



My Financials Home and LSU Health Financials Home

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Training Guide
My Financials Home and LSU Health Financials
Home

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My Financials Home and LSU Health Financials Home

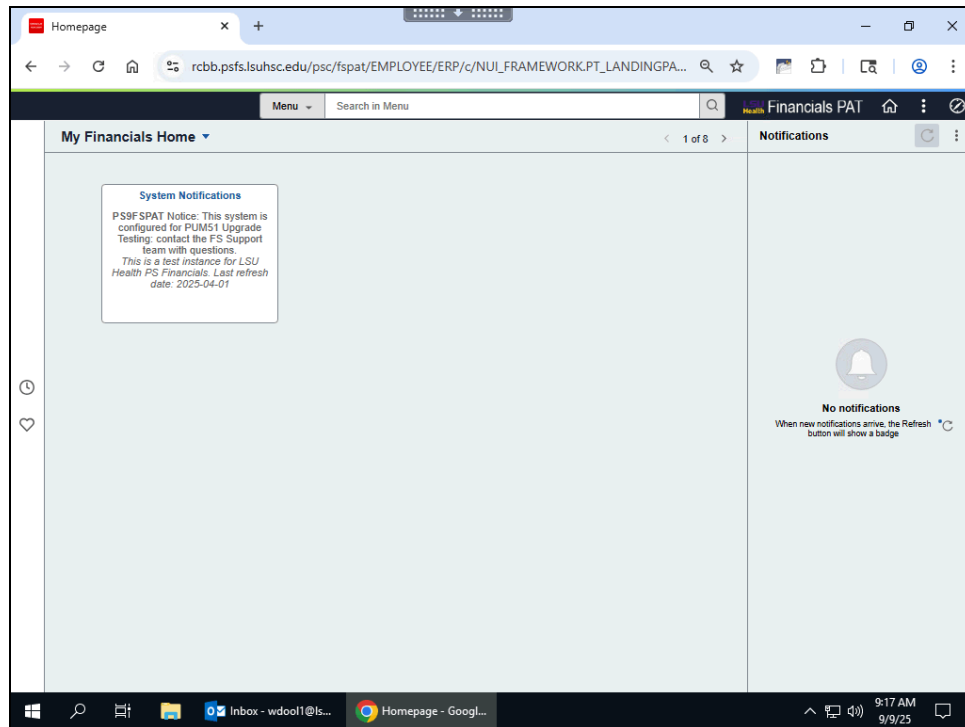
My Financials Home

About the Homepage

Procedure

In this topic you will learn about the **My Financials Home and LSU Health Financials Home**.

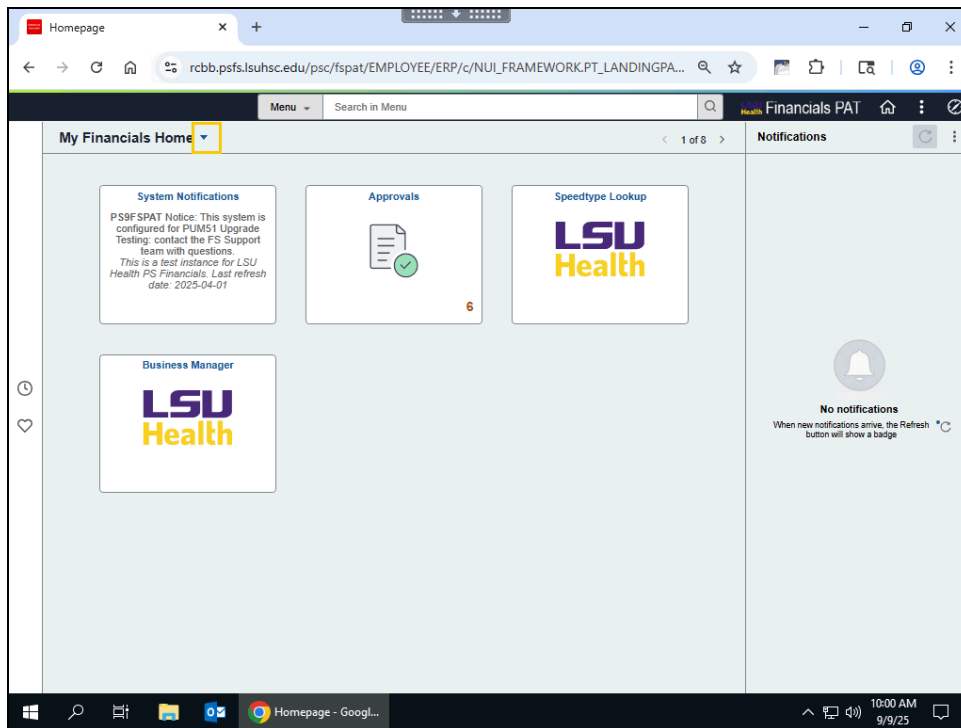
Step	Action
1.	PeopleSoft Financials users will be granted access to features based on their job functions. While the homepages and navigations will vary by user, two are common to all users, the My Financials Home and the LSU Health Financials Home. After launching PeopleSoft Financials and entering user credentials, the landing page is My Financials Home. This homepage is unique for each user. Users may choose to add pages or tiles to the home for navigations they frequently use.



