



# **Logging on to Employee Self Service on a Mobile Device**

**Version Date: August 18, 2019**

**Training Guide**  
**Logging on to Employee Self Service on a Mobile Device**

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## **Logging on to Employee Self Service on a Mobile Device**

### **Self Service on Mobile Device**

#### **Accessing Self Service Information via Mobile Devices**

***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) (<mailto:helpdesk@lsuhsc.edu>). Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: [www.lsuhs.edu/changepassword](http://www.lsuhs.edu/changepassword) (<http://www.lsuhs.edu/changepassword>) (<http://www.lsuhs.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.

### **Self Service on Mobile Devices**

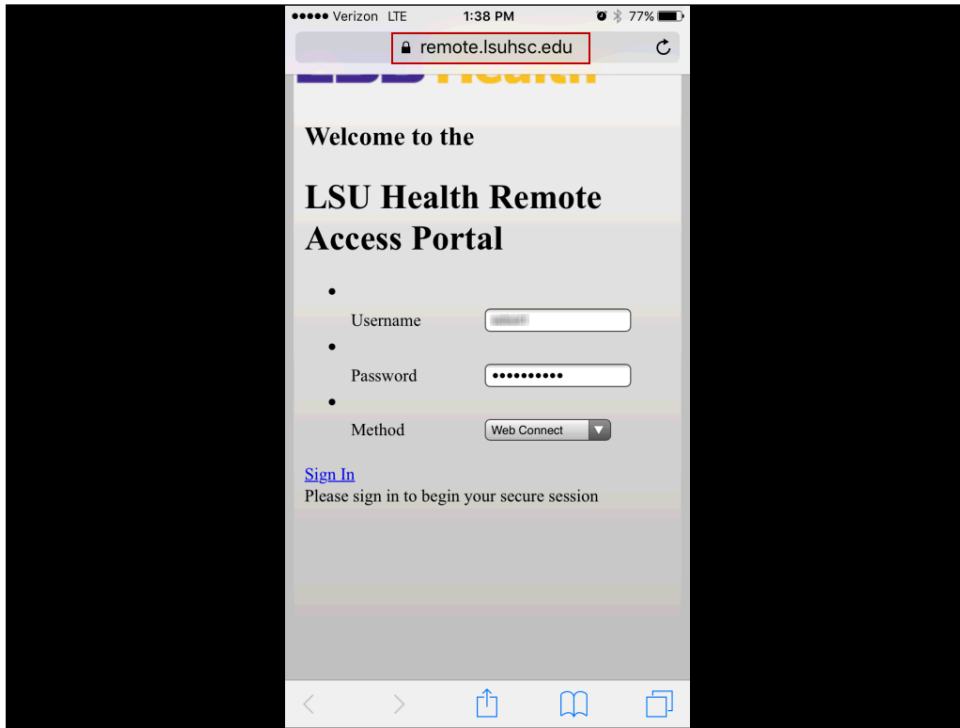
#### **Procedure**

In this topic you will learn how to access **Logging on to Employee Self Service on a Mobile Devices.**

**NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices will be the same.**

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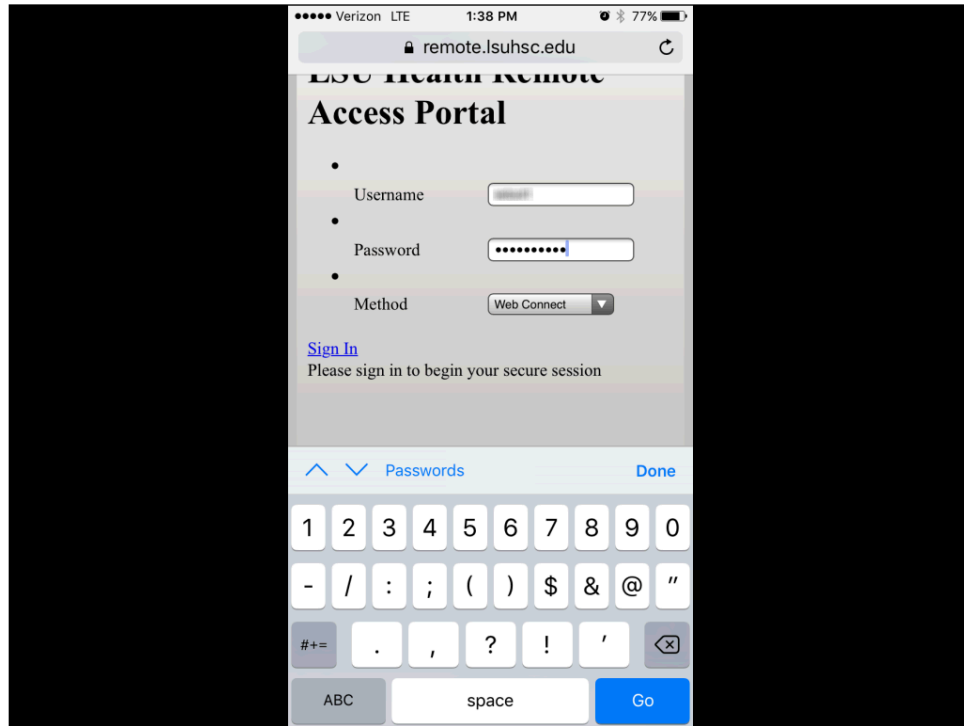
## Logging on to Employee Self Service on a Mobile Device



