

Access to PeopleSoft

Introduction

The intent of this document is to assist you in accessing and logging into the County of San Joaquin's Human Resources Management System (HRMS) PeopleSoft so that you can utilize the "Self Service" applications available to all County employees.

To access the HRMS system you must use a PC that is connected to the County's network. It is not available over the Internet or from your home computer.

You will use a browser to access the HRMS system. Internet Explorer (IE8 or higher) is the recommended browser, however most standard browsers will work.

Step 1: Browse to HRMS Login Screen

Open a browser and navigate to the following URL:

<http://sjcvmhcmweb1/psp/HR91PRD/?cmd=login>

If you are properly configured on the County's network, you will see the following screen:

ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

Set Trace Flags

Select a Language:

English	Español
Danish	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Српина	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

Step 2: Enter "User ID" and Password

On the login screen, enter your "User ID". In most cases, your "User ID" will be your first initial followed by your last name (example: JSMITH for John Smith).

NOTE: the "User ID" must be entered with all CAPITAL letters.

If this is the first time you have attempted to login to the HRMS system, your password will be: "PWDxxxx" where xxxx is the last 4 digits of your Social Security Number. Otherwise, enter the password that you had previously set.

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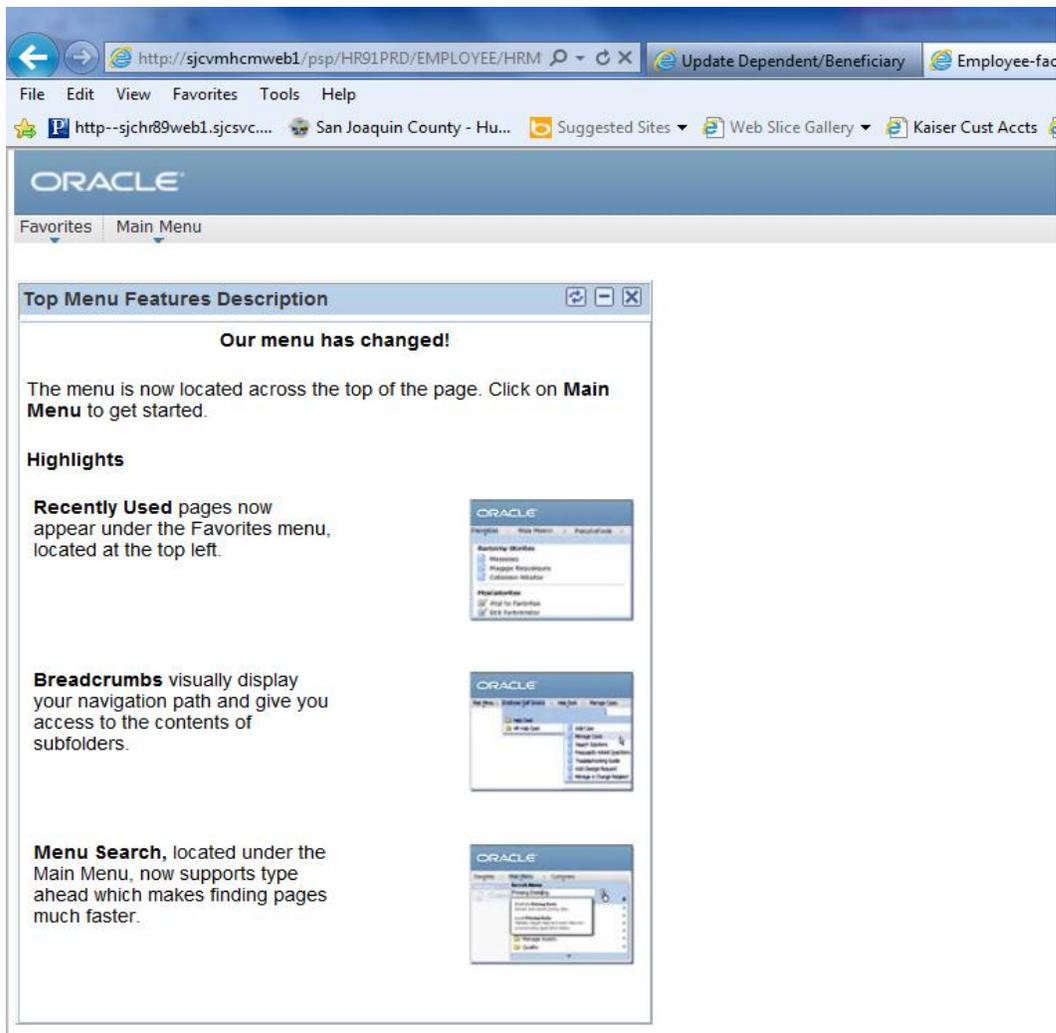
NOTE: Password is case sensitive. The default password listed above is all CAPITAL letters.

