
Accessing Employee Self Service in PeopleSoft From Off Campus

NOTE: Internet Explorer (IE) 8, 9, 10, and 11 are the only supported Browsers for the PeopleSoft Self Service applications. For IE 9 compatibility view should be turned off. See the *Troubleshooting* section of this document for information on turning off compatibility view. If you experience technical problems using Self Service, or if your User ID, Password or Account is locked; contact the Help Desk at: 1-800-303-3290 or 1-504-568-HELP (4357) or helpdesk@lsuhsc.edu (<mailto:helpdesk@lsuhsc.edu>). Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: www.lsuhs.edu/changepassword (<http://www.lsuhs.edu/changepassword>)

Warning! Any information viewed during this PeopleSoft Self-Service session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may use this computer. **We recommend against using public or shared computers to access Self-Service.** To protect the security of this information, **delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session.** If you need additional information on how to delete the browser's internet cache please click the following links to read [Deleting Browser History IE8 and Above](#) and [Clearing Commonly Used, Non Supported Browser's Internet Cache](#) on the Employee Self Service Training website.

Procedure

In this topic you will learn how to access Employee Self Service in People Soft remotely or **Off Campus**.



7. Click the **Internet Explorer** icon on your computer desktop.



8. Type in <http://employeeselfservice.lsuhs.edu>

NOTE: If this is your first time accessing the portal, allow the ActiveX component to run. Internet Explorer will install the necessary components for the Remote Access Portal. This may take several minutes, so please be patient and let the installer complete the installation. When the installer has completed, you will automatically be taken to a login screen where you can log into the portal.



Welcome to the
LSU Health Remote Access Portal

Username
Password
Connection Method

Please sign in to begin your secure session

Help -- For password issues please go to <https://www.lsuhs.edu/changepassword/>. If you need further assistance, please contact your computer supporter or call the [Help Desk](#).

Connection Methods

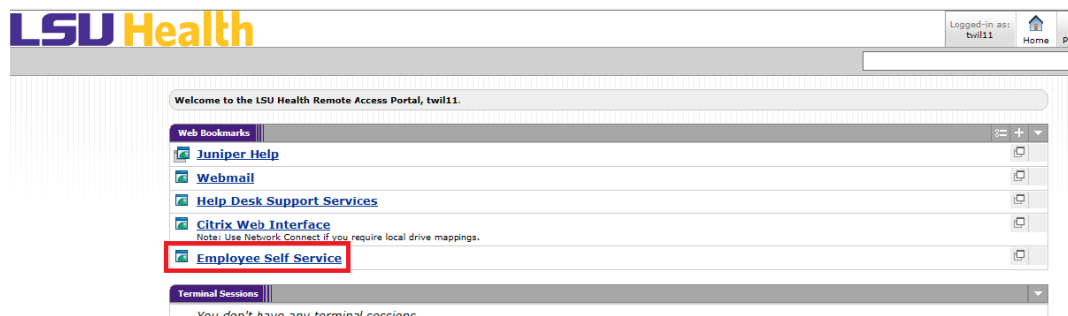
Web Connect -- Provides access to the web based resources you have been approved to use.
- Webmail
- Intranet
- Citrix Web Interface (Use Network Connect if you require local drive mappings)
- PeopleSoft Self Service
- Moodle
- Web bookmarks

Network Connect -- Provides access to the Web Connect resources listed above plus the network resources below. Your computer must meet the health check requirements such as up-to-date antivirus software and critical operating system updates.
- VPN Client
- File bookmarks
- Terminal Services (Remote Desktop)

3. Enter the desired information into the **Username** field. Enter "**Your Network User ID**".

NOTE: The User ID and Password are the same as you use at work.

4. Enter the desired information into the **Password** field. Enter "**Your Network Password**".
5. Click the **Sign In** button.

