

Faculty and Staff PeopleSoft Navigation Guide

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Summary

The latest PeopleSoft update brings changes to how you navigate PeopleSoft, specifically the structure of the header navigation. These changes are the first step in a series of upgrades that will make PeopleSoft easier to navigate and improve functionality.

Before:

California State University
SAN MARCOS

Home | Add to Favorites | Sign Out

Campus Solutions

Faculty & Staff | My Page

Personalize Content | Layout ? Help

Faculty Self Service

Faculty Self Service
Mid-Semester Evaluation
FAR - Instructor Workload

Quick Links

DUO Self Enrollment
Enroll in Duo Multi-Factor Authentication

My HR Resources
Log into HR PeopleSoft to report absences, complete timesheets, view leave balances, and update personal information.

Parking Permit for Visitors
Parking Permit Request

Cougar Care Network

Cougar Care Network Website
Refer students for additional information, resources, and support to ensure their personal and academic success.

Cougar Care Network Referral

Modernized Site

Click to View Modernized Site
MyCSUSM is getting a responsive makeover! Click the link above to view the new site.

Campus Password

Change your password. Use at any time to ensure your account security.

Announcements

Resources for Faculty and Staff

[CSUSM as One](#) - Information and resources to navigate the semester

[Faculty Center Resources](#) - Faculty Resources for Teaching & Learning Online

[Office of Registrar Faculty/Staff Resources](#) - Up-to-date information for navigating student enrollment

[IITS For You](#) - Technology Support and Services

[20/21 Academic Calendar](#) - 2020-2021 Academic Calendar

[21/22 Academic Calendar](#) - 2021-2022 Academic Calendar

After:

California State University
SAN MARCOS

Home | Search | Help

Faculty & Staff | My Page

Faculty & Staff

Faculty Self Service
Mid-Semester Evaluation
Alternate Course Approval
FAR - Instructor Workload

Quick Links

DUO Self Enrollment
Enroll in Duo Multi-Factor Authentication

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[20/21 Academic Calendar](#) - 2020-2021 Academic Calendar

[21/22 Academic Calendar](#) - 2021-2022 Academic Calendar

Header Navigation

Home

Select the Home icon in the header to return to the default Homepage.



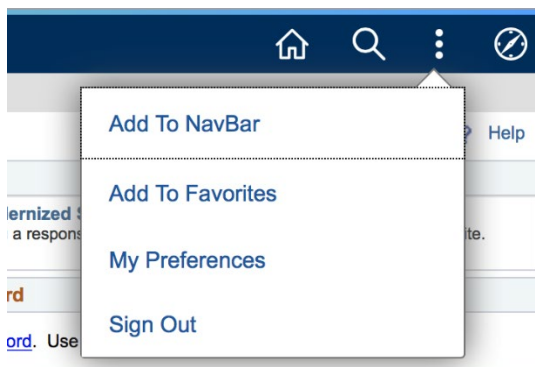
Search

Select the Search to search for pages throughout the system.



Actions

Select the three dots Actions icon in the header to find the action options below.



Add to NavBar

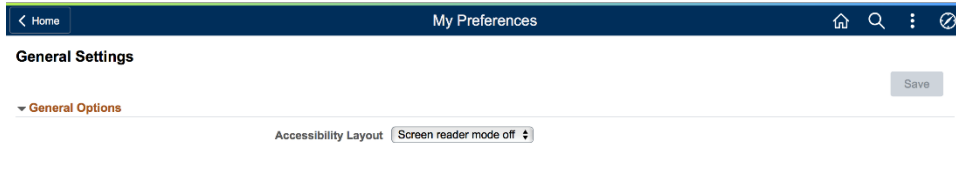
Use this to add a page to the NavBar.

Add to Favorites

Use this to add a page to My Favorites.

My Preferences

Use this to review general preferences for enabling or disabling screen reader mode.

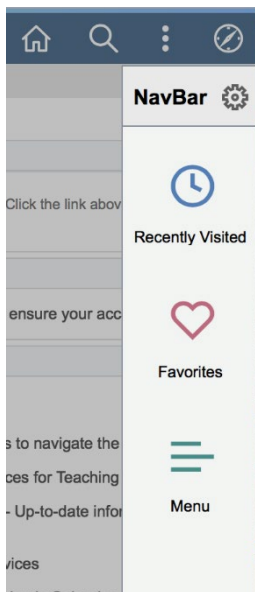


Sign Out

Use this to log out of MyCSUSM.

NavBar

Select the compass NavBar icon in the header to view the NavBar and the options covered below.