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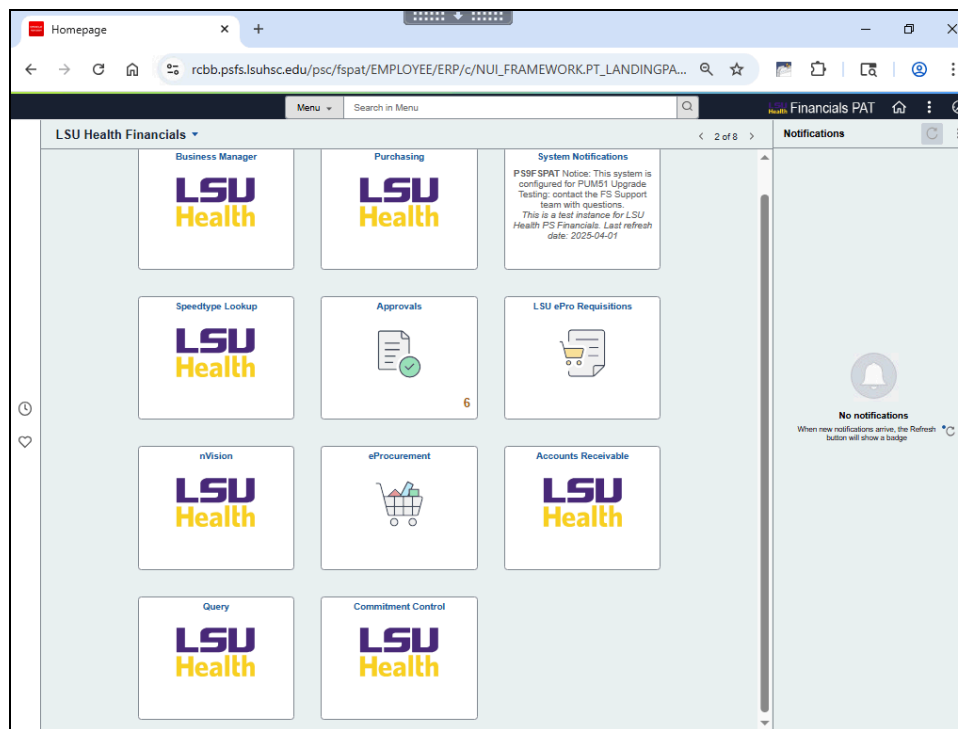
Step	Action
2.	This screen depicts a My Financials Home that does not include any tiles added by the user.



Step	Action
3.	NOTE: Users may choose to add tiles to the <u>My Financials Home</u>. Please see the <u>Personalize Using Tiles, Favorites or Pages</u> document, available on the PeopleSoft Support webpage for instructions on how to add tiles. At the top left of the page, select the arrow next to the My Financials Home. Click the button to the right of the My Financials Home field. 
4.	Click the LSU Health Financials link. 

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Step	Action
5.	The LSU Health Financials Home displays. This home provides tiles for collections of navigations available to users. When you select a tile, your security determines what you will see. Tiles are provided for the Business Manager navigation collection, Purchasing, Payment Requests, the Speedtype Lookup page, an Approvals Tile, and eProcurement (for LSUSH users). This home may also have additional tiles added based on the user's preference. The user added an nVision tile and a Commitment Control tile.
6.	This completes My Financials Home and LSU Health Financials Home. End of Procedure.

