

## Instructions to Sign On and Off of Self Service Applications

**Note:** Internet Explorer 8, 9, 10 and 11 are the only supported Browsers for the PeopleSoft Self Service applications. 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 - 1-504-568-HELP (4357) or the helpdesk@lsuhsc.edu**. Also, passwords can be changed and/or accounts unlocked by accessing the **LSUHSC Change Password page - [www.lsuhs.edu/changepassword](http://www.lsuhs.edu/changepassword)**

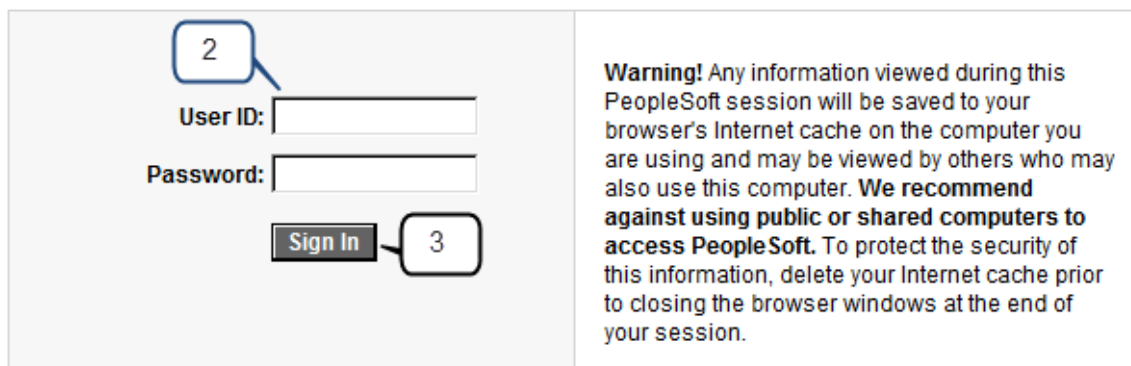
**Warning! We recommend against using public or shared computers to access Self-Service.** To protect the security of this information, it is important for you to follow the sign out procedures in this document, **delete the Internet cache** prior to closing the browser, and confirm **ALL browser windows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

### On Campus Access:

1. Enter the following URL: <http://academicselfservice.lsuhs.edu>
2. Enter your User ID and Password to sign into the Self Service system  
**Note:** Your User ID will automatically covert to Upper Case. Passwords are Case sensitive.
3. Click the Sign In button.

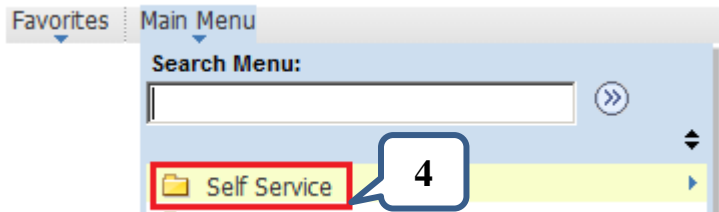
# LSU Health

PeopleSoft HRSA - PS9CSTRN 12

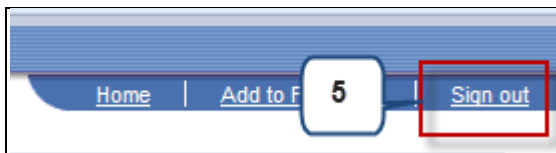


**Warning!** Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

4. Click the Self Service link to access Faculty Menu Options



5. To exit the Self Service system, click the **Sign out** link in the upper right corner of the screen.



**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 window at the end of your session. If you need additional information on how to delete the browser's internet cache for supported browsers, please see below.

#### **Internet Explorer 8 and above**

- From the Safety menu in the upper right, click Delete Browsing History.
- Deselect Preserve Favorites website data, and select Temporary Internet files, Cookies, and History.
- Click Delete.

**Note:** For information on how to clear the cache of commonly used, but non supported browsers, please see the end of this document.

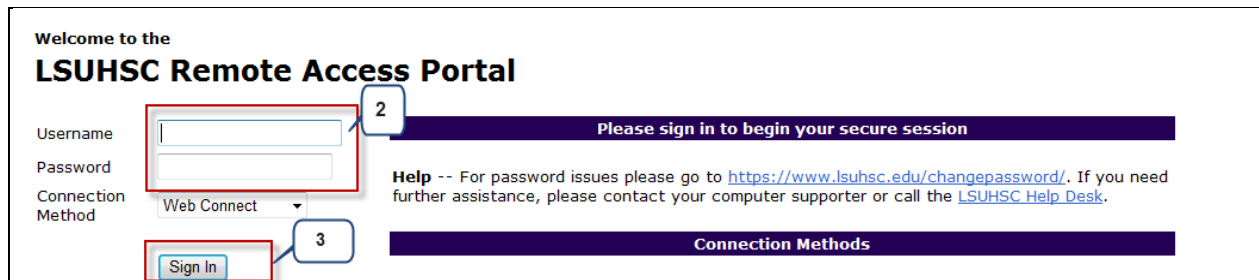
6. Click the **X** to close the browser window.