Step	Action
1.	Click the <b>Internet Browser</b> on your remote device. Type in: <b>https://remote.lsuhs.edu</b>

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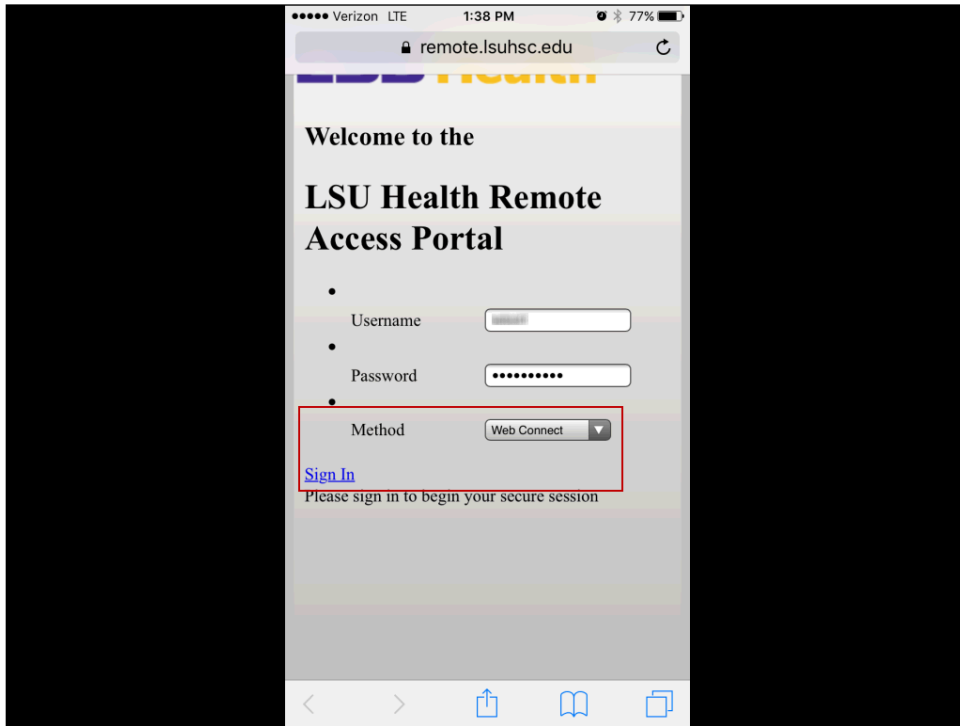
## Logging on to Employee Self Service on a Mobile Device



Step	Action
2.	<p>Enter the desired information into the <b>Username</b> field. Enter "<b>Your Network User ID</b>".</p> <p>Enter the desired information into the <b>Password</b> field. Enter "<b>Your Network Password</b>".</p> <p><i><b>NOTE: The User ID and Password are the same as you use at work.</b></i></p> <p>.....</p>

