ACCESSING THE SYSTEM

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 1

ORACLE®

PEOPLESOFT ENTERPRISE

Bowie State University

September 2010

ACCESSING THE SYSTEM

Overview

This chapter shows you how to access the PeopleSoft Financial System. PeopleSoft is a browser-based application and is accessed via a URL. You will sign in with a unique User ID and Password which determines the menu items and pages you will be able to access.

Objectives

By the end of this chapter, you will be able to:

- Understand Requester/Approver Roles.

- Successfully access the PeopleSoft Financial System.

AUTHORIZED ACCESS

Each person authorized to access this system is assigned one of the following roles:

Authorized Requester   Each department has designated employees to be Authorized Requesters. Requesters receive and enter orders from department members (originators) who are in need of products and/or services from approved vendors.

Authorized Approver   Authorized Approvers are employees who are responsible for approving or denying requisition requests. They can also receive and enter orders from department members (originators) who are in need of products and/or services from approved vendors.

ACCESSING PEOPLESOFT APPLICATIONS

Walk Thru

To access PeopleSoft 8, first launch your Web browser – double click the Microsoft Internet Explorer icon on your desktop or select *Start > Programs > Internet Explorer*.

Enter the following URL to access the PeopleSoft Financial System - http://psweb.bowiestate.edu:8080/psp/fnprd/?cmd=login

All authorized requesters and authorized approvers can sign-on to PeopleSoft by entering the **User ID** and **Password (in ALL CAPS)** and clicking the *"Sign In"* icon.

Navigation

- User ID: *Your 1st Initial and Last Name (ALL CAPS)*

- Password: *Your 1st Initial and Last Name (ALL CAPS)*

- Click, Sign In

Once you receive access to the system, you should change your password to something other than your 1st initial and last name.

The Password field is a security-protected field, therefore characters entered always appear as asterisks (*********) to hide them from casual onlookers.