### **Sign on Instructions for Off Campus Access**

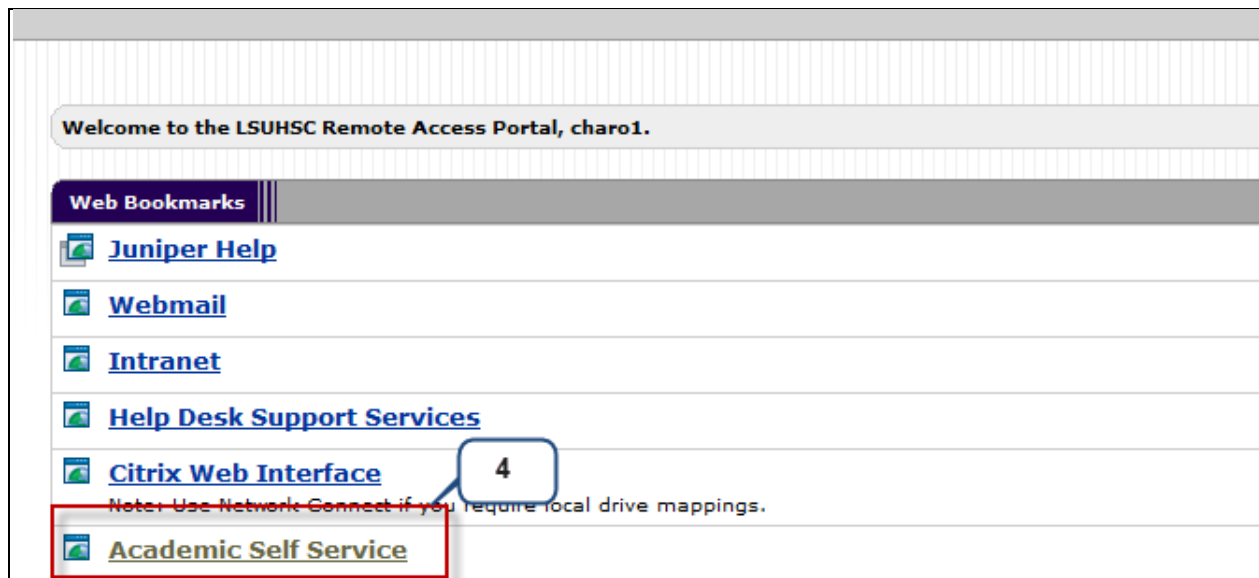
1. Enter the following URL: <http://academicselfservice.lsuhs.edu>

**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 in to portal.

2. Enter your User ID and Password.
3. Click the Sign in button.



4. Click the Academic Self Service link in the Remote Access Portal



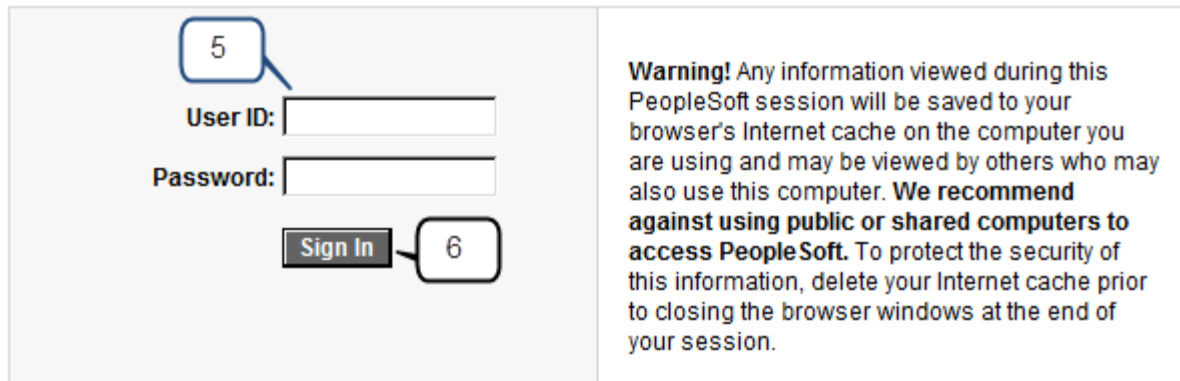
5. Enter your User ID and Password to sign into the Self Service system

**Note:** Your User ID will automatically convert to Upper Case. Passwords are Case sensitive.

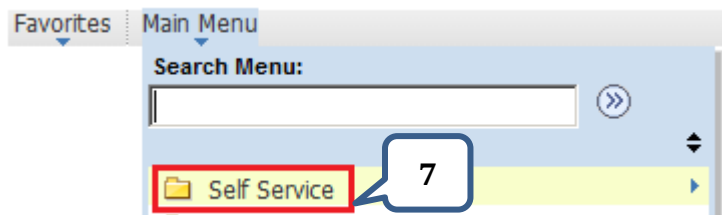
6. Click the Sign In button.

# LSU Health

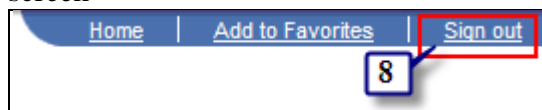
## PeopleSoft HRSA - PS9CSTRN 12



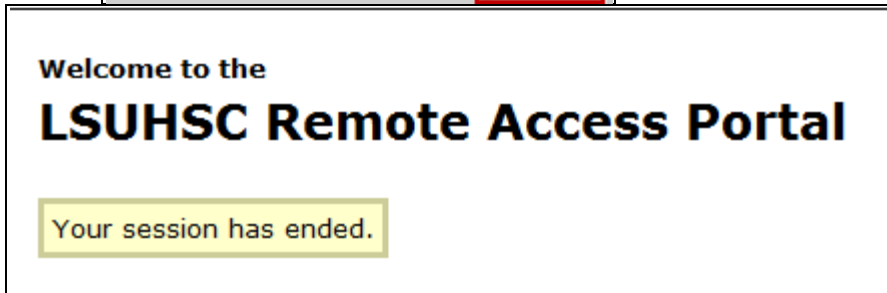
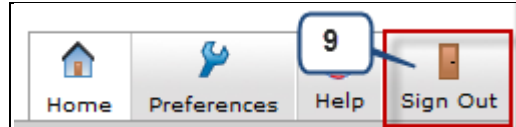
7. Click the Self Service link to access the Faculty menu options.



8. To exit the Self Service system, click the **Sign out** link in the upper right corner of the screen



9. To exit the Remote Access Portal, click the Sign Out Icon located at the top right of the screen. **Please make sure your Remote Access Portal session has ended successfully before closing your browser.**



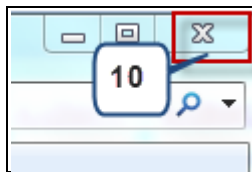
**Warning!** Any information viewed during this PeopleSoft Self Service session will be saved to your browser’s Internet cache on the computer you are using and may be viewed by others who may use this computer. **We recommend against using public or shared computers to access Self-Service.** To protect the security of this information, delete the Internet cache prior to closing the browser window at the end of your session. If you need additional information on how to delete your browser’s internet cache for supported browsers, please see below.

**Internet Explorer 8 and above**

- From the Safety menu in the upper right, click Delete Browsing History.
- Deselect Preserve Favorites website data, and select Temporary Internet files, Cookies, and History.
- Click Delete.

**Note:** For information on how to clear the cache of commonly used, but non supported browsers, please see the end of this document.

10. Click the **X** to close your browser and confirm ALL browser windows are closed.



**Clearing the browser’s cache (Commonly used, Non Supported Browsers)**

**Reminder:** To protect you privacy and prevent unauthorized use of your System ID, sign out of the self service application, clear the browser’s cache and close all web browser windows.

**Firefox 3.5 and above for Windows**

1. From the Tools menu, select Clear Recent History...

2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything.
3. Click the down arrow next to "Details" to choose Cache. Click Clear Now.

### **Firefox 3 for Windows**

1. From the Tools menu, select Clear Recent History... and then select Cache.
2. Click Clear Recent History... .

### **Chrome**

1. In the browser bar, enter: `chrome://settings/clearBrowserData`
2. Select the Empty the cache.

You can choose the period of time for which you want to clear cached information from the Obliterate the following items from: drop-down menu. To clear your entire cache, select the beginning of time.

3. Click Clear browsing data.

### **Safari**

1. From the Safari menu, select Reset Safari... .
3. From the menu, select the items you want to reset, and then click Reset. As of Safari 5.1, Remove all website data covers both cookies and cache.

### **Firefox 3.5 and above for Mac OS X**

1. From the Tools menu, select Clear Recent History.
2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything.
3. Click the down arrow next to "Details" to choose which elements to clear. Click Clear Now.

### **Firefox 3 for Mac OS X**

1. In Firefox, from the Tools menu, select Clear Recent History.
2. Select Cache and then click Clear Private Data Now.

### **Mobile Safari for iPhone OS (iPhone, iPod touch, iPad)**

To clear cache and cookies:

1. From the home screen, tap Settings, and then tap Safari.

2. At the bottom of Safari's settings screen, tap the button for Clear Cache. To confirm, tap Clear Cache again.

**Android**

To clear cache:

1. Start your browser.
2. Tap Menu, and then tap More.
3. Select Settings.
4. Under "Privacy settings", select Clear cache, and then tap OK to accept (or Cancel to cancel) the deletion