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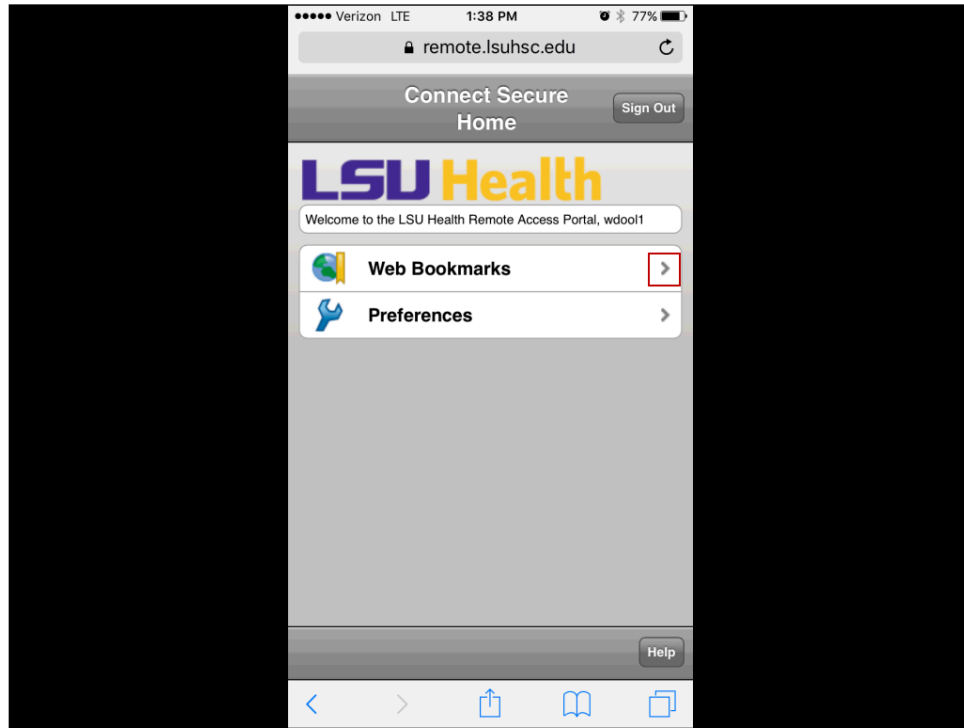
## Logging on to Employee Self Service on a Mobile Device



Step	Action
3.	Make sure that the Method is <b>Web Connect</b> .  Click the <b>Sign In</b> button. <a href="#">Sign In</a>

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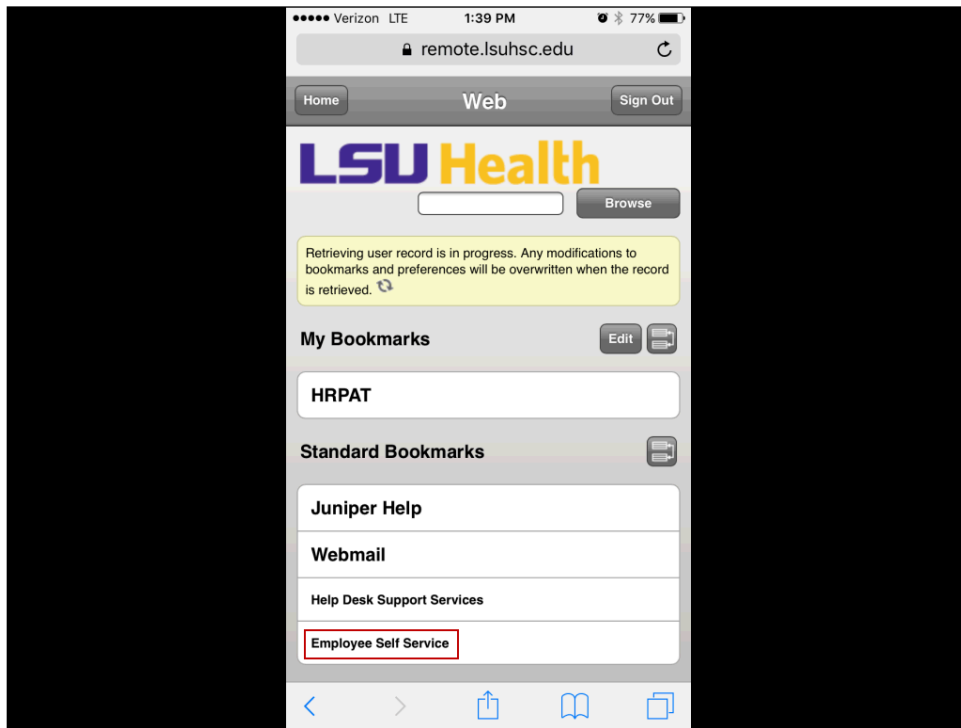
## Logging on to Employee Self Service on a Mobile Device