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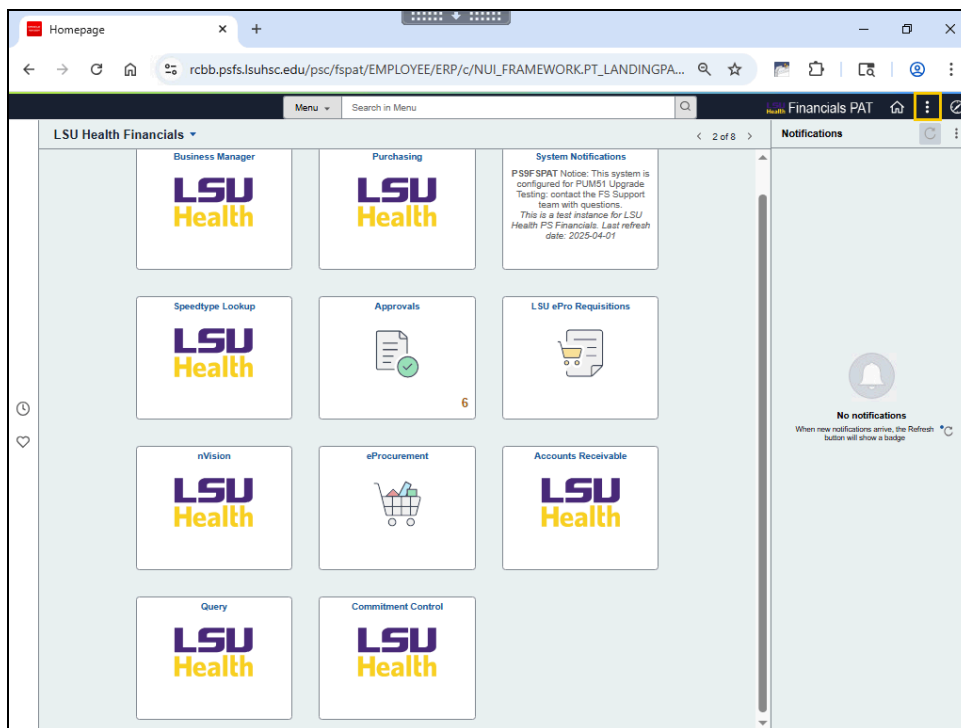
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Personalizing Your Homepage

Personalizing the My Financials Home or the LSU Health Financials Home

Procedure

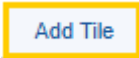
In this topic you will learn **Personalizing the My Financials Home or the LSU Health Financials Home**.

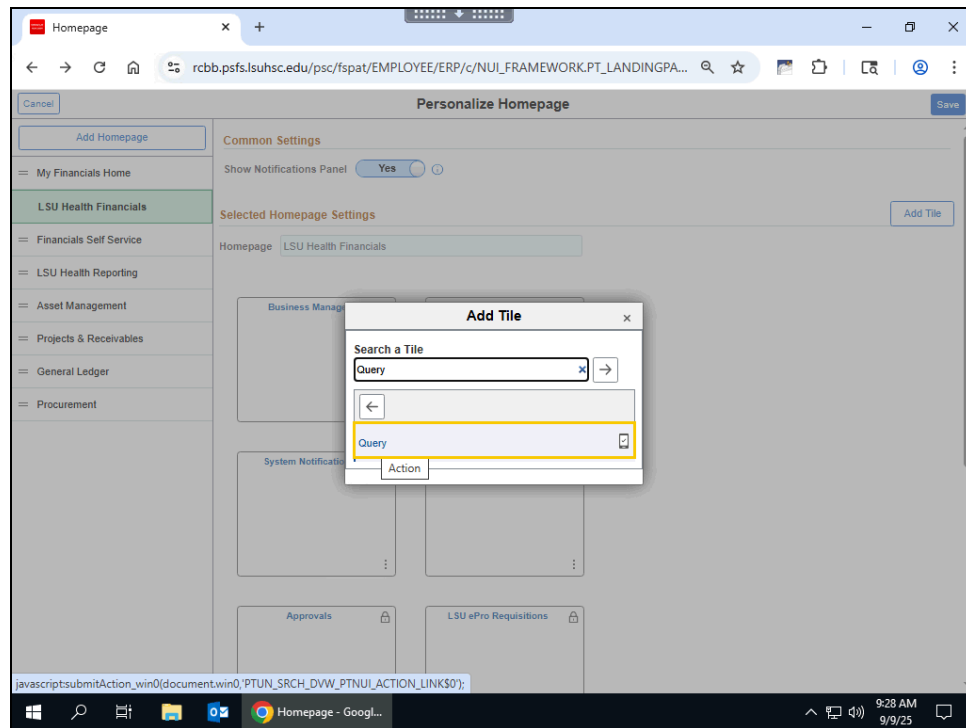


Step	Action
1.	Users have the ability to personalize their Home. Click the Actions button. 
2.	Click the Personalize Homepage link. 

