



**Logging on to Employee  
Self-Service  
Via a Desktop or Laptop  
LSUNO and HCSD**

**Version Date: November 7, 2017**

**Training Guide  
LSUNO and HCSD**

## Table of Contents

<b>Logon to Employee Self-Service Off Campus .....</b>	<b>1</b>
<b>Logon to Employee Self-Service On Campus.....</b>	<b>8</b>
<b>Signing Off Remote Access Portal.....</b>	<b>11</b>

## Logon to Employee Self-Service Off Campus

*NOTE: 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) (<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) (<http://www.lsuhs.edu/changepassword>).*

**Warning!** Information viewed during a PeopleSoft Self Service session will be saved to your browser's internet cache and may be viewed by others who use this device.

**We recommend against using public or shared devices to access Self Service.** To protect the security of this information, it is important for you to follow the sign out procedures in this document, **delete the internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session.**


Instructions on how to delete the browser's internet cache and clearing its history can be found in the document [Clearing Commonly Used Browser's Internet Cache](#) on the Employee Self Service Training website.

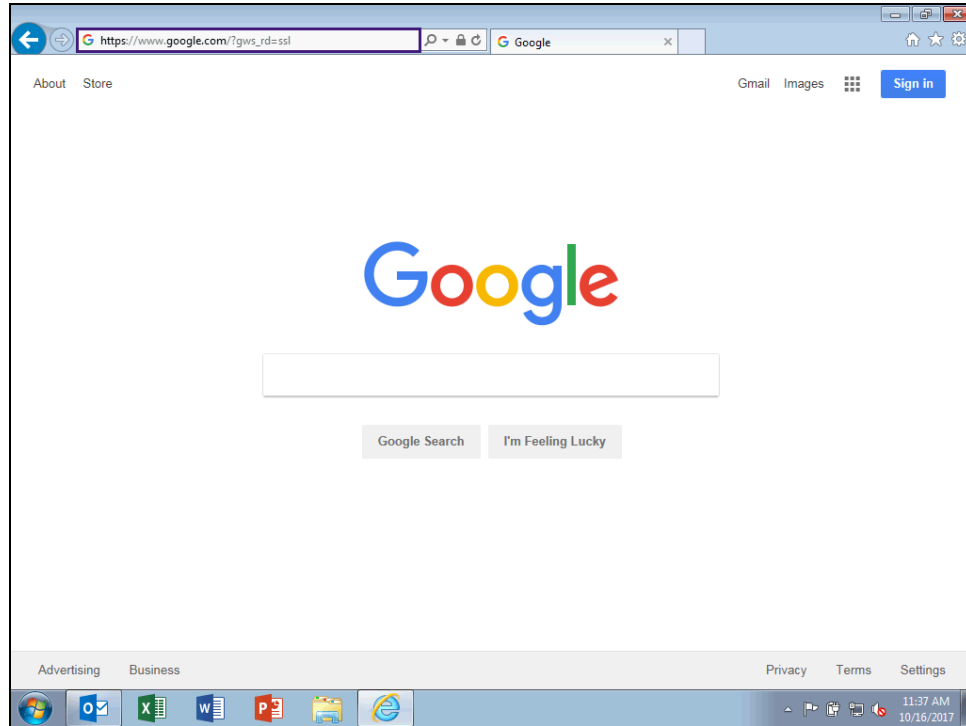
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## Procedure

In this topic you will learn how to **Logon to Employee Self-Service**.



Step	Action
1.	Double-click the <b>Internet Explorer</b> button. 