Step	Action
4.	Click the <a href="#">Web Bookmarks</a> option. >

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## Logging on to Employee Self Service on a Mobile Device

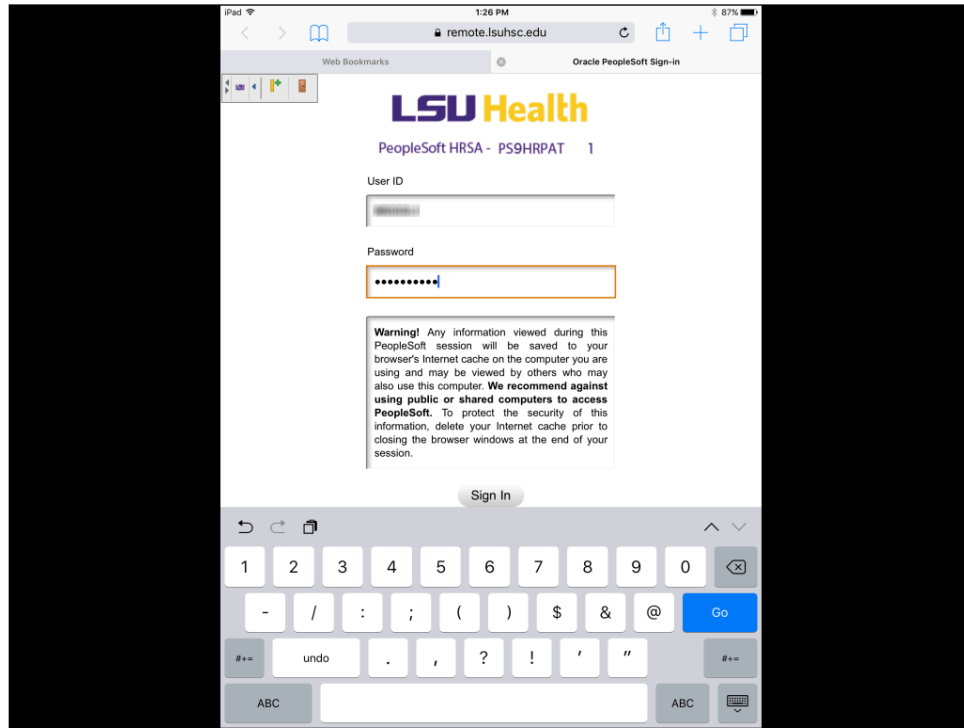


Step	Action
5.	<p>The Remote Access Portal Bookmarks are displayed. <i><u>The menu options you see will depend on your network access.</u></i></p> <p>Click the <b>Employee Self Service</b> link.</p> <p><b>Employee Self Service</b></p>



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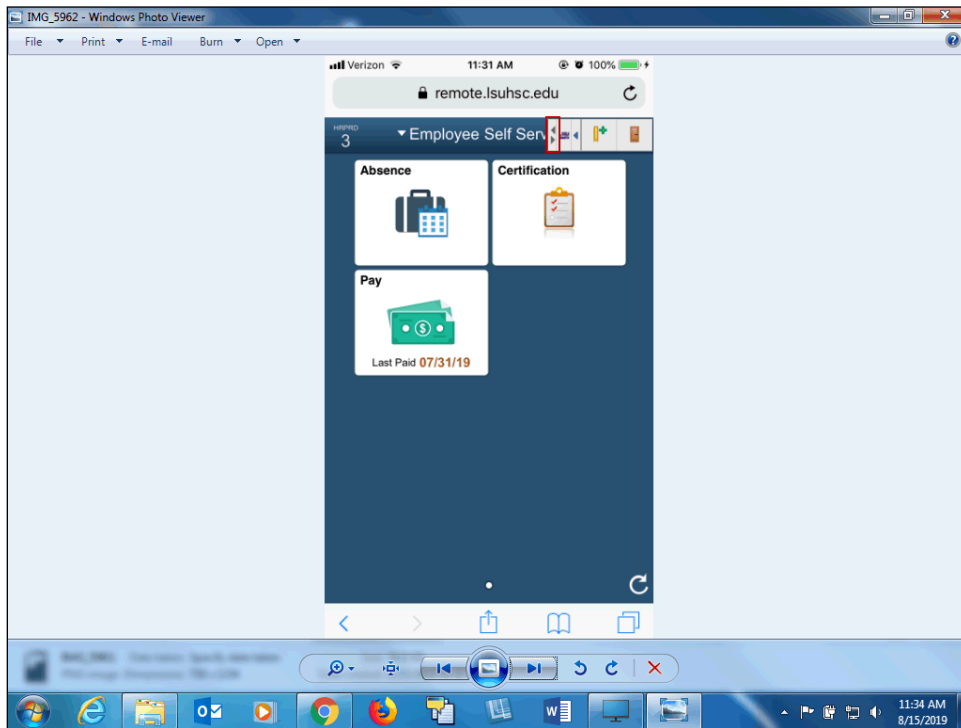
## Logging on to Employee Self Service on a Mobile Device




