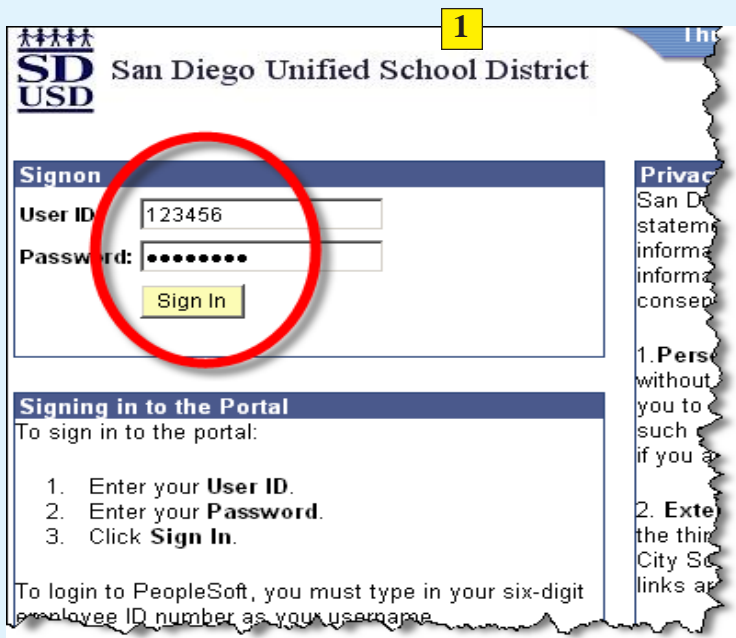


# How to Log into PeopleSoft Financials

PeopleSoft Financials (by Oracle) is the software we use here at San Diego Unified School District to perform a variety of tasks such as order goods and services through eProcurement, create travel authorizations and expense reports, and run certain budget reports.

This job aid walks you through the steps to go online (on the Internet) and log into the correct web-based software. Web-based means that the software is located on the Internet, and we can access it from any computer that has a fast (not dial-up) Internet connection.

We use Internet Explorer as the browser of choice to log into PeopleSoft.



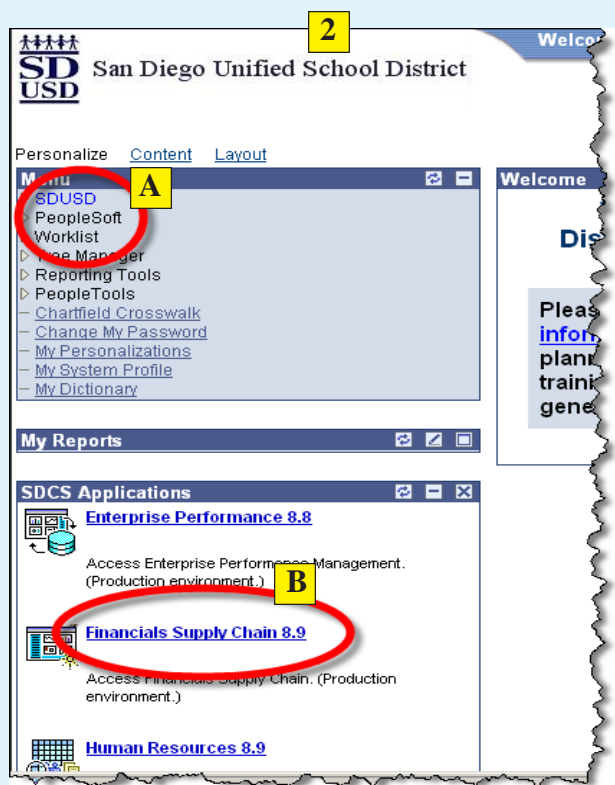
1. Launch Internet Explorer from your computer desktop, and go to this URL (website) address:

<https://dwa.sandi.net>

Enter your SDUSD Employee ID number into the **User ID** textbox.

Enter your password into the **Password** textbox.

Click the **Sign In** button.



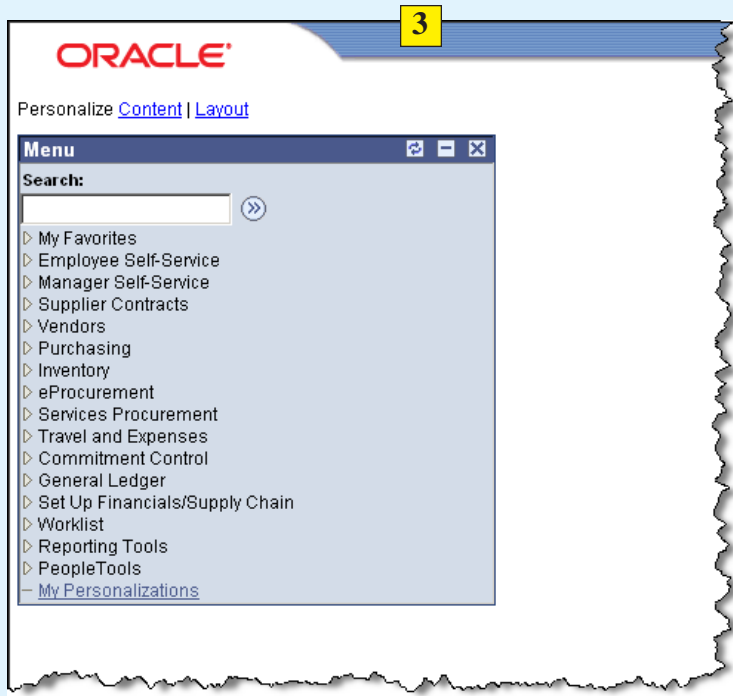
2. There are two ways to click to the next page you need:

A) Click the **PeopleSoft** link, and on the next page you see, click **Financials Supply Chain 8.9**

or...

B) Click the **Financials Supply Chain 8.9** link in the bottom left corner of this page.

# How to Log into PeopleSoft Financials



3. A second window appears on your computer screen, displaying the main PeopleSoft Financials menu. The menu is a list of hyperlinks; each link takes you to a different part of PeopleSoft Financials.

Remember to single-click any menu link you choose. Do not double-click anything in PeopleSoft software.



4. Leave the new window with the main menu open, and click back into the first window (pictured here; where you clicked the Financials Supply Chain link).

Close this window by clicking on its red X button in the upper right corner.

Doing this will “buy you more time.” PeopleSoft software has an automatic security feature that logs you out after a certain number of minutes. If you don’t close this window (called the “portal”), you risk being logged out of the software unexpectedly after about 15 minutes.

By closing the portal after you have the main menu onscreen (pictured in Step 3), the system won’t log you out for about 40 minutes, instead of 15 minutes.

**NOTE:** For more information about PeopleSoft applications, go online to our training web site at: [www.sandi.net/peoplesoft](http://www.sandi.net/peoplesoft). There are many resources there to assist you.