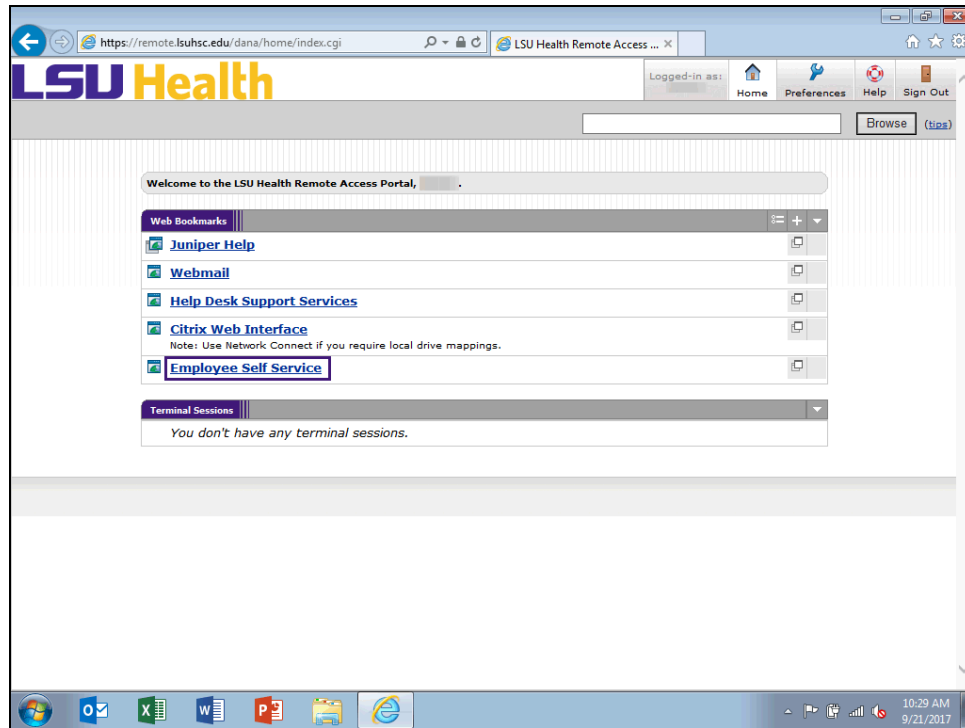


Step	Action
2.	Enter the desired information into the <b>Address Bar</b> field. Enter " <b>employeeservice.lsuhscc.edu</b> ".  Press the <b>Enter</b> key on your keyboard.

# Training Guide LSUNO and HCSD



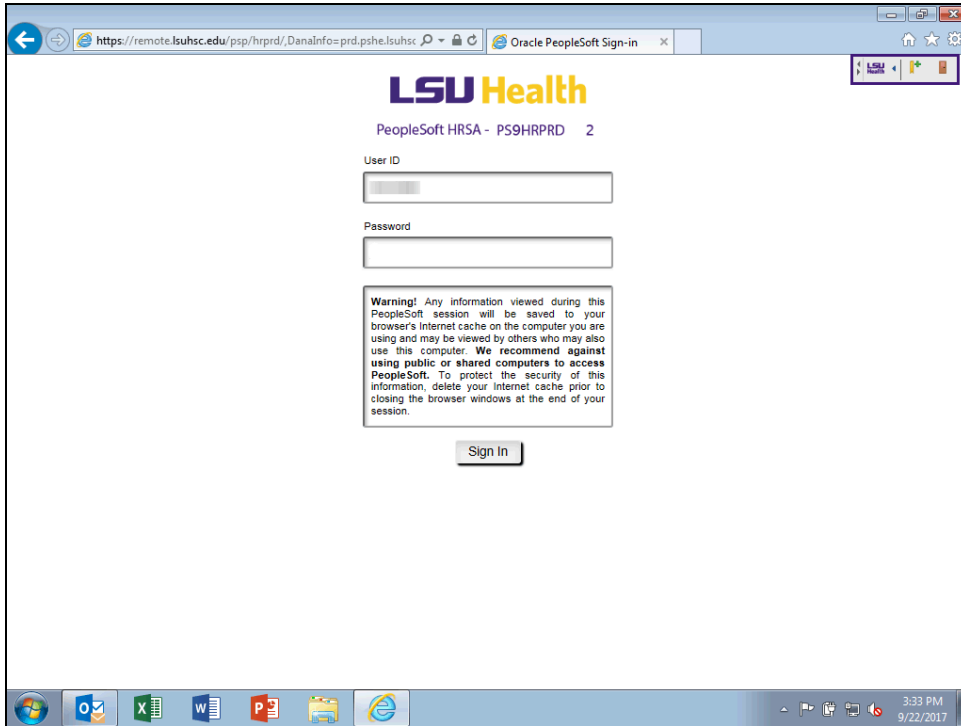
Step	Action
3.	<p><b>NOTE: Since you are off campus, you must connect to Employee Self-Service through the Remote Access Portal.</b></p> <p>Enter your <i>LSUHSC User ID</i> into the <b>Username</b> field.</p> <p>Enter the desired information into the <b>Username</b> field. Enter "*****".</p> <div style="border: 1px solid red; width: 150px; height: 20px; margin-left: 20px;"></div>
4.	<p>Enter your <i>LSUHSC Password</i> into the <b>Password</b> field.</p> <p>Enter the desired information into the <b>Password</b> field. Enter "*****".</p> <div style="border: 1px solid red; width: 150px; height: 20px; margin-left: 20px;"></div>
5.	<p><b>NOTE: Make sure the Connection Method is Web Connect. If it is not, click the drop-down arrow and select it.</b></p> <p>Click the <b>Sign In</b> button.</p> <div style="border: 1px solid gray; padding: 2px 5px; margin-left: 20px;">Sign In</div>



