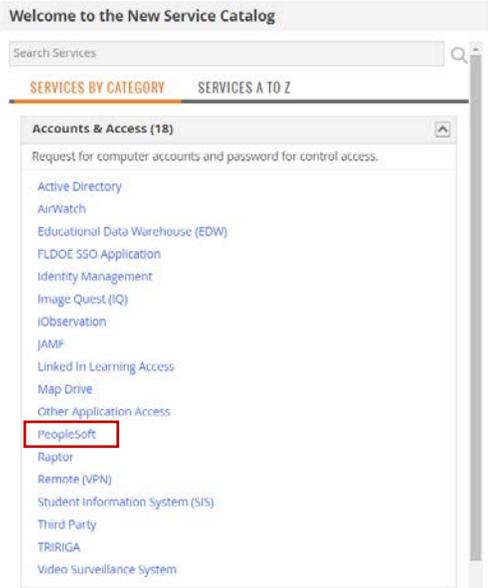


How to request PeopleSoft access via eSupport

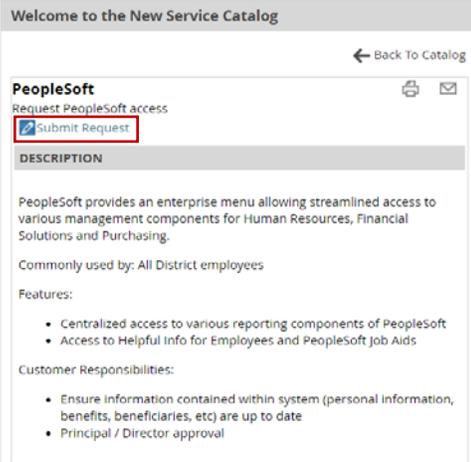


Step 1: Click on the **eSupport** tile in the District Portal

Step 2: Navigate to **Services by Category>Accounts & Access> PeopleSoft**



Step 3: Click **Submit Request**



Step 4: Complete the request and click on the **Submit** button located at the top of the request. Note: All required information is marked with an asterisk *.

How to request PeopleSoft access via eSupport

Information requested in the highlighted boxes is required in order to submit the form.

Service Request - Google Chrome
https://e-support.palmbeachschools.org/.../MainUI/Common/BaseEditPanel.aspx?boundtable=IFlexTicket&layoutName=PeopleSoft%20Access&template=PeopleSoft%20Access&parentSL...

UNSUBMITTED

USER (ACCESS REQUESTED FOR)* [icon] [icon]

REQUESTED DUE DATE*

SUMMARY*
PeopleSoft (ERP) Access Request

TYPE OF REQUEST:*

ROLE REQUESTED:*

ADDITIONAL ROLE REQUESTED:

ADDITIONAL ROLE REQUESTED:

FIELD TRIP ROLE (IF APPLICABLE)

ADDITIONAL ROLE REQUESTED

ADDITIONAL ROLE REQUESTED

IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

REMOVE ACCESS FROM EMPLOYEE FORMERLY IN THIS POSITION? IF YES, COMPLETE BELOW.

EMPLOYEE ID

FIRST AND LAST NAME (OF EMPLOYEE FORMERLY IN THIS POSITION)

COMMENTS/ADDITIONAL INFORMATION [icon]

Additional Information:

- Ensure that the user name listed in  field is the user who needs access. This field determines who the form automatically routes to for approval.
- Add any additional access information in the comments section of the request.
- Submitting the request will automatically route to the user's Director/Principal for approval.
- After approval the request will be automatically be assigned to the IT Security Applications team for processing.
- Requests will be completed within 24-48 hours after approval during normal processing times.
- Questions can be directed to the IT Security mailbox erpaccess@palmbeachschools.org or IT Service Desk @ (561)242-4100.