

# 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 <u>Clearing Commonly Used Browser's</u> <u>Internet Cache</u> on the Employee Self Service Training website.

#### Procedure

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



Step	Action
1.	Double-click the Internet Explorer button.
	Internet Explorer



Step	Action
2.	Enter the desired information into the Address Bar field. Enter "employeeselfservice.lsuhsc.edu".
	Press the Enter key on your keyboard.

LSU He		e Access Portal
Username		Please sign in to begin your secure session
Password Connection Method	Web Connect 🗸	Help For password issues please go to <a href="https://www.lsuhsc.edu/changepassword/">https://www.lsuhsc.edu/changepassword/</a> . If you ne further assistance, please contact your computer supporter or call the <a href="https://www.lsuhsc.edu/changepassword/">https://www.lsuhsc.edu/changepassword/</a> . If you ne further assistance, please contact your computer supporter or call the <a href="https://www.lsuhsc.edu/changepassword/">https://www.lsuhsc.edu/changepassword/</a> . If you ne further assistance, please contact your computer supporter or call the <a href="https://www.lsuhsc.edu/changepassword/">https://www.lsuhsc.edu/changepassword/</a> . If you ne further assistance, please contact your computer supporter or call the <a href="https://www.lsuhsc.edu/changepassword/">https://www.lsuhsc.edu/changepassword/</a> . If you ne further assistance, please.
	Sign In	Connection Methods
		Web Connect Provides access to the web based resources you have been approved to use - Webmail
		<ul> <li>Intranet</li> <li>Citrix Web Interface (Use Network Connect if you require local drive mappings)</li> <li>PeopleSoft Self Service</li> <li>Moodle</li> <li>Web bookmarks</li> </ul>
		Network Connect Provides access to the Web Connect resources listed above plus the network resources below. Your computer must meet the health check requirements such as up- to-date antivirus software and critical operating system updates. - VPN Client - File bookmarks
		- Terminal Services (Remote Desktop)

Step	Action
3.	<i>NOTE: Since you are off campus, you must connect to Employee Self-Service through the Remote Access Portal.</i>
	Enter your LSUHSC User ID into the Username field.
	Enter the desired information into the <b>Username</b> field. Enter " <b>*****</b> ".
4.	Enter your LSUHSC Password into the Password field.
	Enter the desired information into the <b>Password</b> 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 <b>Sign In</b> button.
	Sign In

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Step	Action
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

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Step	Action
7.	The <i>Remote Access</i> toolbar will display in the upper right side of the window.
	<ul> <li>The toolbar buttons from left to right are:</li> <li>Reposition toolbar - double arrows - moves toolbar from one side of page to the other</li> <li>LSU Health – takes you back to the Remote Access home page</li> <li>Expand/Collapse – single arrow - expands or collapses toolbar</li> <li>Bookmark – marks page for easy access</li> <li>Door – Sign out of Remote Access</li> </ul>

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Sign In	
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Step	Action	
8.	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> .	
	<i>Passwords</i> are <i>case sensitive</i> . Enter your PeopleSoft password directly into the <i>Password</i> field.	
	Enter the desired information into the <b>Password</b> field. Enter "*****".	
9.	Click the <b>Sign In</b> button.	
	Sign In	
10.	This completes <i>Logon to Employee Self-Service Off Campus</i> . End of Procedure.	

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

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Frequently Asked Questions				
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Step	Action
3.	Click the <b>Employee Self-Service</b> link.
	Employee Self-Service http://employeeselfservice.lsuhsc.edu

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

### Signing Off Remote Access Portal

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Step	Action
1.	If you are <i>off campus</i> and signed into the <i>Remote Access Portal</i> , 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, <u>Clearing Commonly Used Browser's Internet Cache</u> on the Employee Self-Service Training website.
3.	This completes <i>Signing Off Remote Access Portal</i> . End of Procedure.