Click the “Sign In” button after you have entered the “User ID” and Password.

If you have a fairly common last name, you may need to also use your middle initial as part of the “User ID” (example: JTSMITH for John T. Smith).

If you have any problems with your “User ID” / Password, contact ISD Customer Care for assistance (see Step 5 below).

The following screen will be displayed upon successful login:



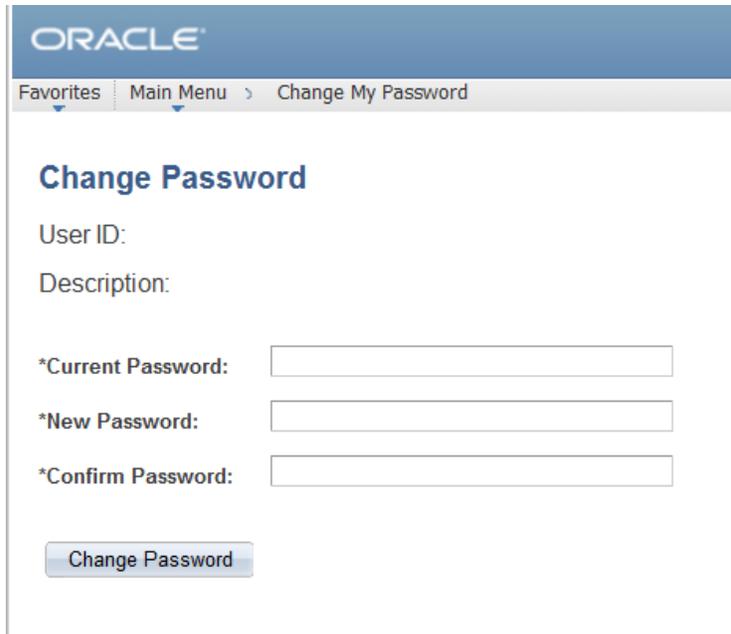
NOTE: the Menu items shown above are the minimum that you will see. You may see additional items depending on your security settings in the system.

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Step 3: Change Your Password

If this is the first time logging into the HRMS system or you have not changed your password recently, you should click on the “Change My Password” menu link and set a password that you will remember.

The following screen will be displayed for you to change your password:



The screenshot shows the Oracle PeopleSoft interface for changing a password. At the top, there is a blue header with the Oracle logo. Below the header is a navigation bar with 'Favorites', 'Main Menu', and 'Change My Password'. The main content area is titled 'Change Password' and contains the following fields:

- User ID:
- Description:
- *Current Password:
- *New Password:
- *Confirm Password:

At the bottom of the form is a button labeled 'Change Password'.

Your new password should be a combination of Upper and lower case letters and numbers. It should be something that you will easily remember without writing it down.

Step 4: Sign out

Once you have completed all tasks in the HRMS system, you should sign off the system before closing your browser window.

Simply click on the “Sign out” link in the upper right corner of any of the PeopleSoft windows you are in.

Step 5: Getting Help

If you have any problems connecting to the HRMS system or entering a valid “User ID” / Password, you should contact:

Information Systems Division (ISD) Customer Care at 468-9742.

A Customer Care representative will be able to confirm your “User ID”, reset your password or help you with any connectivity issues.