Step	Action
6.	<p>The PeopleSoft sign on screen will appear.</p> <p><i><b>NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the ID you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Upper Case.</b></i></p> <p><i><b>Passwords <u>are</u> case sensitive.</b></i></p>
7.	<p>Enter the desired information into the <b>Password</b> field. Enter "<b>Your Password</b>".</p> <p>Click the <b>Sign In</b> button.</p> <p><b>Sign In</b></p>

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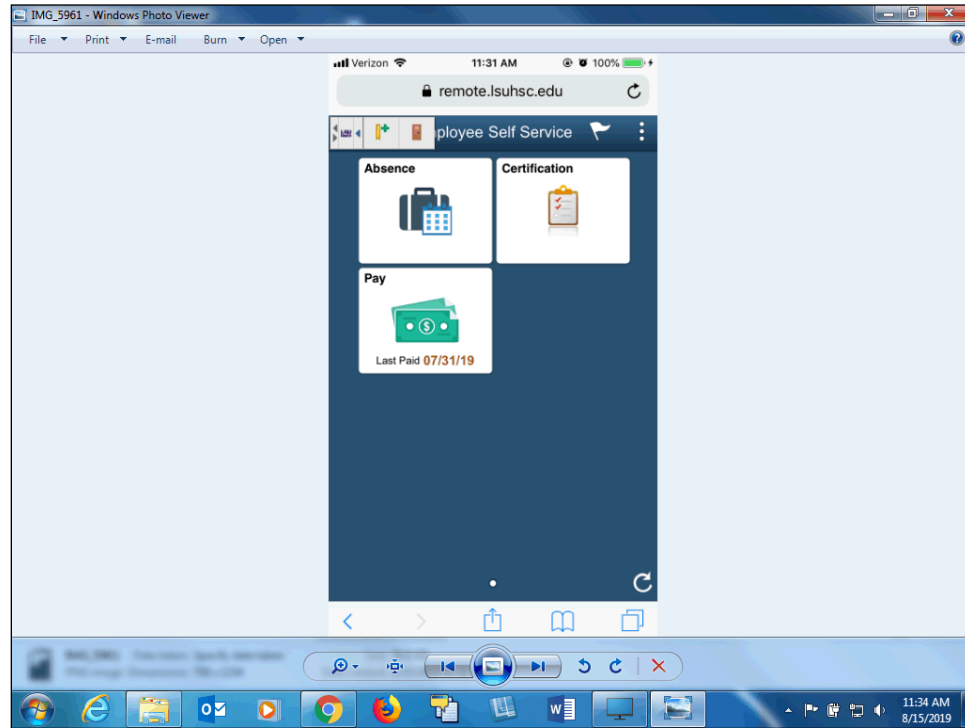
## Logging on to Employee Self Service on a Mobile Device



Step	Action
8.	<p>Your Employee Self Service screen will display with the Fluid Tiles available to you. <b><i>The tiles you will see will depend on what you have access to do for your user profile and business unit.</i></b></p> <p>The Remote Access Toolbar will also display at the top of the window. You can move it from left to right or right to left by clicking the <b>Reposition Toolbar</b> button.</p> 

