process List | Server List

To access your report  
PDF file:

System is processing... Click **Refresh** until both status  
change.

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Instructor/Advisor Information ▾ Teaching Assignment Report ▾ Process Monitor

**Cerritos College** CS92PRD

Process List Server List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	N/A	Details

Go back to Teaching Assignment Report

Save Notify

Process List | Server List

To access your report  
PDF file:

System is still processing... Click **Refresh** until both status change.

# Accessing Your Teaching Assignments Continued

Process List | Server List

View Process Request For

User ID   Type  Last  Days

Server   Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	Details



To access your report  
PDF file:

[Go back to Teaching Assignment Report](#)

Process List | Server List

**Your report is ready.**

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

**Cerritos College** CS92PRD

Process List | Server List

View Process Request For

User ID  Type   Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All |  1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	<a href="#">Details</a>

Go back to Teaching Assignment Report

Process List | Server List

To access your report  
PDF file:

Click **Details**



# Accessing Your Teaching Assignments Continued

To access your report PDF file:

Navigation: Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

Cerritos College CS92PRD

### Process Detail

Process	
Instance	4701260
Type	SQR Report
Name	ZSRR058
Description	Teaching Assignment Report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request
Location	<input type="radio"/> Queue Request
Server	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	Parameters
Run Anytime After	Transfer
Began Process At	Message Log
Ended Process At	Batch Timings
	<a href="#">View Log/Trace</a>

OK Cancel

Index Page

Click **View Log / Trace**



# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

**Cerritos College** CS92PRD

To access your report PDF file:

View Log/Trace

**Report**

Report ID 3394343 Process Instance 4701260 [Message Log](#)  
Name ZSRR058 Process Type SQR Report  
Run Status Success

Teaching Assignment Report

**Distribution Details**

Distribution Node psrpt Expiration Date 06/27/2023

**File List**

Name	File Size (bytes)	Datetime Created
SQR_ZSRR058_4701260.log	1,764	03/29/2023 5:56:59.087000PM PDT
ZSRR058_4701260.PDF	5,436	03/29/2023 5:56:59.087000PM PDT
ZSRR058_4701260.txt	982	03/29/2023 5:56:59.087000PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	RRIOS

Return



Click the file ending in **.PDF**



# Accessing Your Teaching Assignments Continued

## Your PDF will open in a new window on your browser.

The screenshot shows a browser window with a PDF document open. The document is titled "Cerritos College Teaching Assignment/Workload Report" and is marked as "Confidential". It includes a table of teaching assignments and a summary table. Below the table are two signature lines for the Instructor and the Dean.

**Cerritos College Teaching Assignment/Workload Report**  
Run Date: 03/29/2023 17:56:45  
\* Confidential \*

Term: 2023 Spring  
Acad Group: Business Division  
Class: Part (EQP,ADJ)  
Phone Wk: 2701 Hm:

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
BCOT 62	21346	LEC	LEC	01/09 - 02/16	TBA		ONLINE	18.00	3.00		6.67		18.00		6 Week A
62	21347	LAB	LAB	01/09 - 02/16	TBA		ONLINE	9.00	1.50		2.5		9.00		6 Week A
96	29114	LEC	LEC	01/09 - 03/10	TBA		ONLINE	27.00	3.00		10		27.00		9 Week A
96	29115	LAB	LAB	01/09 - 03/10	TBA		ONLINE	18.00	2.00		5		18.00		9 Week A
155	31929	LEC	LEC	01/30 - 05/19	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
155	31930	LAB	LAB	01/30 - 05/19	TBA		ONLINE	36.00	2.40		10		36.00		15 Week B
<b>BCOT</b>								<b>Sub Total</b>	<b>162.00</b>	<b>15.50 0.00</b>	<b>54.17</b>	<b>0.00</b>	<b>162.00</b>		
								<b>Term Total</b>	<b>162.00</b>	<b>15.50 0.00</b>	<b>54.17</b>	<b>0.00</b>	<b>162.00</b>		

**T O T A L S**

1.	46.50
2.	46.50
3.	33.00
4.	18.00
5.	18.00

Instructor Signature: \_\_\_\_\_

**T O T A L S**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Dean Signature: \_\_\_\_\_



# Accessing Your Teaching Assignments Continued

To return to the Teaching Assignment search page:

Report

Report ID 3394343 Process Instance 4701260 Message Log

Name ZSRR058 Process Type SQR Report

Run Status Success

Teaching Assignment Report

Distribution Details

Distribution Node psrpt Expiration Date 06/27/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_ZSRR058_4701260.log	1,764	03/29/2023 5:56:59 087000PM PDT
ZSRR058_4701260.PDF	5,436	03/29/2023 5:56:59 087000PM PDT
ZSRR058_4701260.out	982	03/29/2023 5:56:59 087000PM PDT

Distribute To

Distribution ID Type \*Distribution ID

User RRIOS

Return

Return (Esc)