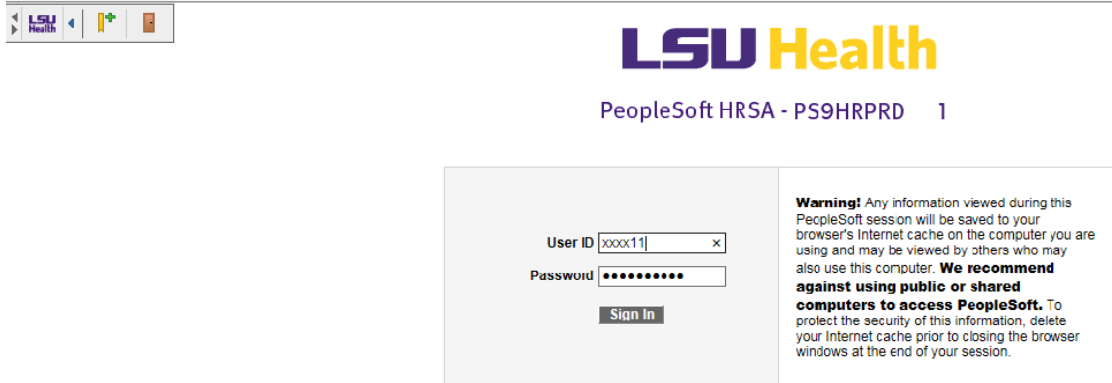


6. The Remote Access Portal displays. The menu options you see will depend on your network access. Click the **Employee Self Service** link.

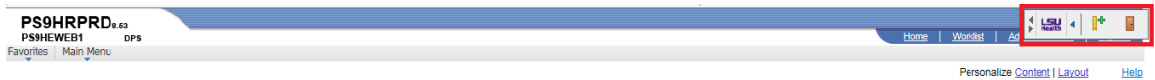


7. The PeopleSoft sign on screen will appear. Enter the desired information into the **Password** field. Enter **Your Password**.

NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the id you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Upper Case. Passwords are case sensitive.



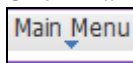
8. Click the **Sign In** button.



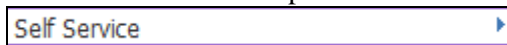
9. The Remote Access toolbar displays at the top of the window. You can move it from left to right or right to left by clicking **Reposition toolbar** button.



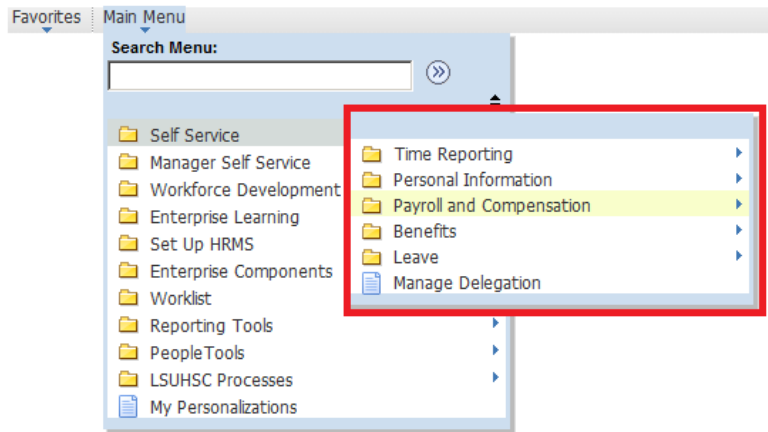
10. Click Main Menu.



11. Click the **Self Service** option.



12. The Self Service Menu appears. Options shown are those that are available for you to use. Click the option you want to use.



For additional information on using a particular option please return to the [Employee Self Service Training](#) page and choose the topic you are interested in.

13. Click the **Sign out** link in the upper right to exit PeopleSoft.



14. Click the **Sign out** button to exit the Remote Access Portal.



15. Please make sure the Remote Access Portal has ended successfully before moving to the next step of clearing your internet cache. If the session has ended correctly, the *"Your session has ended"* message will display.
16. Once your session has ended, you should delete your Internet Browser cache and then close all browser windows as instructed below.

This completes **Off Campus Access**.