

1 Accessing and Navigating in PeopleSoft HCM

Access is provided through the VSB Staff page on the district's website. Users continue to access PeopleSoft with their usual VSB computer user ID and password (same as webmail and network sites)

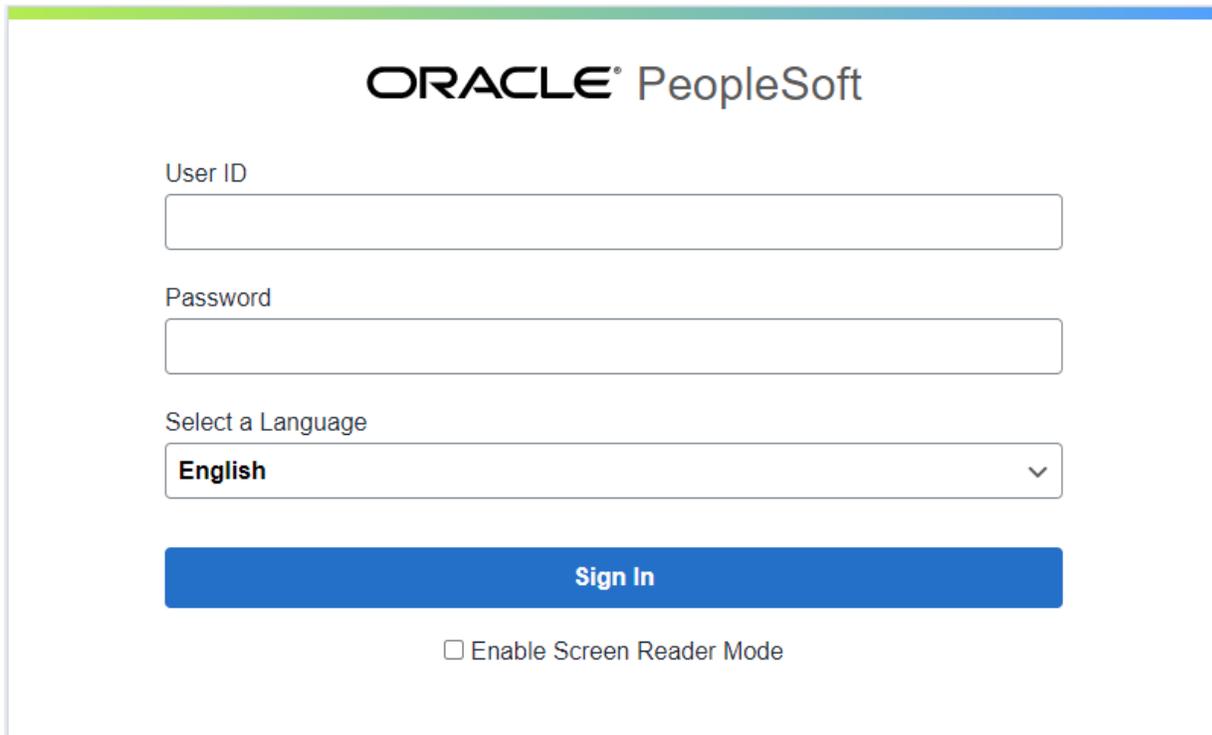
Recommend:

1. Remove any previous bookmarked URL for PeopleSoft
2. Clear Cache
 - a. [Chrome](#)
 - b. [Safari](#)
 - c. [Edge](#)
 - d. [Firefox](#)
3. Navigate and save URL (<https://ess.vsb.bc.ca>) to bookmark favourite

Logging In

From the VSB Intranet Staff page:

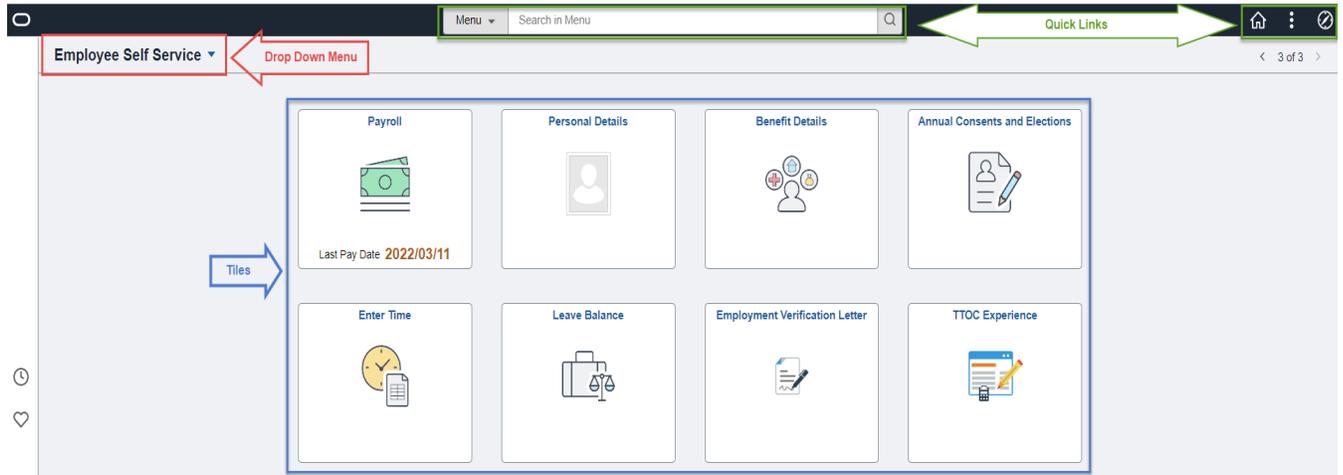
1. PeopleSoft (link) or ess.vsb.bc.ca
2. Enter your User ID (Your usual VSB computer ID)
3. Enter your Password (Your current VSB computer Password)
4. Click Sign In



The screenshot shows the Oracle PeopleSoft login interface. At the top, the text "ORACLE® PeopleSoft" is displayed. Below this, there are three input fields: "User ID", "Password", and "Select a Language". The "User ID" and "Password" fields are empty text boxes. The "Select a Language" field is a dropdown menu with "English" selected. Below the input fields is a blue "Sign In" button. At the bottom of the form, there is a checkbox labeled "Enable Screen Reader Mode".

1.1 Elements of the Home Page

PeopleSoft opens onto the Home Page.



The Drop-Down Menu allows you to access different **Landing Pages**. Each landing page hosts tiles which allow you to see your information. You will only be able to access tiles that your security provides access to.

For example, “Enter Time” is only available to Community School Employees, on call exempt staff and some CUPE 407 Material Services employees at the present time.

Term	Definition
Drop Down Menu	The menu allows you to move between landing pages in order to perform different work functions
Landing Page	A web page that a user arrives or lands on. The Landing Page brings together related information.
Tiles	Icons on the landing page that help the user navigate the web application. They are a logical grouping of functions and pages within the application. Tiles help the user navigate a fluid or classic page.
Quick Links	Short cut icons that help you navigate within the application

The **Quick Links** icons offer quick access to features which can help you perform your work.

Icon		Function
	Home	Return to the main PeopleSoft Home page.
	Search	Search for pages using their page names.
	Actions List	The actions list provides users with the ability to: <ul style="list-style-type: none"> • Sign out • Get help/information for the page they are working on
	NavBar (Navigation Bar)	Provides navigation options such as Recent Places, My Favorites, Navigator
	Recently Visited	Lists the last five pages you accessed. It allows you to return to any of the last five pages by clicking on the link.
	Favorites	Allows you to store and quickly access your favorite pages (Pay Advice, Leave Balance, T4)
	Menu	Allows quick access to classic navigation

1.2 Signing Out of PeopleSoft

1. Click **Actions List** from the Quick Links bar.
2. Click **Sign Out**

