

Quick Reference Sheet: Signing In

PeopleSoft 8.9

The Oracle PeopleSoft Student Administration system is the software with which users enter, update, and maintain data for Admissions, Student Records, Academic Advisement, Financial Aid, and Student Financials.

Sign in using uPortal

1. Use your Web browser to navigate to *<http://uPortal.cornell.edu/>*.
2. Enter your NetID and password, then press the Enter key (or click on the OK button).
3. Click on the Employee Info tab.
4. Under "Employee Tools," scroll down until you see the PeopleSoft 8.9 Web folder.
5. To use the PS Production 8.9 instance, click on the PS Production 8.9 link inside the PeopleSoft 8.9 web folder.

See the STARS "Introduction to PeopleSoft 8.9" training manual (available at *<http://stars.sas.cornell.edu/>*) for a full introduction to the PeopleSoft system.