# PeopleSoft Portal Sign In

1. You will be assigned a PeopleSoft User ID and Password. Enter the desired information into the field. Enter a valid value e.g. "essuser".

2. You will be assigned a temporary password to enter. Enter the desired information into the field. Enter a valid value e.g. "2fun2day".

3. Click the **Sign In** button.

4. Your temporary password must be changed. Enter your assigned password. Enter the desired information into the *Current Password* field. Enter a valid value e.g. "test7728".

5. Enter a new password that you can remember. The new password must be at least 8 characters long and have 2 numbers. Enter the desired information into the *New Password* field. Enter a valid value e.g. "test2345".

6. Re-type the new password. Enter the desired information into the *Confirm Password* field. Enter a valid value e.g. "test2345".

7. Click the **Change Password** button.

8. Click the **OK** button.

9. You must sign out and sign back in with your new password. Click the **Sign out** link.

10. The HU LEADS page returns. Enter your User ID. Enter the desired information into the field. Enter a valid value e.g. "essuser".

11. Enter your new Password. Enter the desired information into the field. Enter a valid value e.g. "test2345".

12. Click the **Sign In** button.

13. To access PeopleSoft, click the **Human Resources 8.9** link.

14. You are now at PeopleSoft's **Home** page. Click the **Self Service** menu link to begin.

15. Congratulations! You have signed in to the PeopleSoft application. **End of Procedure.**