

Navigating to PeopleSoft PEP via @Your Service

The screenshot shows the HCC homepage with a navigation menu on the left. The menu items are: Future Students, Current Students, Business & Community, Faculty & Staff, and Corporate College. The main content area features a large photo of medical students in a lab, a 'A Learning Community, A Caring Community' section, a 'Quality Education and Training' section, and a 'Student System Sign In' form. A calendar for November 2007 is also visible.

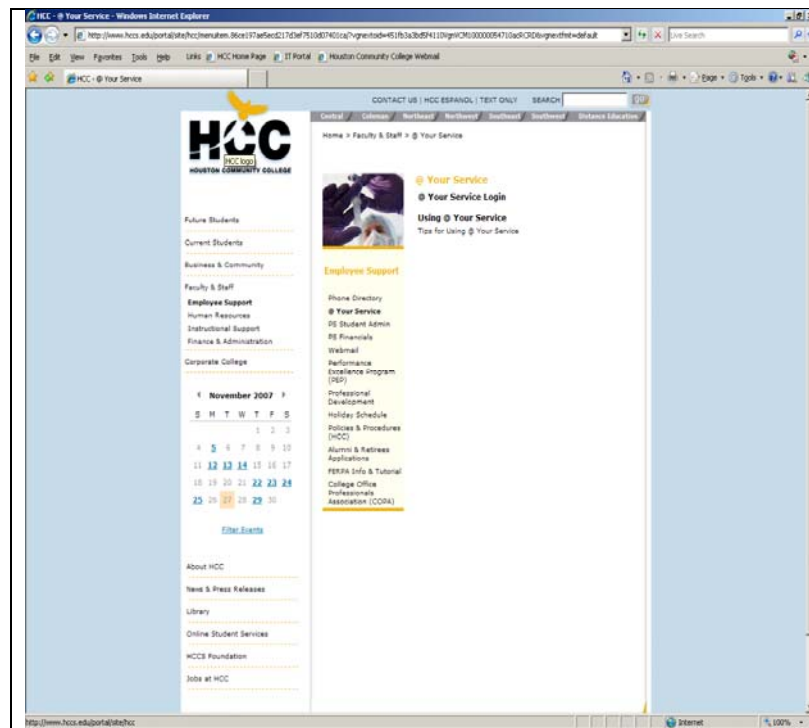
←Start at the HCC Homepage.
Click the **Faculty & Staff** link,
located on left menu.



←The **Faculty & Staff** page displays.

Click the **@ Your Service** link.

Located under the **Employee Support**.



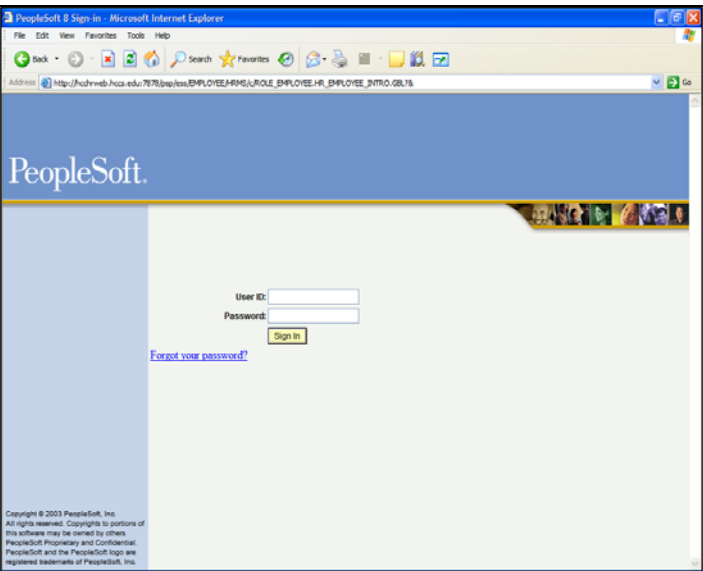
←The **@Your Service** page displays.

Click the **@ Your Service Login** link.

You can now access a variety of self-service tools via PeopleSoft Employee Self Service.

Once your PeopleSoft PEP security is granted, the Performance Management Home link will be added.

If this is your first time accessing @Your Service, review the tutorial by clicking the link, **Using @Your Service**.

	<p>←The PeopleSoft HR Login page displays. Add this web page to your Internet Favorites for future easy access.</p>
	<p>Enter your User ID.</p>
	<p>Your PeopleSoft User ID is the first part of your email address:</p> <p>firstname.lastname</p>
	<p>Enter your Password.</p>
	<p>Remember that passwords are privileged and should not be shared with anyone.</p>
	<p>The User ID and Password fields are case- sensitive. Make sure your Caps Lock key is not on.</p>
	<p>For first time login, your default password is your employee ID number followed by the last four digits of your social security number.</p>
	<p>You can find your employee ID number on your pay advice.</p> <p>Click the Sign In button.</p>

After signing into PeopleSoft PEP, you are taken to the Employee Home page. You may access your personal PEP documents by clicking “Performance Management Home,” the 4th link under the “Employee Home” heading.

If you are a manager/supervisor/department chair wanting to access the PEP documents of your direct reports, click “Manager Self Service” on the Menu on the left hand side of the page.