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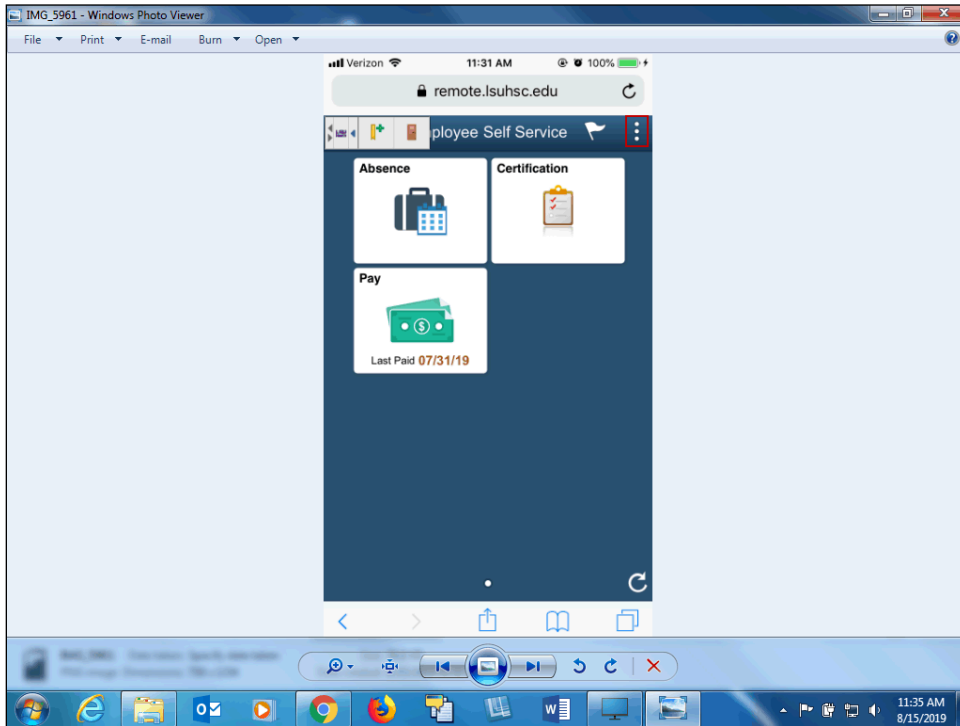
## Logging on to Employee Self Service on a Mobile Device




Step	Action
9.	The Remote Access Toolbar has now moved from the right side to the left side.  Click the Tile option you want to use. <b><i><u>(For detailed instructions on how to use the items listed under each tile, please refer to the corresponding training document for that topic)</u></i></b>

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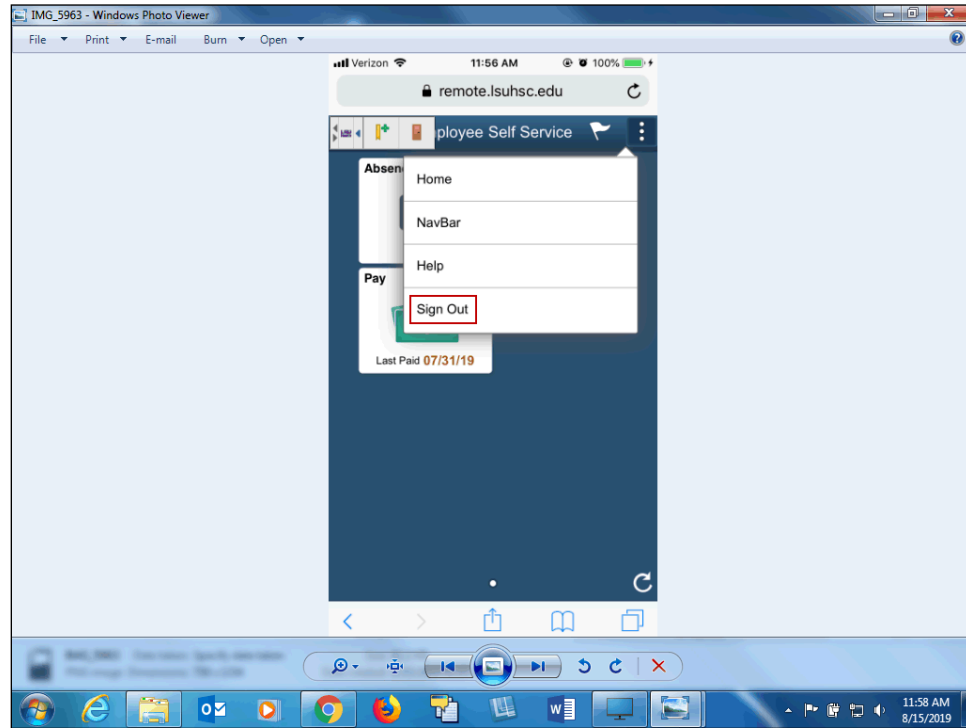
## Logging on to Employee Self Service on a Mobile Device