Step	Action
6.	<p>The <i>Remote Access Portal</i> displays. The options you see will depend on your network access.</p> <p>Click the <b>Employee Self Service</b> link.</p> <p><a href="#"><u>Employee Self Service</u></a></p>

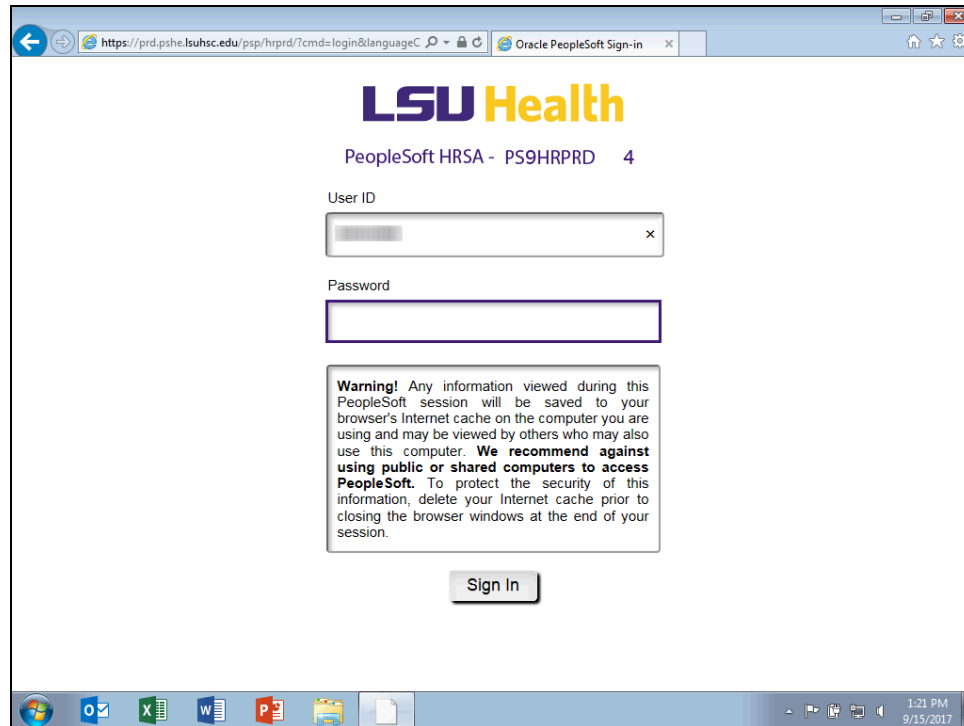
# Training Guide



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Step	Action
7.	<p>The <i>Remote Access</i> toolbar will display in the upper right side of the window.</p> <p>The toolbar buttons from left to right are:</p> <ul style="list-style-type: none"> <li>• <b>Reposition toolbar</b> - double arrows - moves toolbar from one side of page to the other</li> <li>• <b>LSU Health</b> – takes you back to the Remote Access home page</li> <li>• <b>Expand/Collapse</b> – single arrow - expands or collapses toolbar</li> <li>• <b>Bookmark</b> – marks page for easy access</li> <li>• <b>Door</b> – Sign out of Remote Access</li> </ul>





Step	Action
8.	<p>Your <i>User ID</i> should default into the User ID field. If it does not, enter it directly into the field. The <i>User ID</i> will automatically convert to <i>Upper Case</i>.</p> <p><i>Passwords</i> are <i>case sensitive</i>. Enter your PeopleSoft password directly into the <i>Password</i> field.</p> <p>Enter the desired information into the <b>Password</b> field. Enter "*****".</p> 
9.	<p>Click the <b>Sign In</b> button.</p> 
10.	<p>This completes <i>Logon to Employee Self-Service Off Campus</i>. <b>End of Procedure.</b></p>



