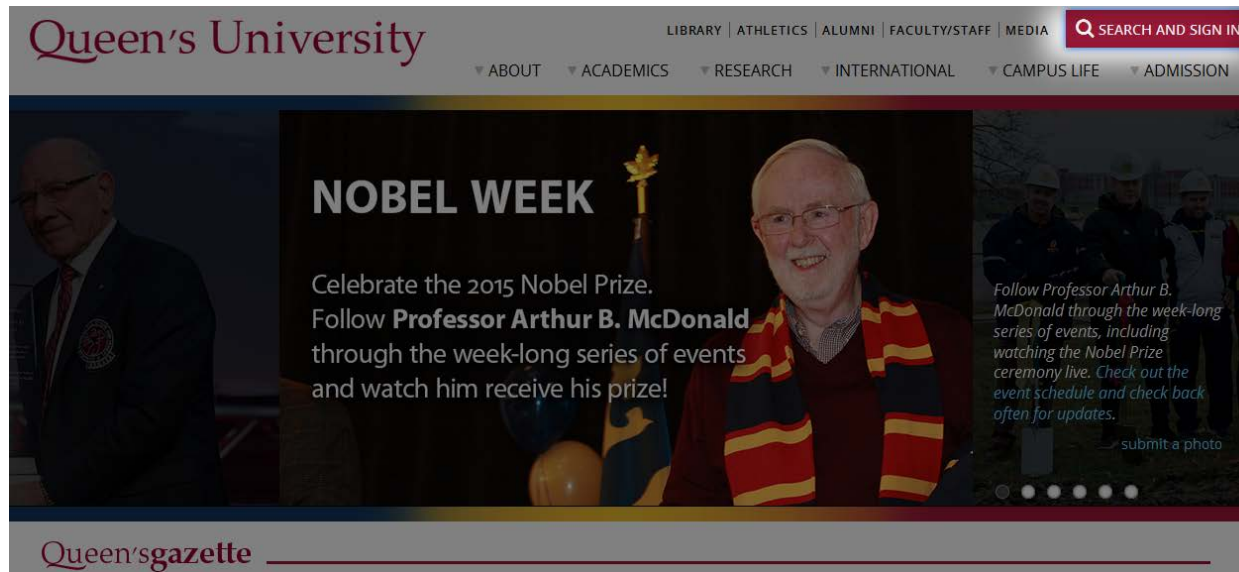


## How to log in to Peoplesoft(PS) / SOLUS for instructors

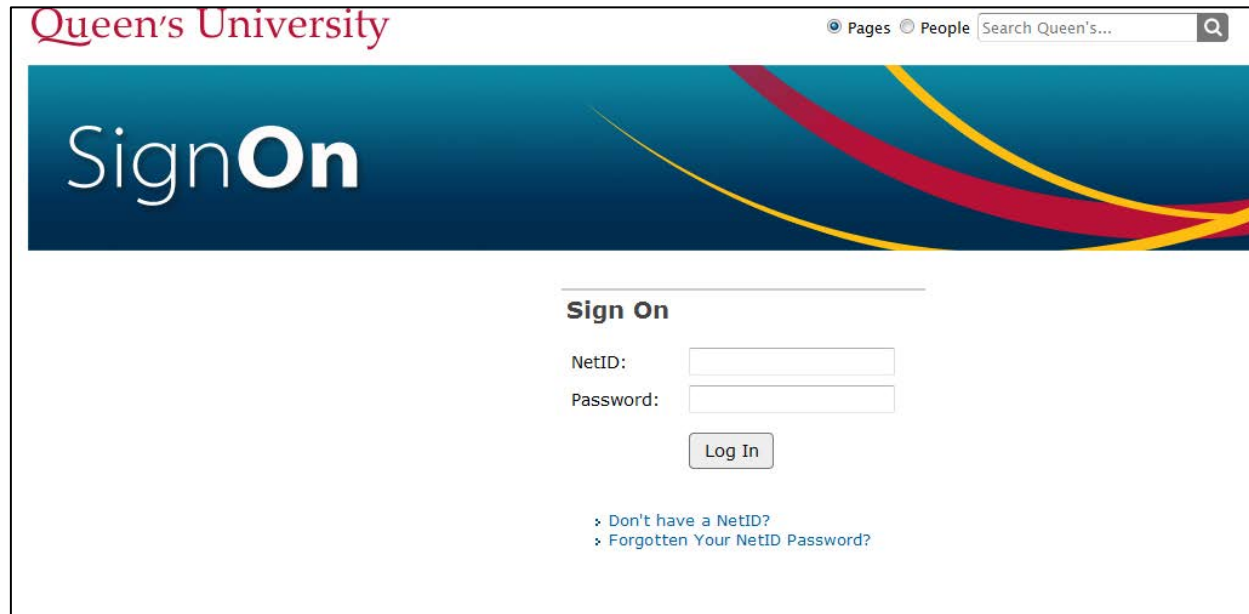
1. Go to <http://www.queensu.ca/> and select “**SEARCH AND SIGN IN**” located in the top right hand corner of the screen



