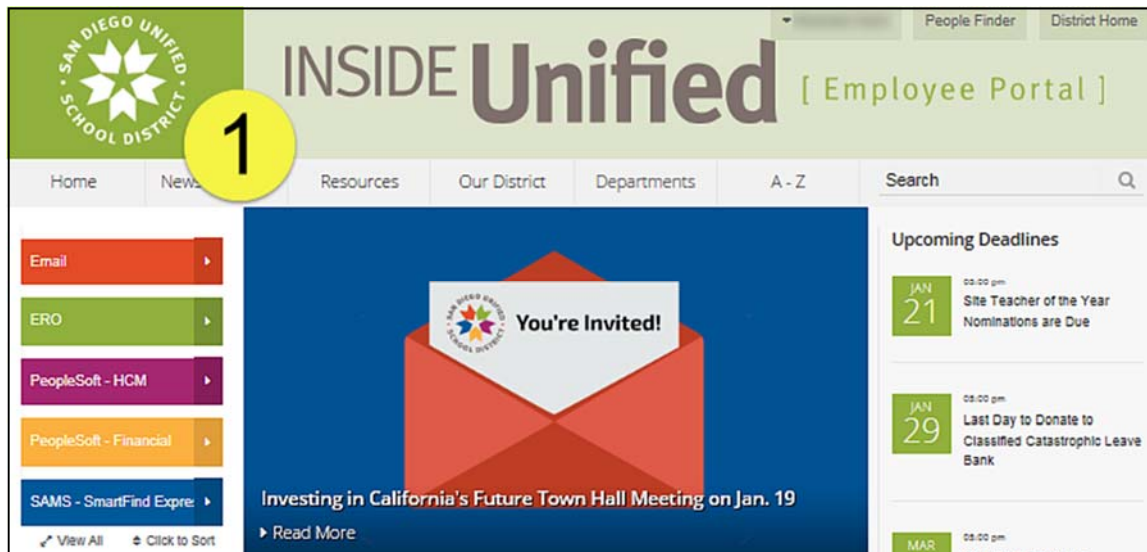


# How to Sign In to PeopleSoft Financials

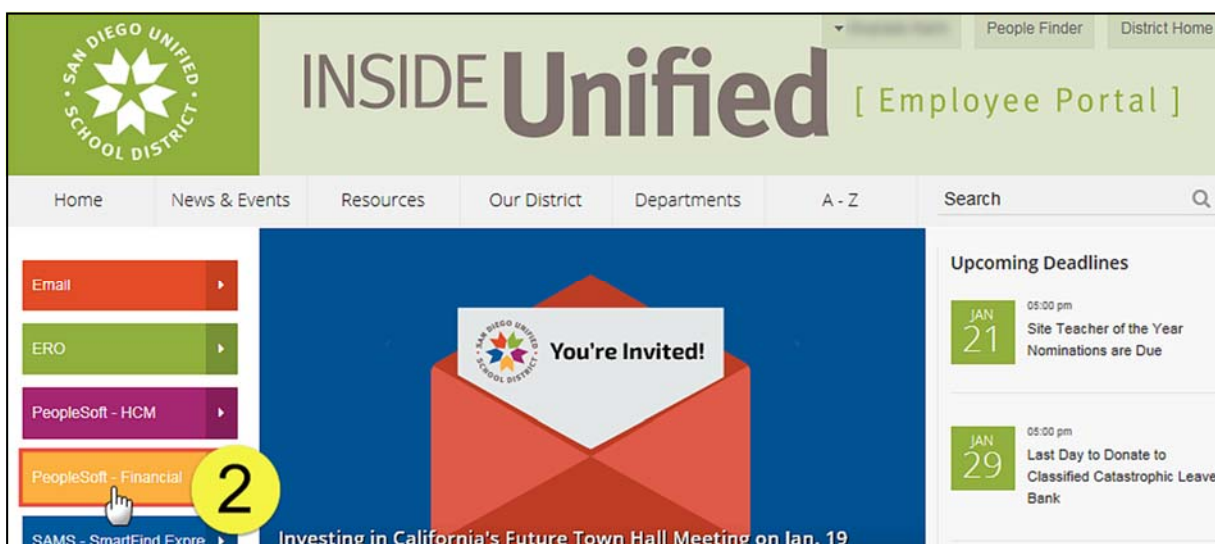
## Access to eProcurement, Travel Expenses, Budget Reports, & More

This Job Aid shows how to sign in to the San Diego Unified School District's PeopleSoft Financials online system. You must be a current, active employee of the district, with an Employee ID number and password to login.

1. Launch your browser and go to the [www.sandiegounified.org](http://www.sandiegounified.org) website. On the home page, click the **Staff Portal** link at the top to navigate to the Employee Portal (*you might have to login*).



2. From the **Inside Unified Employee Portal** click **PeopleSoft - Financial**.



# How to Sign In to PeopleSoft Financials

## Access to eProcurement, Travel Expenses, Budget Reports, & More

3. Enter your SDUSD Employee ID number into the **User ID** field.

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

Click the **Sign In** button.

Financials ORACLE PEOPLESOFT Supply Chain Management

User ID  
999999

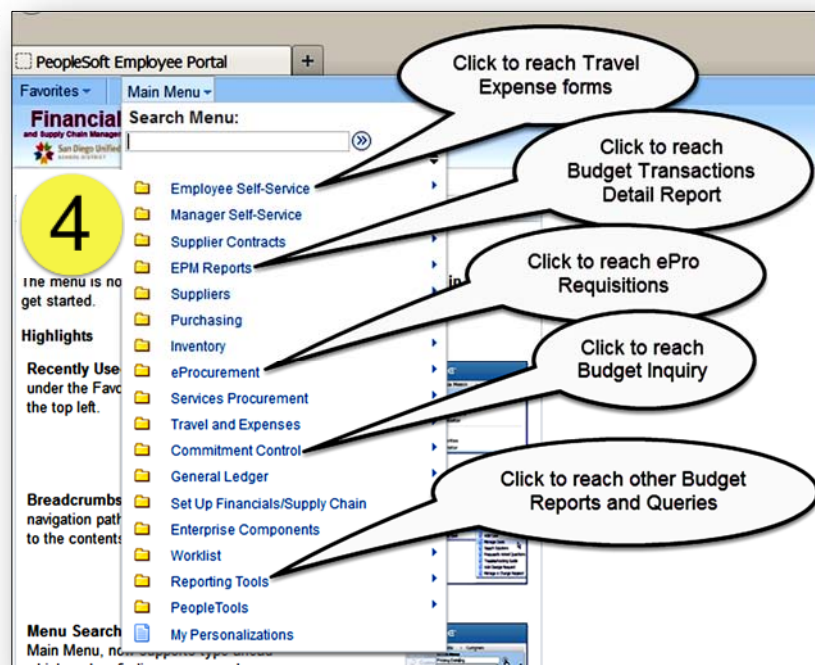
Password  
.....

Select a Language  
English

Enable Accessibility Mode

Sign In

4. Single-click the menu choices at the top left corner to navigate where you want to go.



5. To logout, click the **Sign Out** link in the top right corner of the screen.