Step	Action
10.	Once you have finished using Employee Self Service, to exit the Self Service System you <b>must</b> click the <b>Actions List</b> ( <i><b><u>the three dots</u></b></i> ) in the <b><i>upper right corner</i></b> , to Sign Out of PeopleSoft. 

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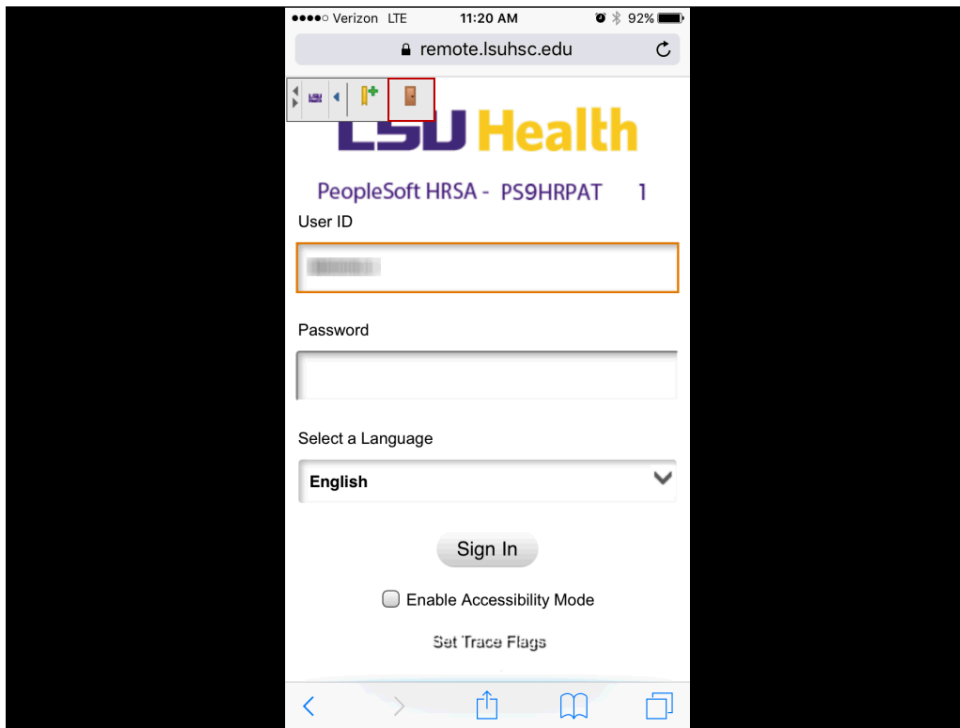
## Logging on to Employee Self Service on a Mobile Device