Click Return

Process Detail

Process

Instance 4701260 Type SQR Report

Name ZSRR058 Description Teaching Assignment Report

Run Status Success Distribution Status Posted

Run

Run Control ID RRIOS

Location Server

Server PSNT

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 03/29/2023 5:56:22PM PDT

Run Anytime After 03/29/2023 5:55:57PM PDT

Began Process At 03/29/2023 5:56:45PM PDT

Ended Process At 03/29/2023 5:56:59PM PDT

Parameters

Message Log

Batch Timings

View Log/Trace

OK

Cancel

Ok (Enter)

Click OK

Process List

Server List

View Process Request For

User ID RRIOS Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	Details

Go back to Teaching Assignment Report

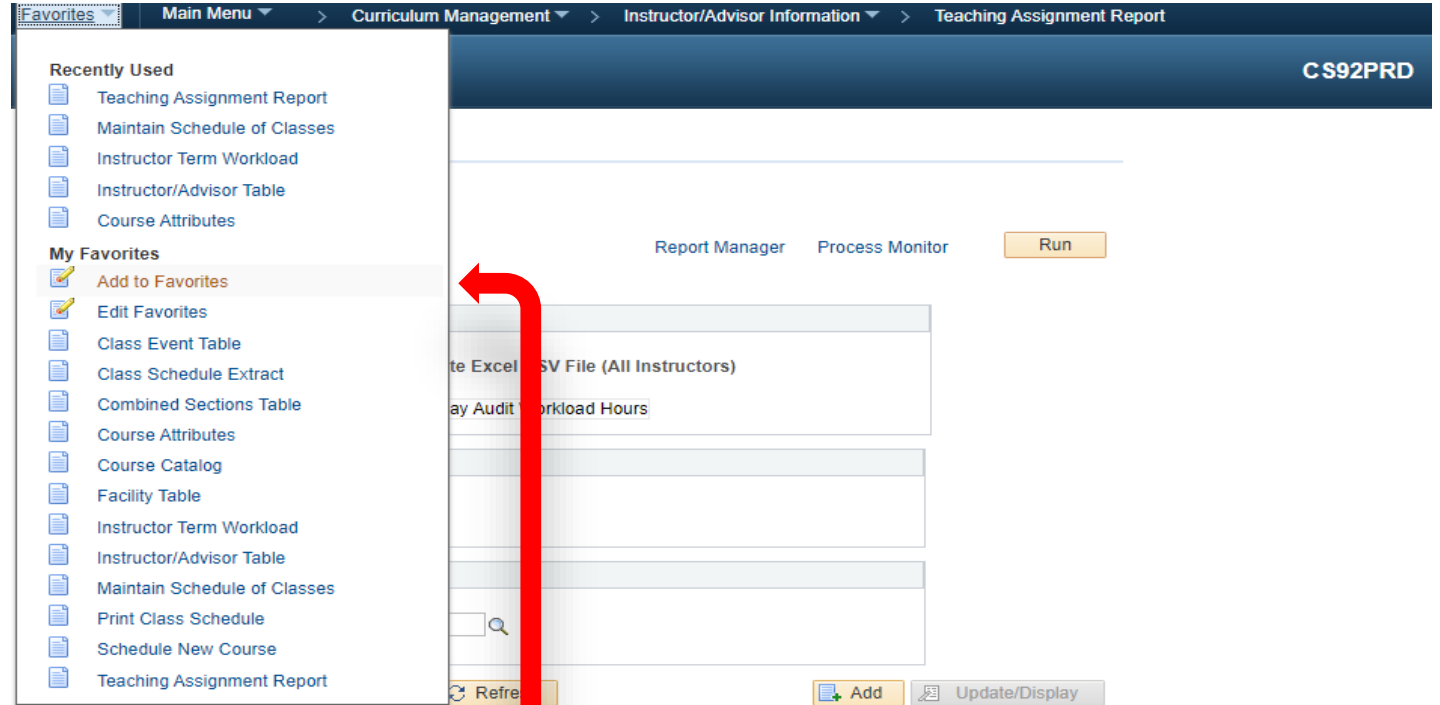
Save New Go back to previous page

Process List | Server List

Click Go back to Teaching Assignment Report

# Accessing Your Teaching Assignments Continued

**Add Teaching  
Assignment Report to  
your Favorites:**

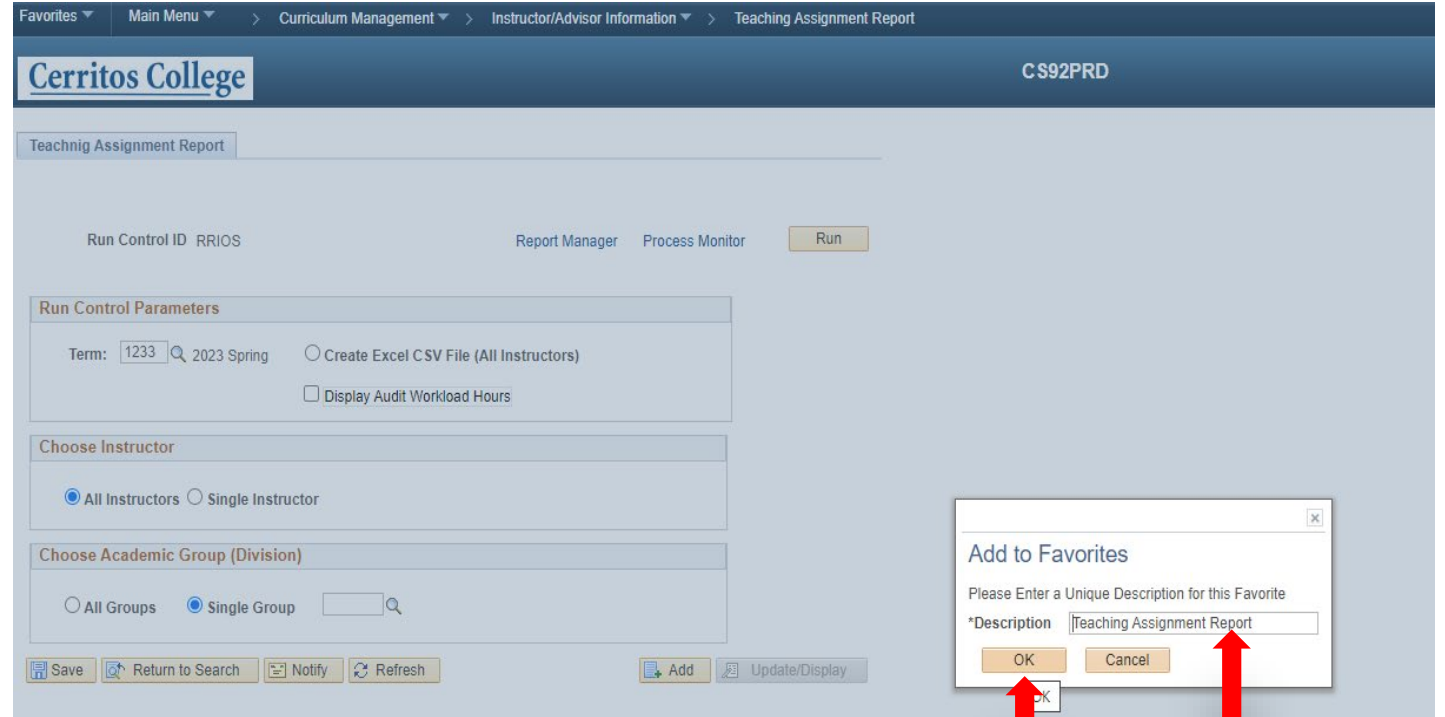


The screenshot shows a web application interface for the 'Teaching Assignment Report'. The breadcrumb trail at the top reads: 'Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report'. The user ID 'CS92PRD' is displayed in the top right corner. A 'Favorites' dropdown menu is open on the left, listing 'Recently Used' items (Teaching Assignment Report, Maintain Schedule of Classes, Instructor Term Workload, Instructor/Advisor Table, Course Attributes) and 'My Favorites' items (Add to Favorites, Edit Favorites, Class Event Table, Class Schedule Extract, Combined Sections Table, Course Attributes, Course Catalog, Facility Table, Instructor Term Workload, Instructor/Advisor Table, Maintain Schedule of Classes, Print Class Schedule, Schedule New Course, Teaching Assignment Report). A red arrow points from the 'Add to Favorites' option in the menu to the 'Run' button in the main interface. The main interface includes a 'Report Manager' section with a 'Process Monitor' and a 'Run' button. Below this, there are sections for 'Excel CSV File (All Instructors)' and 'Day Audit Workload Hours'. At the bottom, there are 'Refresh', 'Add', and 'Update/Display' buttons.

