

Welcome to the Oracle PeopleSoft Self Service application! You now have direct access to your own Benefits, Payroll, Personal and Training information online. You can view and/or update the following information:

- Add and/or update your home and mailing addresses, phone numbers, non-Business email addresses, and emergency contacts.
- View your paycheck information.
- Print your current and past paycheck advice notices.
- View your accrual balance and W-4 information.
- View your Benefits summaries.
- Change your Deferred Compensation voluntary contributions and Life Insurance Beneficiaries.
- Make a change to your own benefits for a marriage, divorce, birth and adoption life events.
- View your training history.
- Enroll in training classes with supervisor approval.

To learn how to login and use the Oracle PeopleSoft Self Service application, select Self-Service Tutorials from the Resources menu on the County's Intranet site at: <http://intranet/>.

For security reasons, your Oracle PeopleSoft password must be changed immediately after logging in for the first time.

Your password should be at least 7 characters long and contain at least 1 number and 1 special character.

**To change your password after logging in, do the following:**

1. Access Oracle PeopleSoft from the County Intranet page using the following link. (Please email SBT HelpDesk if you are not able to access Oracle PeopleSoft using this link.)

<http://intranet/>

- a. Highlight the Applications menu.
  - b. Select PeopleSoft from the Applications menu.
2. Log into Oracle PeopleSoft using the UserID and Password listed in the Oracle PeopleSoft Self Service email that was sent to you.
  3. Click on the Change My Password link in the menu.
  4. On the Change Password page, enter the default password once and your new password twice.
  5. On the Change Password page, click the Change Password button.
  6. If your password is changed successfully, the Password Saved page will appear.
  7. Click OK in the Password Saved page.

**To set up forgotten password help, do the following:**

1. Click on the My System Profile link in the menu.
2. In the General Profile Information page, click the Change or set up forgotten password help link.
3. In the Change or set up forgotten password help page, select a question from the Question drop-down list. This will be your password hint.
4. In the Response field, enter a response appropriate to the question selected in the previous step.
5. Click OK in the Change or set up forgotten password help page.
6. Click Save in the General Profile Information page.

**To reset a forgotten password, do the following:**

1. Access Oracle PeopleSoft from the County Intranet page using the following link <http://intranet/>.
2. Click on the **Reset Your Password?** link.
3. Enter your UserID, click Continue and answer the Question. Your password will be sent to your County email.
4. Once you log in using your new password, you will be required to change it due to security reasons.(Refer to the section above.)

If you have any problems changing your password please contact the SBT HelpDesk at 525-4357.