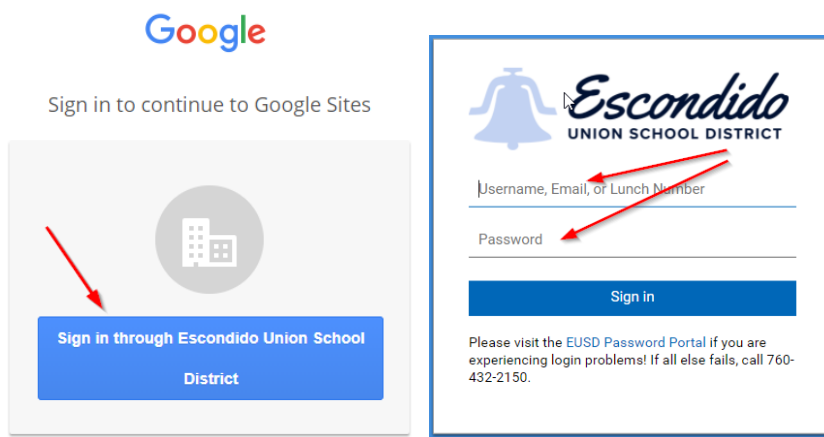


# How to Log Into PeopleSoft Self Service

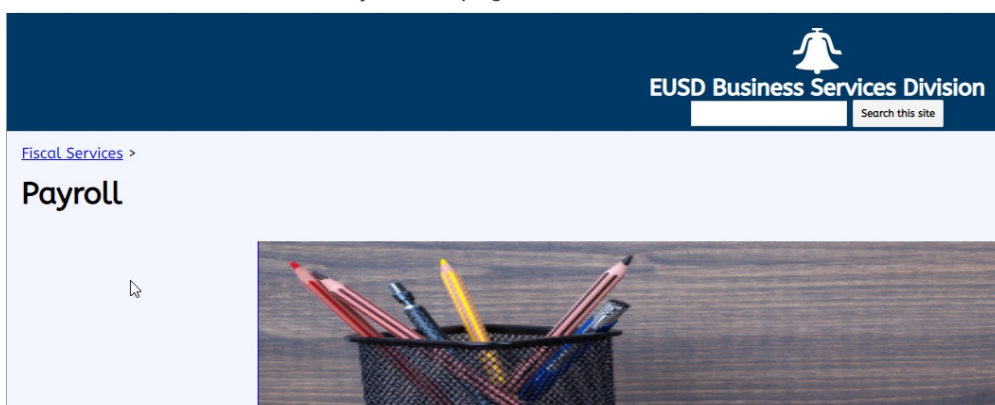
Last Modified on 09/07/2021 2:51 pm PDT

1. In order to log into the PeopleSoft Self Service web page you will need your EUSD email password, your PeopleSoft password (also called your 'payroll password'), and your 6 digit employee ID number. Create a [web help desk ticket](#) if you need help resetting either password.
2. Log into your PeopleSoft account by opening a browser tab and navigating to: eusd.org > Teachers & Staff > Departments, Divisions, Directory > Payroll: Visit Website. Or click the following link: <https://sites.google.com/a/eusd.org/eusd-bserv/fiscal-services/payroll>

At this point, if you are not currently logged into your EUSD Google account you will be asked to do so using your EUSD email address and your EUSD email address password.



3. You will now be on the EUSD Payroll webpage.



Scroll the page down and click the 'View your paycheck stub' link.

▪ [View your paycheck stub](#)

- [Employee Self Service](#). Please refer to this short [video](#) for a preview of the portal.
- Is this your first time logging in? [Learn how to log in to Employee Self Service.](#)
- Need help viewing Paycheck Stubs? [Here's how.](#)
- Additional Help
  - [How to Read your Paycheck](#)
  - [Allowing Website on Pop-up Blockers](#)
  - [Forgot My Password](#) or Contact Help Desk: [760.432.2150](#)
- Need to view older pay stubs before 12/31/15? - [Visit the old site.](#)
- [How to view your W-2 Form](#)

3. Log into PeopleSoft using your 6-digit employee ID number and your PeopleSoft/payroll password. This password is NOT associated with your EUSD email password.

You will also see a 'Forgot My Password' link. This is the link you will use in the future if you forget your PeopleSoft/payroll password. You can only use this link if you have already set up a security question and answer.

PeopleSoft Login

User ID

Password

Sign In

Having an issue logging in?

[Forgot My Password](#)

Still can't log in? Please contact your district's PeopleSoft System Administrator.

Announcements

This link can only be used if you have already set up a security questions and answer.

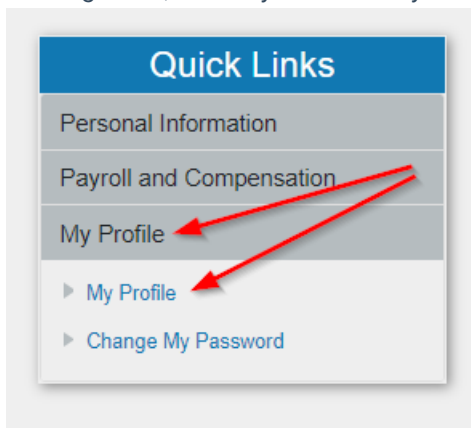
## If you forget your PeopleSoft Self Service password but have set up a security question and answer.

You can reset your PeopleSoft password yourself if you have already set up a security question and answer. Just click the 'Forgot My Password' link shown above. You will be sent an email with your security question for you to answer.

# If you forget your PeopleSoft Self Service password and have NOT set up a security question and answer.

Since you do not remember your PeopleSoft password and you have not setup your security question yet, you will need to put in a [web help desk ticket](#) and request a 'PeopleSoft/payroll password' reset. Once reset, you can follow this guide to setup your security question and answer.

1. Follow the steps at the beginning of this guide and log into PeopleSoft with your newly reset password. Once signed in, click 'My Profile' > 'My Profile'.



2. Click 'Change or set up forgotten password help'

## General Profile Information

### Password

[Change password](#)  
[Change or set up forgotten password help](#)

3. Select a question from the drop down list and type your answer. Click the green OK button.

### Change or set up forgotten password help

[Help](#)

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

**Question**

Select from the list of questions.

**Response**

OK
Cancel

4. Scroll to the bottom of the page and 1. verify your email address is correct and 2. click 'Save'. You are now finished.

#### Email

☰ 🔍

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business <span style="font-size: 0.8em;">▼</span>	username@eusd.org

#### IM Information

☰ 🔍

Protocol	XMPP Domain	UserID	Passw
XMPP	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="121212"/>	<input style="width: 90%;" type="password" value="....."/>

Save

5. If you forget your PeopleSoft/payroll password in the future you can now click on the 'Forgot My Password' link (see above) and you will be sent an email asking you to answer your security question.