Attendance Certification on a Mobile Device

Attendance Certification on a Mobile Device

Attendance Certification

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 (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) (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.

Attendance Certification

PLEASE NOTE: These instructions are for Individual Attendance Certification. Supervisor Certification should continue to follow the instructions found in the document, "Supervisor Attendance Certification Job Aid" on the training website.

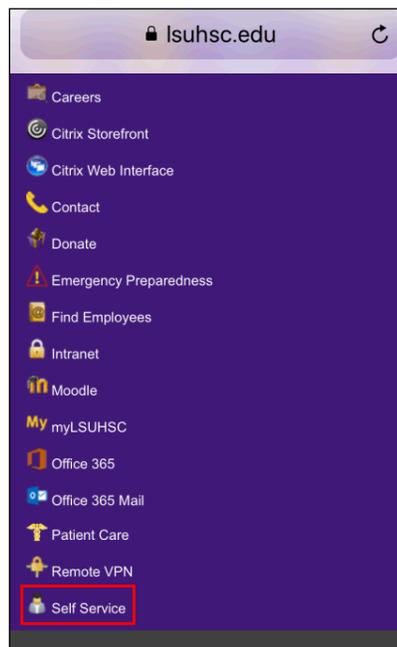## Attendance Certification on a Mobile Device

Procedure

In this topic you will learn how to enter **Attendance Certification on a Mobile Device.**

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 are the same.

11/18/19

Attendance Certification on a Mobile Device
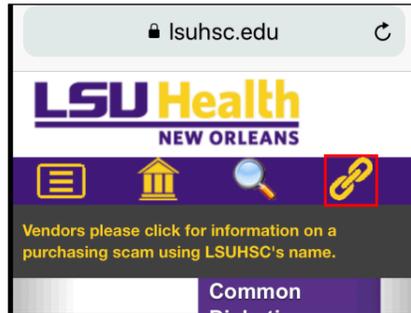
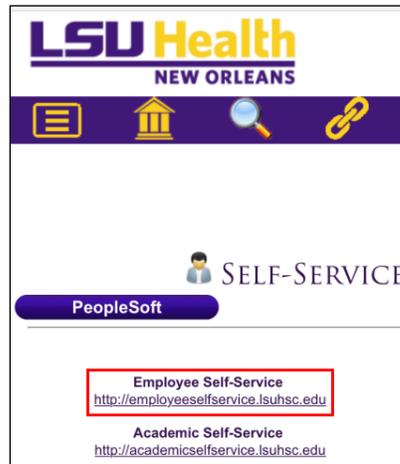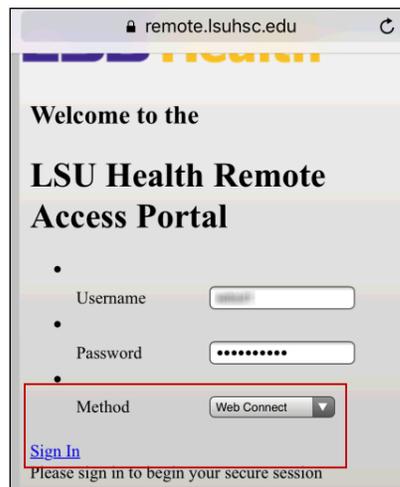| Step	Action
1.	Open your mobile device browser. From the LSU Health Home Page (www.lsuhsc.edu), click the Quicklinks icon *(__the Chain Link icon in the upper right corner__).*

Step	Action
2.	Click the **Self Service** link.

Step	Action
3.	Click the **Employee Self-Service** button. http://employeeselfservice.lsuhsc.edu

11/18/19

Attendance Certification on a Mobile Device

Step	Action
4.	*For future reference, you may Add to Home Screen, Bookmark, etc. this page or type in the following URL on your mobile device.* Type in **http://employeeselfservice.lsuhsc.edu** *NOTE: If you are on campus and connected to the LSU wireless network, once you type in the web address (http://employeeselfservice.lsuhsc.edu), it will bring you directly to the PeopleSoft login screen. If this is the case, skip to step #9.* *NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different that 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 are the same.*
5.	Enter the desired information into the **Username** field. Enter "**Your Network User ID**". Enter the desired information into the **Password** field. Enter "**Your Network Password**". *NOTE: The User ID and Password are the same as you use at work.* •••••••••
6.	Make sure that the Method is **Web Connect**. Click the **Sign In** button. Sign In

