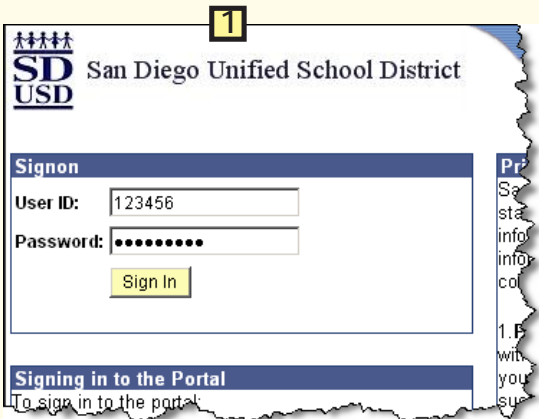


# PeopleSoft Online Tutorials .....

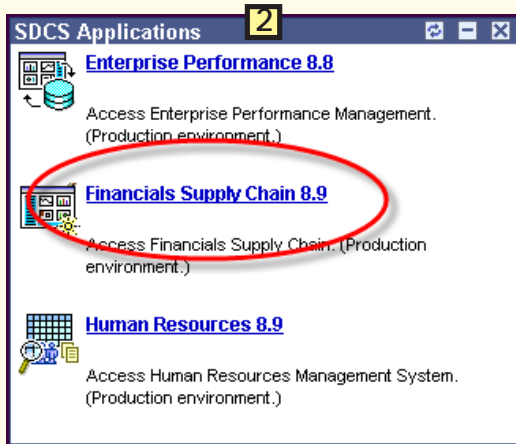
• A PeopleSoft Online Tutorial is an easy-to-use, animated, interactive, online tool (like a mini-video clip) that helps you learn and practice how to do things in PeopleSoft. There are different tutorials for different PeopleSoft tasks.

• This job aid contains illustrated, step-by-step instructions that show how to locate and use PeopleSoft Online Tutorials. The tutorial example shown in this job aid is about creating Mileage Expense Reports.

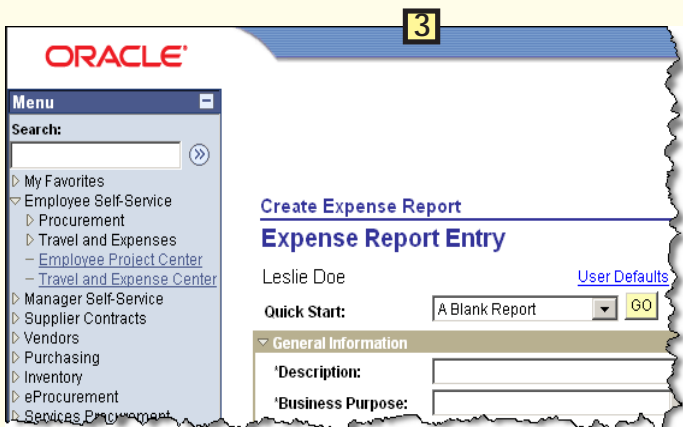
## How to Find a Tutorial



1. Go online to the district's PeopleSoft log-in website, and log in with your Employee ID number and personal district password. The website URL (address) is: <https://dwa.sandi.net>

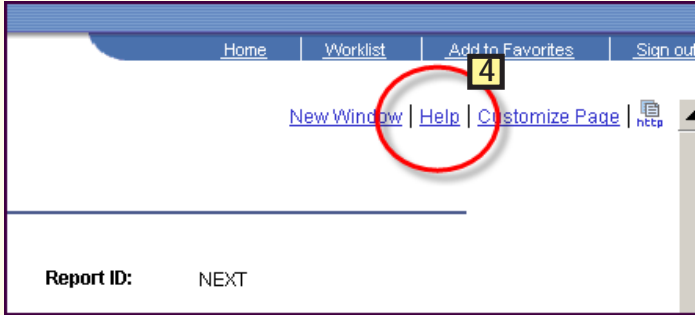


2. Go into the desired PeopleSoft environment by clicking on the appropriate link (Financials Supply Chain or Human Resources). The example shown in this job aid uses the PeopleSoft Financials environment.