Recently Visited

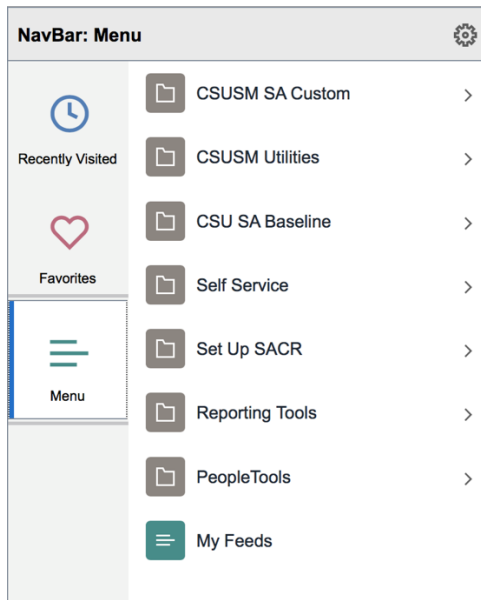
Use the NavBar Recently Visited to review recent pages used.

My Favorites

Use the NavBar Favorites to view and manage pages marked as Favorites. All your existing Favorites will be visible here.

Menu

Use the NavBar Menu to navigate to view and locate all the same menus and pages presented in the Classic Menu.

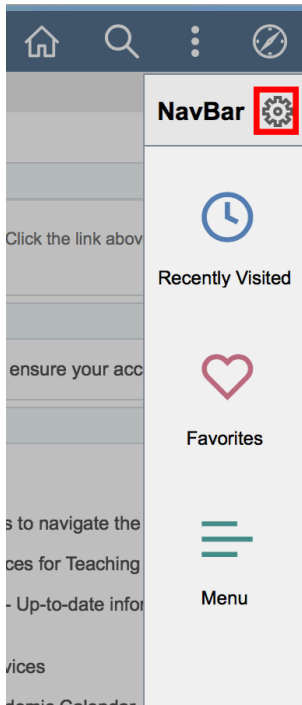


Personalize

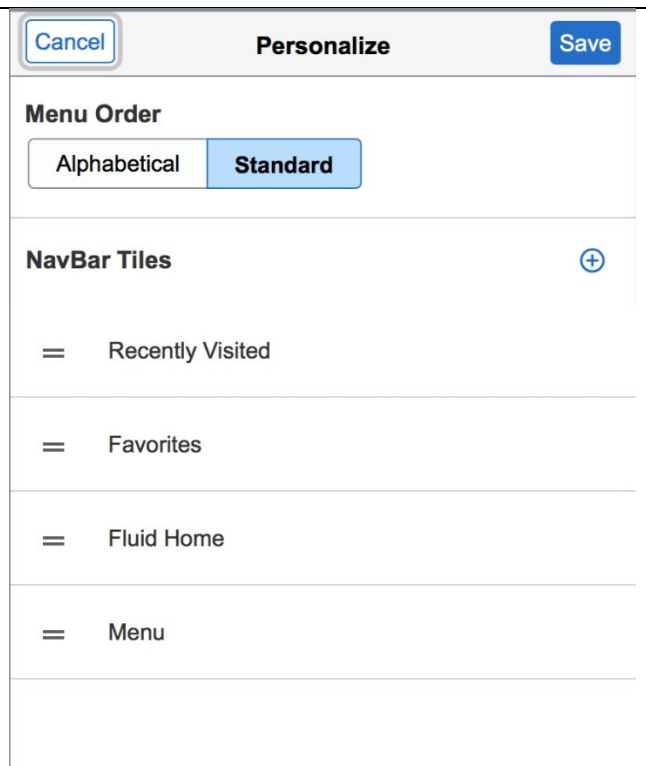
NavBar

Select the compass icon in the header to view the NavBar. Then select the cog or dial to Personalize the NavBar including add, remove, and reorder items.



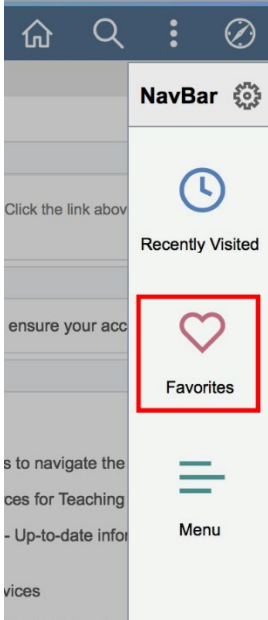


- Reorder items in the NavBar by selecting and dragging items to the desired order.
- Remove an item from the NavBar using the red “x” icon next to an item that can be removed.
- To exit Personalize and save changes, select Save.
- To exit Personalize without saving, select Cancel.