**Click Favorites**

# Accessing Your Teaching Assignments Continued

**Add Teaching  
Assignment Report to  
your Favorites:**



The screenshot shows the 'Teaching Assignment Report' page in the Cerritos College system. The breadcrumb trail at the top reads: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report. The page title is 'Cerritos College' and the user ID is 'CS92PRD'. The main content area includes a 'Run' button, a 'Run Control ID' field with the value 'RRIOS', and sections for 'Run Control Parameters', 'Choose Instructor', and 'Choose Academic Group (Division)'. An 'Add' button is visible at the bottom. An 'Add to Favorites' dialog box is open in the bottom right corner, with the text 'Please Enter a Unique Description for this Favorite' and a text input field containing 'Teaching Assignment Report'. The dialog has 'OK' and 'Cancel' buttons. Two red arrows point to the 'OK' buttons: one points to the 'OK' button in the dialog box, and the other points to a smaller 'OK' button located below the dialog box.

**Click OK**



# Contacts

Contact the following offices for assistance or information

- **Human Resources**
  - Personal information on the Teaching Assignments such as name, address, phone numbers, etc.
  - Employment Status (especially if the Teaching Assignment has “n/a” where “Full” or “Part” should be
- **Academic Affairs**
  - Teaching Assignments
  - Hour Calculations
  - Schedule Changes
  - Release Time
  - Deadlines
- **Payroll Office**
  - Pay check deadlines
  - Hours into pay
- **IT** (Cc Dean of Academic Affairs)
  - PeopleSoft CS access
  - System troubleshooting