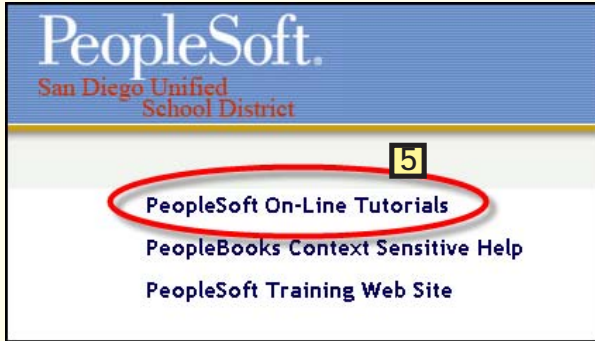


3. Navigate to the page you want help with...For example, if you want help on how to create a Mileage Expense Report for reimbursement, you would click the following: *Employee Self-Service --> Travel & Expense Center --> Expense Report --> Create*. That page is shown here in this illustration. In other words, you must go to the page where the task would normally begin.

# PeopleSoft Online Tutorials .....

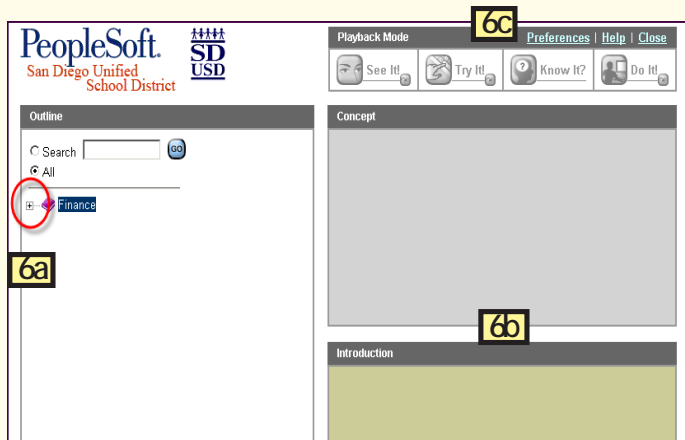


4. Once you arrive at the page you want, click the **Help** link in the upper-right corner.



5. A new window will open up. Click the link, **PeopleSoft On-Line Tutorials**.

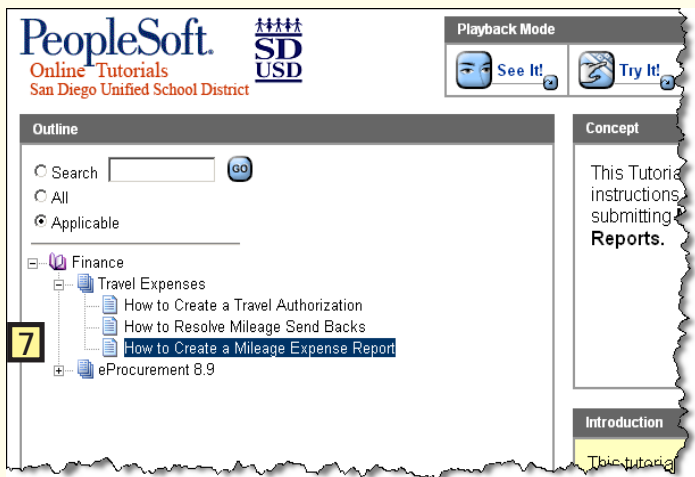
**IMPORTANT NOTE:** If your computer has a pop-up blocker, you may have to hold down your SHIFT or CTRL key on your keyboard while you click the **PeopleSoft On-line Tutorials** link. Otherwise, it may not launch.