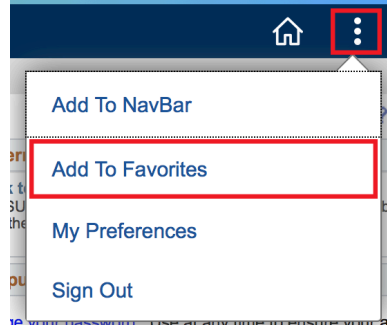
Favorites

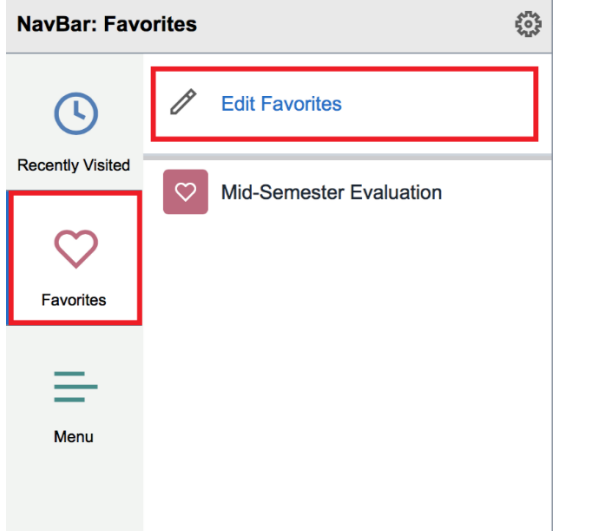
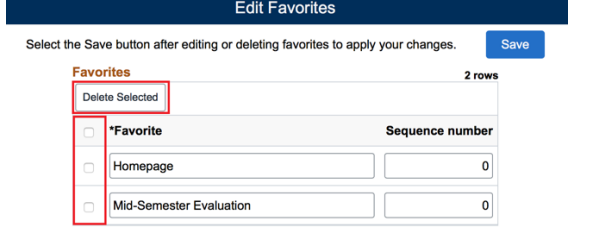
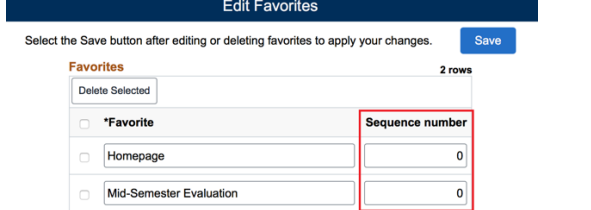
Select the NavBar and then My Favorites to review existing favorites.



Add a favorite:

- Select Actions
- Select Add to Favorites

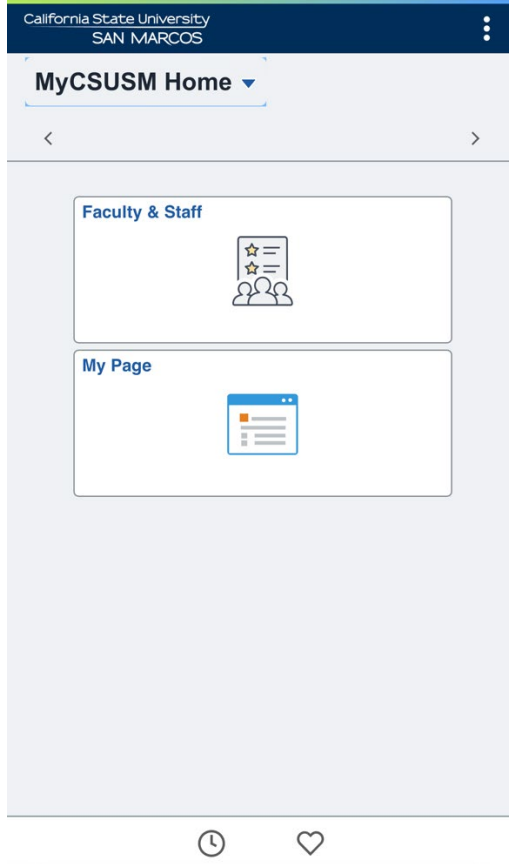


<p>Edit My Favorites:</p> <ul style="list-style-type: none"> • Select NavBar • Select My Favorites • Select Edit Favorites 													
<p>Delete a Favorite:</p> <ul style="list-style-type: none"> • Select the box next to the item • Select Save to implement the changes 	 <table border="1" data-bbox="889 821 1317 972"> <thead> <tr> <th colspan="2">Favorites</th> <th>2 rows</th> </tr> <tr> <th>*Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Homepage</td> <td><input type="text" value="0"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mid-Semester Evaluation</td> <td><input type="text" value="0"/></td> <td></td> </tr> </tbody> </table>	Favorites		2 rows	*Favorite	Sequence number		<input type="checkbox"/> Homepage	<input type="text" value="0"/>		<input type="checkbox"/> Mid-Semester Evaluation	<input type="text" value="0"/>	
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<p>Reorder Favorites:</p> <ul style="list-style-type: none"> • Change the sequence number to the desired order of appearance • Select Save to implement the changes 	 <table border="1" data-bbox="889 1066 1289 1209"> <thead> <tr> <th colspan="2">Favorites</th> <th>2 rows</th> </tr> <tr> <th>*Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Homepage</td> <td><input type="text" value="0"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mid-Semester Evaluation</td> <td><input type="text" value="0"/></td> <td></td> </tr> </tbody> </table>	Favorites		2 rows	*Favorite	Sequence number		<input type="checkbox"/> Homepage	<input type="text" value="0"/>		<input type="checkbox"/> Mid-Semester Evaluation	<input type="text" value="0"/>	
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Mobile Access

Homepage

When logging in on a mobile phone, a landing page will display Tiles that link back to the main homepages. Select a Tile to navigate to the respective homepage.



Faculty & Staff homepage on mobile:

