

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

*NOTE: Chrome is the supported Browser for 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 or 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 - PS9CSPAT 2

User ID

Password

**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.

Sign In

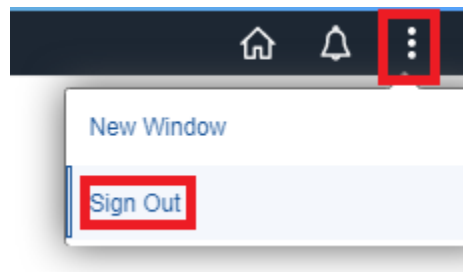
## Job Aid

---

- Click the appropriate *tile* to access desired options.  
**My Favorites** – View previously saved *Favorite* pages  
**Student Center** – View additional information such as Academics, Finances and Personal Information.



- To exit the *Self-Service* system, click the **Actions** link in the upper right corner of the screen and then select the **Sign Out** option from the drop-down list.



**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 using Chrome, please see below.

### Clearing Cache in Chrome

- Select *Customize and control Google Chrome* (3 dots) at the top right of the page.



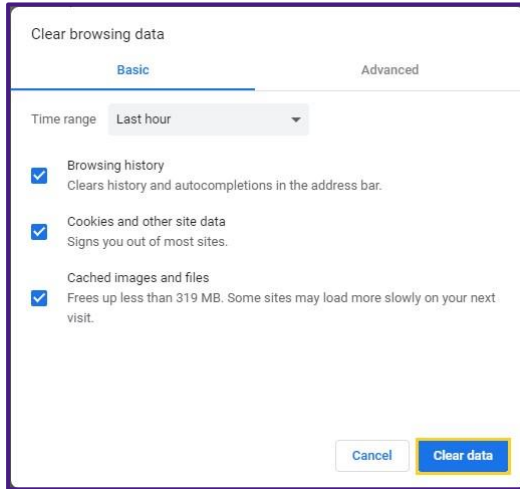
- Select the **More Tools** from the list.



- Select **Clear browsing data**.

Clear browsing data... Ctrl+Shift+Del

4. On the Clear browsing data panel, make sure all appropriate boxes are selected and then click **Clear Data**.



5. Click the **X** on the **Settings** tab to close the browser window.



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

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

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

**NOTE:** If this is your first time accessing the portal, allow the ActiveX component to run. Chrome 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.

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](#).

**Multi-Factor Authentication (MFA) Pilot**

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

Welcome to the LSU Health Remote Access Portal, kocon2.

Web Bookmarks

- [Pulse Connect Secure Help](#)
- [Office 365 Email](#)
- [Knowledge Delivery System \(KDS\)](#)
- [Help Desk Support Services](#)
- [Academic Self Service](#)

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**

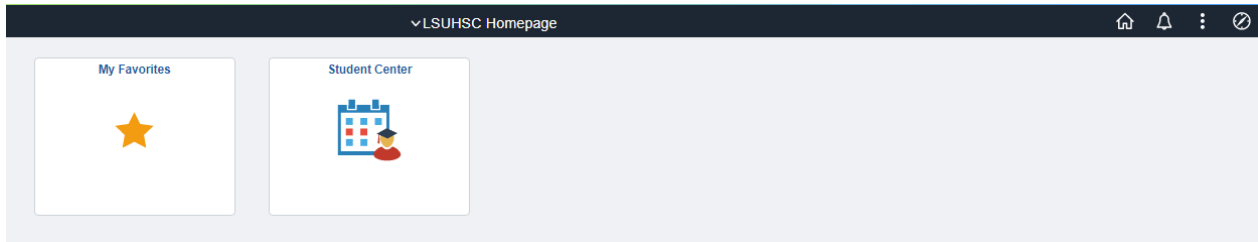
PeopleSoft HRSA - PS9CSPAT 2

User ID

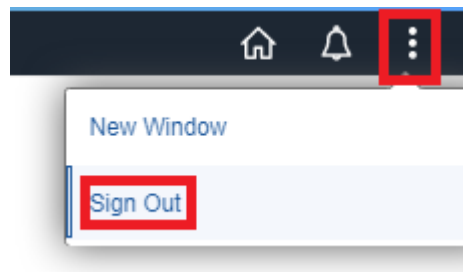
Password

**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.

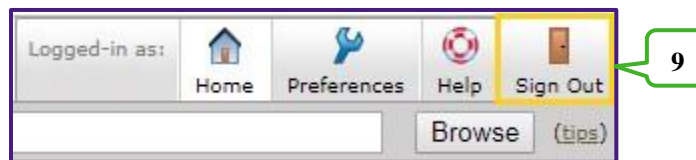
7. Click the appropriate *tile* to access desired options.  
**My Favorites** – View previously saved *Favorite* pages  
**Student Center** – View additional information such as Academics, Finances and Personal Information.



8. To exit the *Self-Service* system, click the **Actions** link in the upper right corner of the screen and then select the Sign Out option from the drop-down list.



9. To exit the *Remote Access Portal*, click the **Sign out** link located at the top right of the screen.



***NOTE: 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, please see the Clearing Cache in Chrome section above.

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