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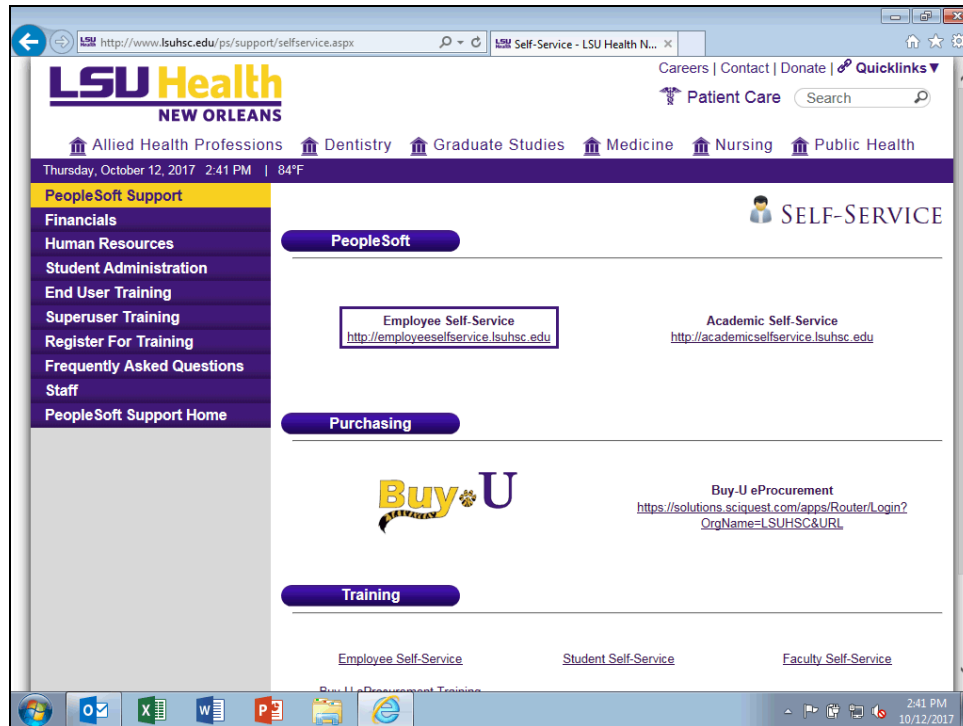
## Logon to Employee Self-Service On Campus

### Procedure

In this topic you will learn how to **Logon to Employee Self-Service On Campus**.



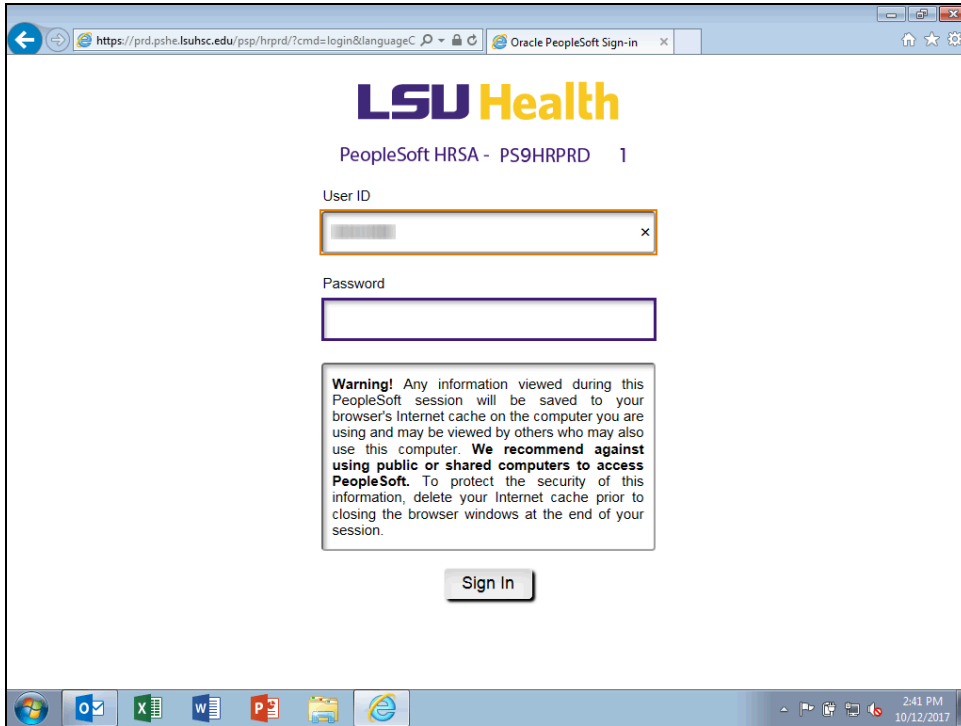
Step	Action
1.	<p>You do not need to go through Citrix or Remote VPN when on campus to access <i>Employee Self-Service</i>.</p> <p>Click the <b>Quicklinks</b> ▼ link.</p> 
2.	<p>Click the <b>Self Service</b> link.</p>  Self Service





