TRAN won't print!

When you go to the TRAN mnemonic, check the settings at the top of the screen. Make sure you have the Trans Grouping set to UG, set the Use Grouping PTR = No and set the Verify Prt Restrs = No. Sometimes these default settings get lost when we install Colleague updates, and you need to re-enter them.

It's Friday morning and I can't log into UI/MyWebServices/MyBudget!

We lock users out during scheduled Colleague system work roughly once or twice a month, generally on Fridays. We will send out an all users email as soon as the system is available again, which is usually by 10am.

I need a login to Colleague.

MC and WV A&R offices approve requests for Colleague logins to access Student information. Finance approves requests to access Budget information. Download a Colleague Login Request Form, fill it out and send it to the appropriate office.