6. The Tutorial window will appear. On the left side, you'll see an outline of menu choices. You may only see the menu "Finance." (To open up the rest of the choices, click the folders with the plus signs on them). **6a**

On the right side, you'll see a Concept block and an Introduction block (they will be empty at first). **6b**

In the upper-right corner you'll see four buttons: **See It**, **Try It**, **Know It**, and **Do It**. At first, they will be gray and unavailable. **6c**

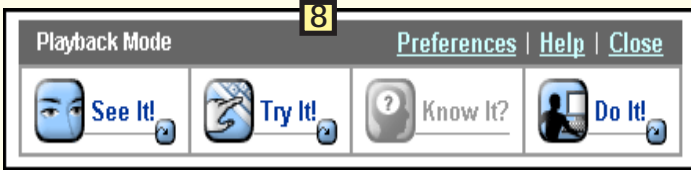


7. In the menu outline on the left, single-click on the name of the tutorial you want. In this example, we clicked on the tutorial entitled **How to Create a Mileage Expense Report**.

By doing this, you activate the tutorial, and the page "comes alive". The Concept and Information blocks are filled in, and the buttons in the upper-right corner are clickable.

# PeopleSoft Online Tutorials .....

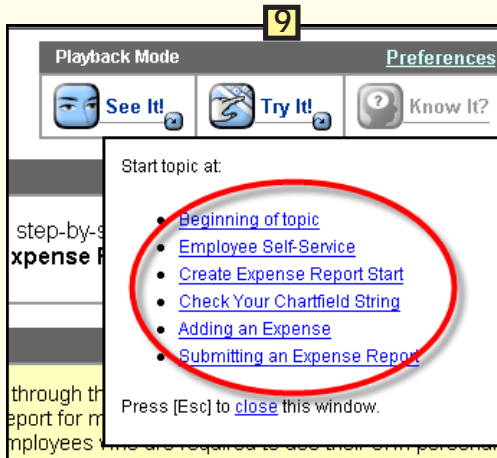
## How to Run a Tutorial



8. You have three choices of how to use a tutorial (you can use all three methods, in any order, as many times as you wish). These choices are the buttons located in the upper-right corner. (The **Know It** mode is not being used at this time...it's an evaluation tool. *Please do not click on Know It.*)



**NOTE:** There is an automatic audio feature in each tutorial. This narration helps explain each step you see on your screen. *You will need a set of computer speakers or a set of earphones to hear the narration.*



9. **NOTE:** In addition to clicking directly on a picture button, you can also click on its smaller, "Jump in" button next to it. From there, you may choose to begin the animated tutorial from the beginning, or from a particular point further on, if additional choices are available.

To receive the *best help*, we recommend that you do this:

1) Click **See It** first, which will run the animated tutorial in a simulated environment, and you can just sit back and watch the whole thing. When it ends, you are returned automatically to the beginning of the tutorial screen.

2) Next, click **Try It**. The animated tutorial plays again, but this time, it moves forward only when you yourself actually do the tasks it asks you to do.

3) When you feel ready to complete the whole procedure "for real," in PeopleSoft, click **Do It**. It lets you create the actual form or procedure you want to do (*not a simulation*). While you are working on your real form, you'll see a small window in the corner of your screen which is the animated tutorial itself. It runs at your discretion, to guide you. For more information, go online to:

[www.sandi.net/peoplesoft/readandlearn](http://www.sandi.net/peoplesoft/readandlearn)

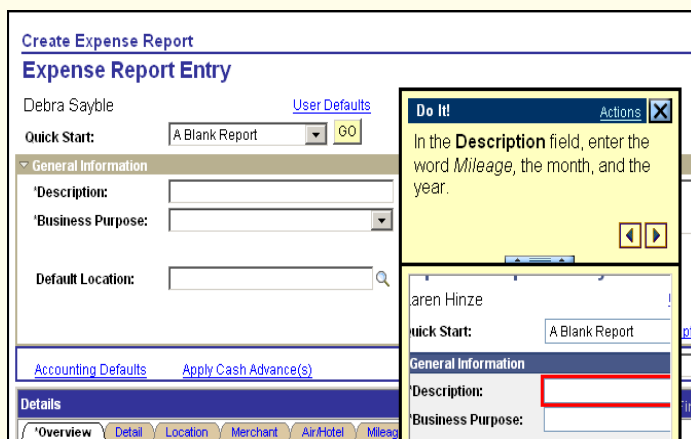


Illustration of a real Expense Report form while running a tutorial in **Do It** mode. The tutorial is the yellow-and-white window on the right, layered on top, which can be resized and moved.