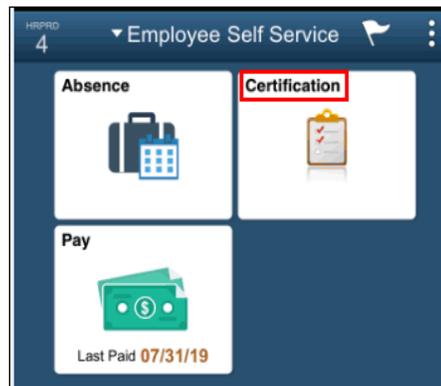| Step	Action
7.	Click the **Web Bookmarks** option.
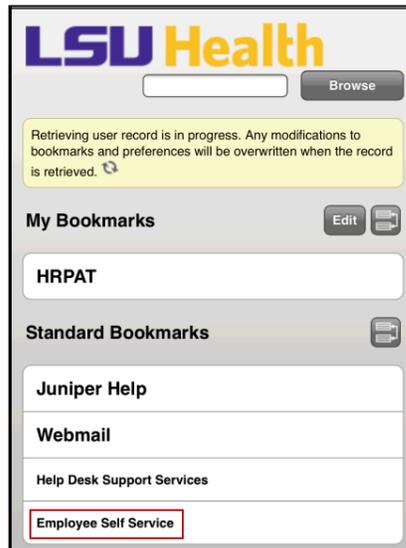
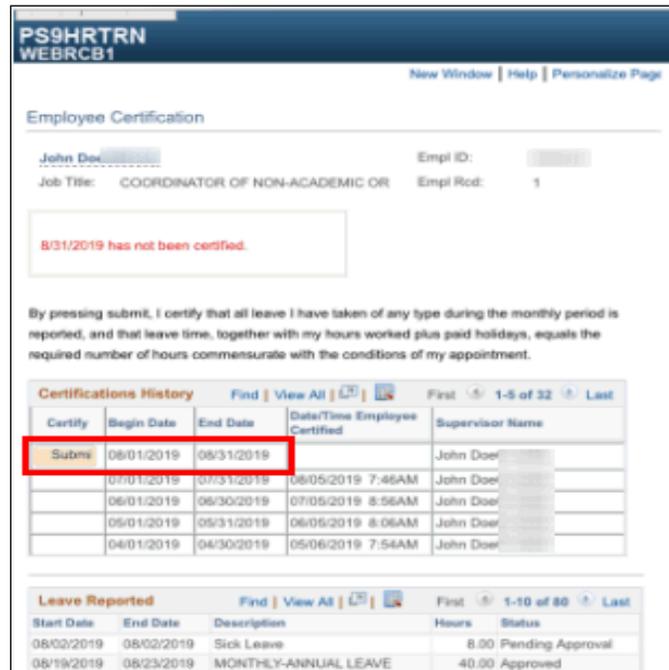| Step	Action
8.	The Remote Access Portal Bookmarks are displayed. *The menu options you see will depend on your network access.* Click the **Employee Self Service** link. Employee Self Service

11/18/19

![LSU Health]

Attendance Certification on a Mobile Device

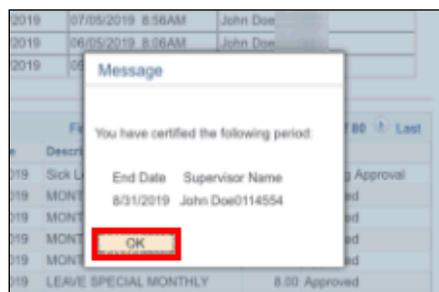| Step	Action
9.	The PeopleSoft sign on screen will appear. *NOTE: If you are on campus and using the LSU wireless network, once you type in the web address (http://employeeselfservice.lsuhsc.edu), it will bring you directly to the PeopleSoft login screen.* *NOTE: Your User ID should default into the 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.* *Passwords are case sensitive.*
10.	Enter the desired information into the **Password** field. Enter "**Your Password**". Click the **Sign In** button. Sign In

Step	Action
11.	Click the **Certification** tile. Certification

Step	Action
12.	Once you selected the **Certification** tile, a list of your previous certifications will be listed; with the current certification listed at the top. Scroll down to review the **Leave Reported** data for accuracy Review the certification message located above the Certification History section. By clicking the Submit button, you are attesting that the information provided is correct. Click the **Submit** button to certify your attendance. *NOTE: If the information provided is not correct, do not click the Submit button; notify your Supervisor of any discrepancies.*

11/18/19

Attendance Certification on a Mobile Device

Step	Action
13.	A confirmation message will display and the current time certification will show as certified. Click the **OK** button.

Step	Action
14.	Once certification is complete, to continue in PeopleSoft and return to the Home Page, you will see the Remote Access Toolbar displays in the top left corner of the screen. You can move it from left to right or right to left by clicking the **Reposition Toolbar** button *(the double arrows)* to move the Remote Access Toolbar to reveal the Back Button underneath. Click the **Reposition Toolbar** button.

Step	Action
15.	The Remote Access Toolbar has now moved from the left side to the right side. You will now see the **Back Arrow** in the top left corner. Click the **Back Arrow** to return to the **Home Page** for Employee Self Service.

Step	Action
16.	To exit, you **must** click the **Actions List** *(the three dots in the upper right corner)*, to Sign Out of PeopleSoft. Click the **Sign Out** option. Click the **Log Off** *(the Door icon on the Remote Access Toolbar)* button to exit the Remote Access Portal. Once you have completed using Employee Self Service, please be sure to log out of the system following the instructions found in the document "Logging on to Employee Self Service on a Mobile Device."

11/18/19

LSU Health

**Attendance Certification on a Mobile
Device**

Step	Action
17.	This completes **Attendance Certification on a Mobile Device**. **End of Procedure.**