Establishing an Employee Self-Service Account
(Used for Travel Expenses Reimbursement, Flex Reimbursement, & eProcurement)

Step 1: From the VSU Home Page, select the Faculty and Staff link on the left-hand column and mouse over to Employee Self-Service.

Step 2: Click the PeopleSoft Employee Self Service Login.

Step 3: Click the Sign In to PeopleSoft.
Step 4: Click the Register for My Account.

Step 5: Enter the following information to register for a Self Service Account:

- Date of Birth (MM/DD/YYYY)
- Last 4 digits of SSN (Social Security number)
- Home Zip Code (5 digits)
- Click Next to continue.
Step 6: A new Register for My Account page displays to select your employee record.

- **NOTE:** You must register an account for each employee ID number if you have multiple employee IDs, such as a rehired retiree.
- Select the appropriate radio button for the employee ID number for which you are creating an account and click **Next**.

### Register for My Account

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Name</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Employee, Sample</td>
<td>000003</td>
</tr>
</tbody>
</table>

Select **Next** to continue.

Step 7: A new Register for My Account page displays to create your User Account.

Enter the following User Account and Security Information:

- **User ID**
  - Minimum 6 characters, maximum 30 characters
- **Password**
  - 8 characters, with at least 2 digits, no special characters
- **Confirm Password**
- **Email Address**
  - Business or personal
- **Confirm Email**
- **Hint Question**
  - Click on the drop-down arrow and select an option for a Password Hint question from the dropdown list:
    - Name of the High School you graduated from
    - The city where you were born
    - Your mother’s maiden name
- **Response**
  - Enter the answer to your Password Hint question
Register for My Account

Register for My Account

Enter a User ID. Your User ID is case sensitive and must be a minimum of 5 characters and a maximum of 30 characters and must not contain spaces. **User ID**

Enter and confirm your password. Your password is case sensitive and must be at least 8 characters and contain at least 2 numbers. No spaces or special characters are permitted. **Password**

**Confirm Password**

Enter and confirm your email address using the following format: email@domain.com **Email Address**

**Confirm Email**

Select a Password Hint Question and provide a Response. This will be used to establish your identity in the event that you forget your password. **Hint Question** Name of the High School you graduated from

**Response** ANYWHERE HIGH

**Step 8:** Click on **Next** to continue. The **Registration Complete** page displays.

**Registration Complete**

Congratulations, SAMPLE_EMPLOYEE!

You have successfully created a self service account for Employee Sample B, Employee ID 000003. Click the Sign out link at the top of the page. This will return you to the login page where you may then log into your self service account.

Verify that a message displays saying you have successfully created your self service account. **NOTE:** You may receive one of the following messages:

- **You have already registered for Self Service.** Please go to the Login page and choose the “Forgot My User Name or Password” link if you need assistance finding your original login information. **Employee Status/ID:** Active XXXXXXX. This message indicates that you already have a Self Service login.

- **The information provided does not match and self service eligible employee.** Please note that terminated employees will only have self service access for 24 months from the date of termination. If you receive this message, verify the information that you input. Information must match with your personal information stored within the system exactly. If you are unable to resolve the error, contact your HR representative for further instructions.

- **You have more than one Employee ID and must register a separate account for each Employee ID that you want to access.** Select one employee account, then select **NEXT** to continue.

**Step 9:** Click on **Sign out.** The **Self Service Log In** page displays, allowing you to log into Employee Self Service.