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

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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). Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: www.lsuhsc.edu/changepassword (http://www.lsuhsc.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.
In this topic you will learn how to Logon to Employee Self-Service.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Double-click the Internet Explorer button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Enter the desired information into the **Address Bar** field. Enter "employeeselfservice.lsuhsc.edu". Press the **Enter** key on your keyboard.
3. **NOTE: Since you are off campus, you must connect to Employee Self-Service through the Remote Access Portal.**

   Enter your **LSUHSC User ID** into the **Username** field.

   Enter the desired information into the **Username** field. Enter "******".

4. Enter your **LSUHSC Password** into the **Password** field.

   Enter the desired information into the **Password** field. Enter "******".

5. **NOTE: Make sure the Connection Method is Web Connect. If it is not, click the drop-down arrow and select it.**

   Click the **Sign In** button.
6. The Remote Access Portal displays. The options you see will depend on your network access.

Click the Employee Self Service link.

Employee Self Service
<table>
<thead>
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</table>
| 7.   | The *Remote Access* toolbar will display in the upper right side of the window. The toolbar buttons from left to right are:  
• **Reposition toolbar** - double arrows - moves toolbar from one side of page to the other  
• **LSU Health** – takes you back to the Remote Access home page  
• **Expand/Collapse** – single arrow - expands or collapses toolbar  
• **Bookmark** – marks page for easy access  
• **Door** – Sign out of Remote Access |
<table>
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>8.</td>
<td>Your User ID should default into the User ID field. If it does not, enter it directly into the field. The User ID will automatically convert to Upper Case. Passwords are case sensitive. Enter your PeopleSoft password directly into the Password field. Enter &quot;******&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the Sign In button.</td>
</tr>
<tr>
<td>10.</td>
<td>This completes Logon to Employee Self-Service Off Campus. End of Procedure.</td>
</tr>
</tbody>
</table>
Logon to Employee Self-Service On Campus

Procedure

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | You do not need to go through Citrix or Remote VPN when on campus to access Employee Self-Service.  
Click the Quicklinks▼ link. |
<p>| 2.   | Click the Self Service link. |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3.</td>
<td>Click the <strong>Employee Self-Service</strong> link.</td>
</tr>
</tbody>
</table>

**Employee Self-Service**

[http://employeesselfservice.lsuhsc.edu](http://employeesselfservice.lsuhsc.edu)
### Step 4
Your User ID should default into the User ID field. If it does not, please enter it.

Enter the desired information into the **Password** field. Enter "******".

### Step 5
Click the **Sign In** button.

### Step 6
PeopleSoft opens using the **Classic Menu** option.

### Step 7
This completes **Logon to Employee Self-Service On Campus**.

**End of Procedure.**
Signing Off Remote Access Portal

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 1.   | If you are *off campus* and signed into the **Remote Access Portal**, you must sign out of it.  
Click the **Sign out** button. |
| 2.   | **WARNING!** 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. **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 for supported browsers, please see the document, **Clearing Commonly Used Browser's Internet Cache** on the Employee Self-Service Training website. |
| 3.   | This completes **Signing Off Remote Access Portal.**  
**End of Procedure.** |