How to log in to Peoplesoft(PS) / SOLUS for instructors

1. Go to [http://www.queensu.ca/](http://www.queensu.ca/) and select “SEARCH AND SIGN IN” located in the top right hand corner of the screen
2. From the menu selections, click on ‘**MyQueensU – SOLUS, MYHR and more**’ (1st item in the left hand column)
3. Sign in with your NETID and password
4. From the introductory MyQueensU page, select the ‘My Applications’ link from the menu listing.
5. Go to “Student Admin” (located in the middle of the page, near the bottom, under the heading ‘PeopleSoft Resources’)
6. The Peoplesoft / SOLUS menu is now available for you to work in and should look like this: