

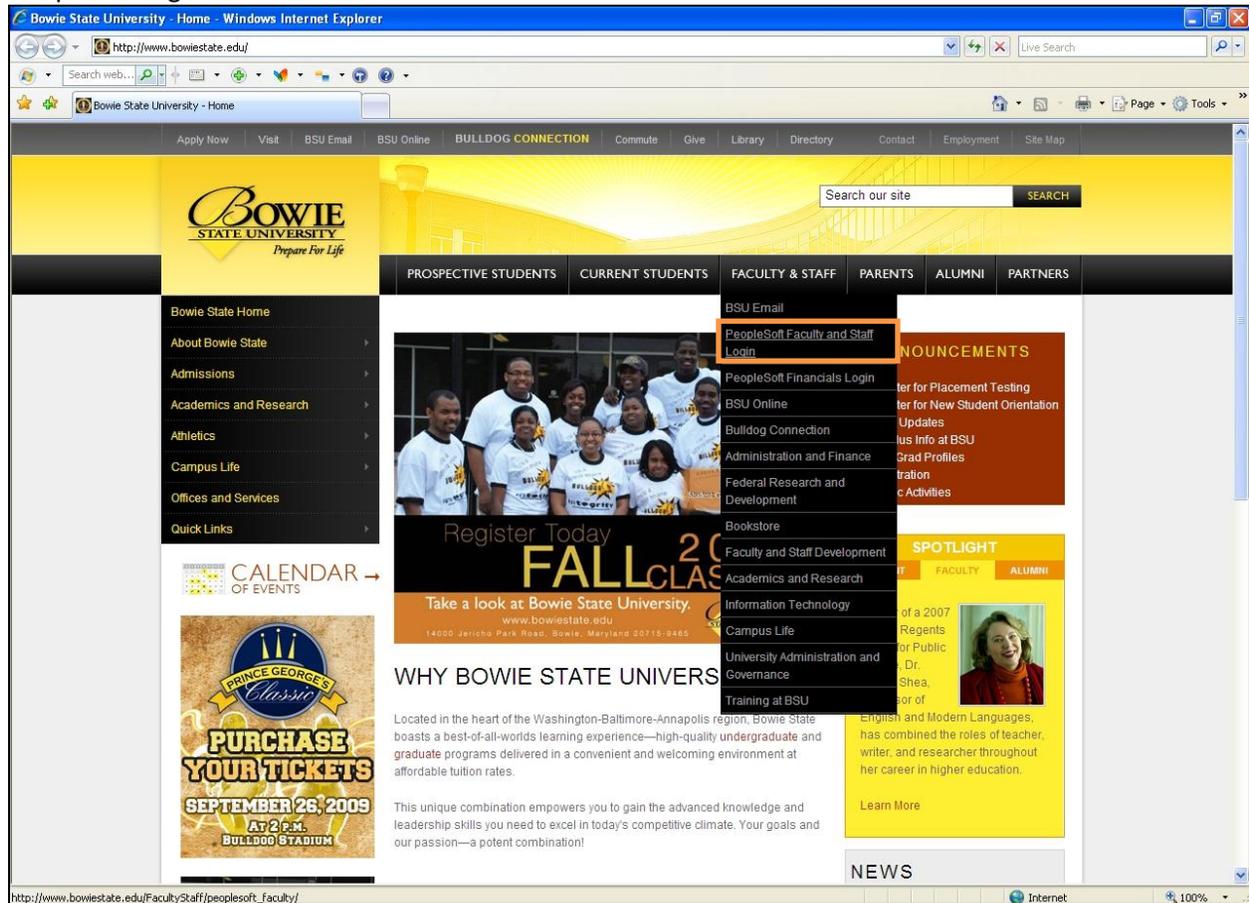


PeopleSoft 9.0

Signing on to PeopleSoft

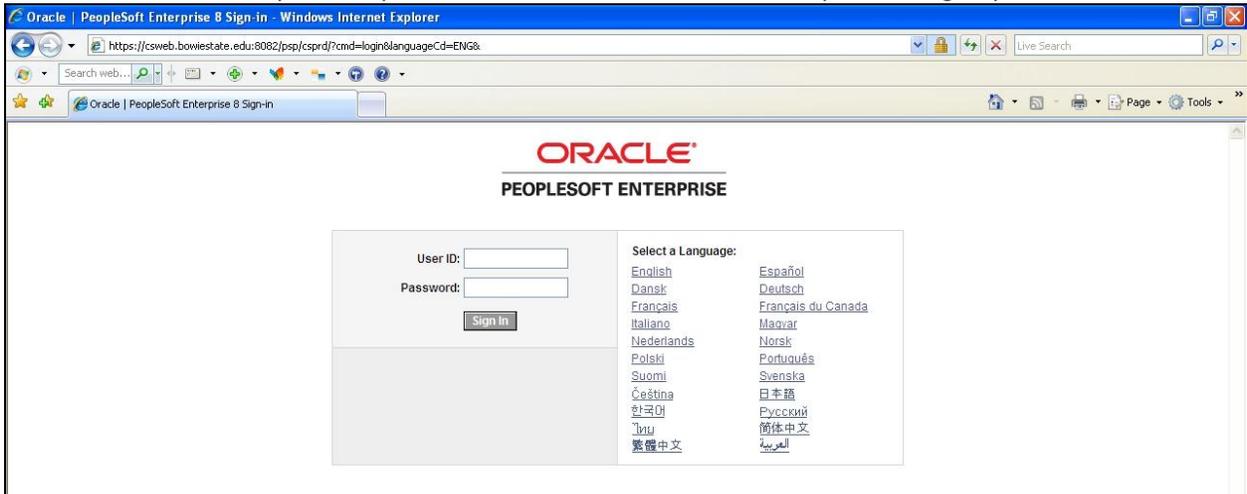
Accessing PeopleSoft from the Bowie State University Website

To get to the PeopleSoft login screen, go to the Bowie State University homepage: www.bowiestate.edu. (Shown below) Highlight "FACULTY & STAFF" on the horizontal navigation bar, and click on "PeopleSoft Faculty and Staff Login" in the dropdown menu. You will be directed to the PeopleSoft login screen.



PeopleSoft Login/Logoff

You will need to know your PeopleSoft User ID and Password before proceeding any further.



- Enter your User ID and Password, then click the **Sign In** button to login to PeopleSoft.

Be sure to log off PeopleSoft when you are finished. To log off, click on the “Sign out” link at the top right of the screen. (Shown below) If PeopleSoft detects 20 minutes of inactivity, you will be prompted to “Click OK to continue your current session.” If PeopleSoft continues to remain idle, you will automatically be logged off as a security precaution.