Step	Action
11.	Click the <b>Sign Out</b> option. Sign Out

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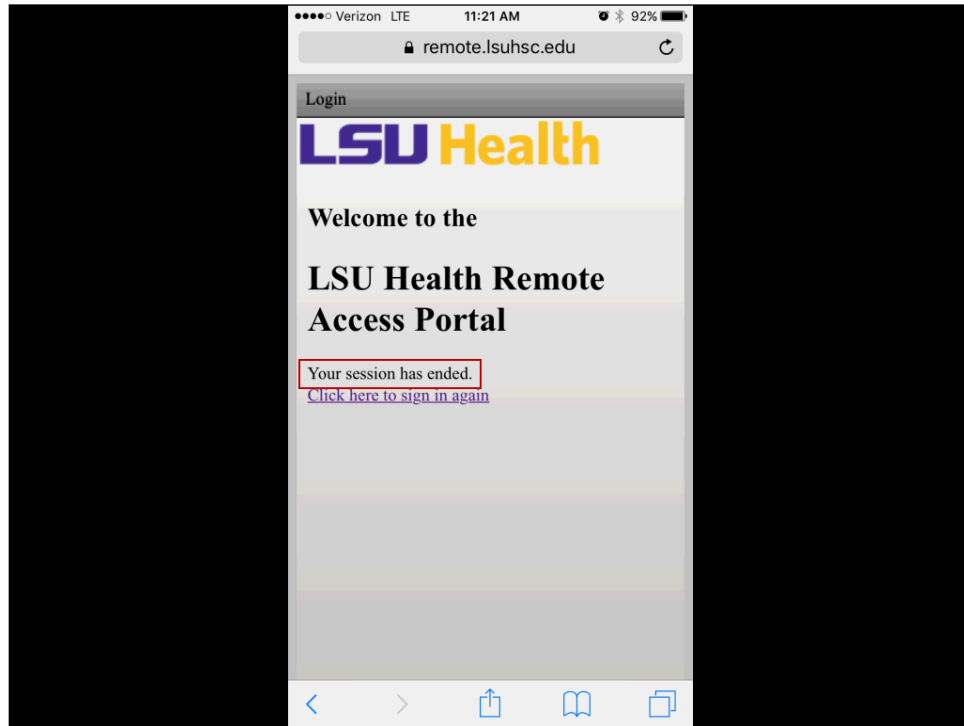
## Logging on to Employee Self Service on a Mobile Device



Step	Action
12.	Click the <b>Log Off</b> button to exit the Remote Access Portal. 

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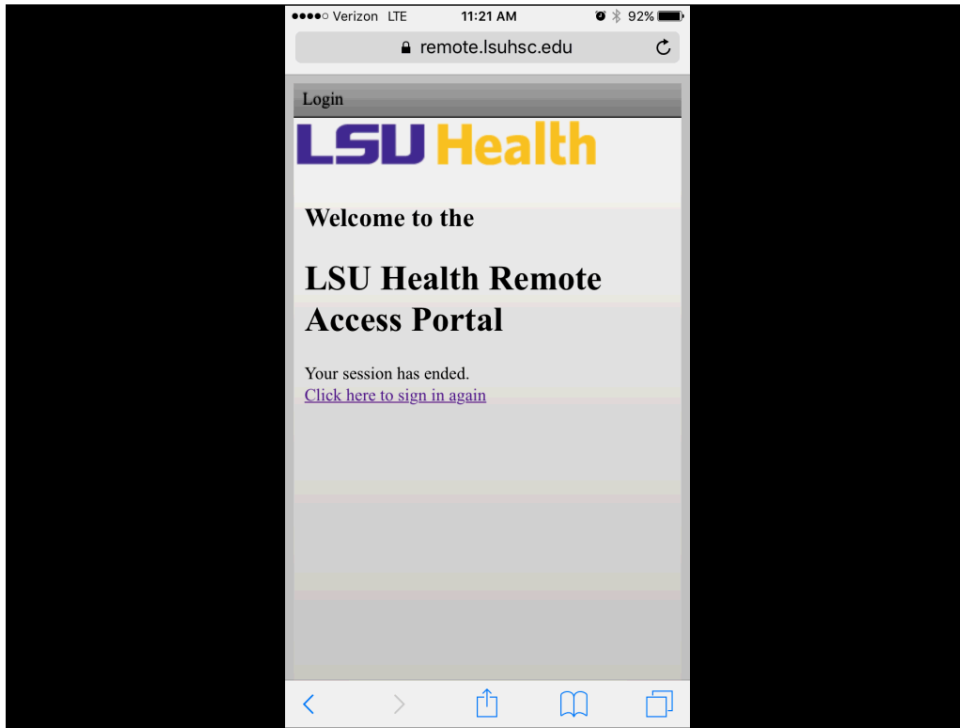
## Logging on to Employee Self Service on a Mobile Device



Step	Action
13.	<p>Please make sure the <b>Remote Access Portal</b> has ended successfully before clearing your internet cache. If the session has ended correctly, the "<i>Your session has ended.</i>" message will appear.</p> <p><b><u>NOTE: For information on clearing your internet cache, refer to the document <i>Clearing Commonly Used Internet Browsers</i> document or the documentation that came with your mobile device.</u></b></p>

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## Logging on to Employee Self Service on a Mobile Device



Step	Action
14.	This completes <i>Logging on to Employee Self Service on a Mobile Devices</i> . <b>End of Procedure.</b>