Step	Action
3.	Click the <b>Employee Self-Service</b> link.  <div style="text-align: center;"> <b>Employee Self-Service</b>  <a href="http://employeeselfservice.lsuhs.edu">http://employeeselfservice.lsuhs.edu</a> </div>

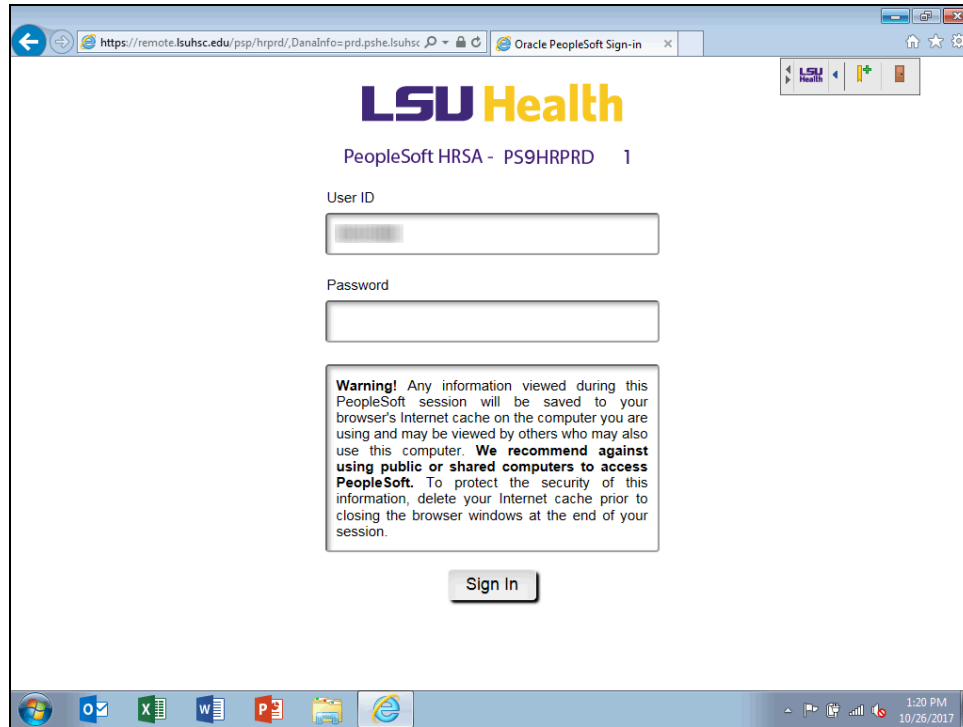
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Step	Action
4.	<p>Your User ID should default into the User ID field. If it does not, please enter it.</p> <p>Enter the desired information into the <b>Password</b> field. Enter "*****".</p> 
5.	<p>Click the <b>Sign In</b> button.</p> 
6.	<p>PeopleSoft opens using the <i>Classic Menu</i> option.</p>
7.	<p>This completes <i>Logon to Employee Self-Service On Campus</i>.  <b>End of Procedure.</b></p>

## Signing Off Remote Access Portal



Step	Action
1.	<p>If you are <i>off campus</i> and signed into the <b>Remote Access Portal</b>, you must sign out of it.</p> <p>Click the <b>Sign out</b> button.</p> 
2.	<p><b>WARNING!</b> Any information viewed during a 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. <u>We recommend against using public or shared computers to access Self-Service.</u> To protect the security of this information, <b>delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session.</b> If you need additional information on how to delete the browser's internet cache for supported browsers, please see the document, <a href="#">Clearing Commonly Used Browser's Internet Cache</a> on the Employee Self-Service Training website.</p>
3.	<p>This completes <b>Signing Off Remote Access Portal.</b> <b>End of Procedure.</b></p>