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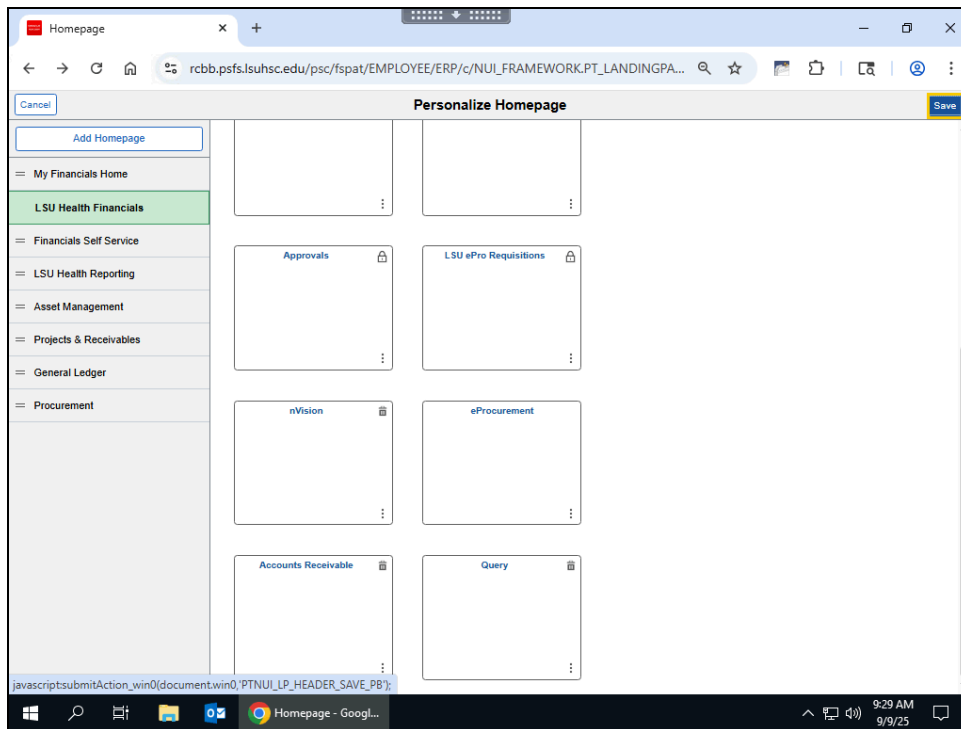
Step	Action
3.	The Personalize Homepage screen displays. At the top of the page, the Common Settings section is toggled to Yes. This means that the Notification pane is displayed. Toggle the setting to No if you prefer not to have the pane displayed. On the left side of each homepage the user's granted access is listed. The current homepage is highlighted. The Add Tile button is located on the upper right side of the page. Click the Add Tile button. 
4.	In this example, we will add a tile to facilitate navigation to run queries. Enter the desired information into the Search a Tile field. Enter "Query".
5.	Click the Search button. 



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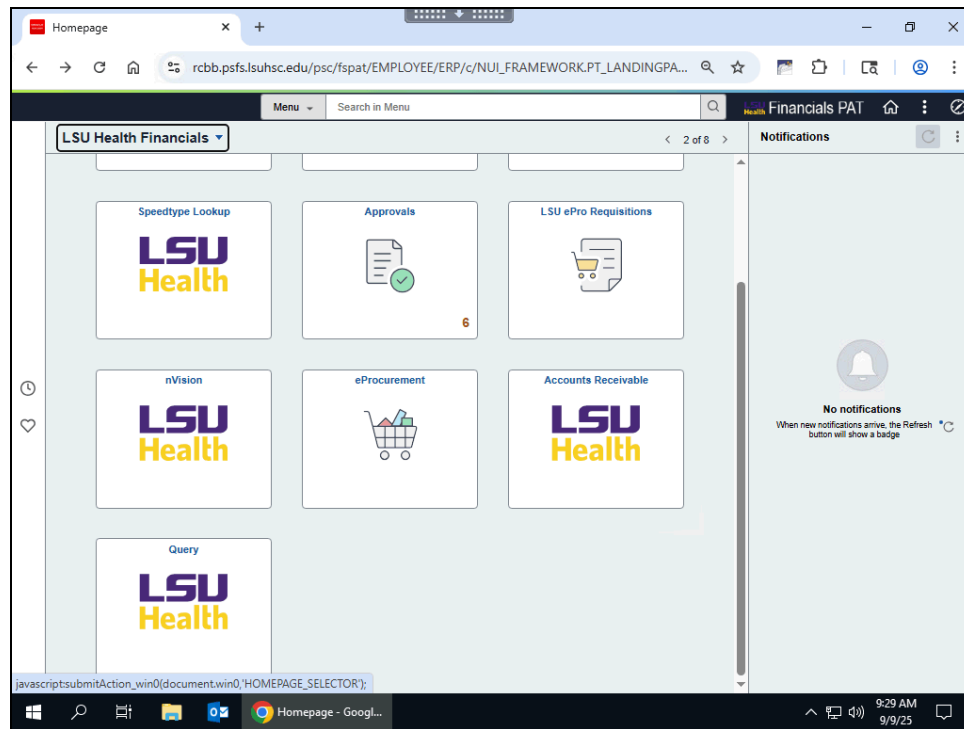
Step	Action
6.	Click the Query link. 
7.	You are returned to the Personalize Homepage . Scroll down to see the Query tile was added.



Step	Action
8.	Click the Save button. 

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Step	Action
9.	The Query tile has been added.
10.	This completes <i>Personalizing the My Financials Home or the LSU Health Financials Home</i> . End of Procedure.