2. From the menu selections, click on 'MyQueensU – SOLUS, MYHR and more' (1<sup>st</sup> item in the left hand column)

The screenshot shows the top navigation area of the Queen's University website. At the top, there is a search bar with the text "Search Queen's..." and a magnifying glass icon. Below the search bar, there are two columns of links. The left column is titled "UNIVERSITY WIDE" and contains the following links: "MyQueensU - SOLUS, MyHR and more", "Office 365", "onQ", "Moodle", "Library eReserves", and "Web Proxy". The right column is titled "FACULTY/SCHOOL PORTALS" and contains the following links: "BUSINESS - Program Portals", "EDUCATION - Desire2Learn", "ENGINEERING - Desire2Learn", "HEALTH SCIENCES - MEDTech Central", "LAW - QLaw", and "POLICY STUDIES - Program Portal". Below the navigation menu, the Queen's University logo is displayed on the left, and a horizontal menu with the following items is on the right: "LIBRARY | ATHLETICS | ALUMNI | FACULTY/STAFF | MEDIA | SEARCH AND SIGN IN". Below the horizontal menu, there are several dropdown menus: "ABOUT", "ACADEMICS", "RESEARCH", "INTERNATIONAL", "CAMPUS LIFE", and "ADMISSION". At the bottom of the screenshot, there is a banner for a donation. The banner features a portrait of a man in a dark coat and a white shirt, with the text "A wonderful gift... Rembrandt's Portrait of a Man with Arms Akimbo from Drs. Alfred and Isabel Bader". To the right of the portrait, there is a photograph of two women, one of whom is wearing a white coat. The text "AGNES" is visible at the bottom left of the banner, and "Agnes Etherington Art Centre receives third Rembrandt, a gift from Drs. Alfred and Isabel" is visible at the bottom right.

3. Sign in with your NETID and password



The screenshot shows the Queen's University Sign On page. At the top left is the Queen's University logo. At the top right are navigation links for 'Pages' and 'People', and a search bar labeled 'Search Queen's...'. Below the navigation is a large blue banner with the text 'SignOn' in white. Underneath the banner is a 'Sign On' section with two input fields: 'NetID:' and 'Password:'. Below these fields is a 'Log In' button. At the bottom of the sign on section are two links: '> Don't have a NetID?' and '> Forgotten Your NetID Password?'.

Queen's University

Pages People Search Queen's...

# SignOn

## Sign On

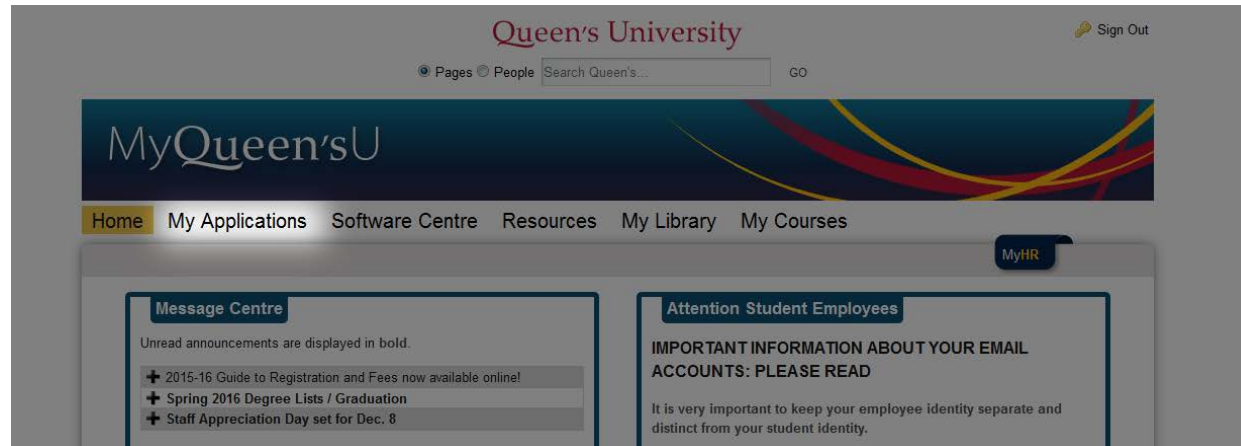
NetID:

Password:

Log In

> Don't have a NetID?  
> Forgotten Your NetID 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**’)

The screenshot displays a PeopleSoft portal interface with several administrative sections. At the top right, there is a link for "Accounts Payable Details". Below this, the main content area is divided into three primary sections:

- Equity Administration**:
  - ICount Survey Admin Application
  - FAD Admin Application
  - RTPC
  - DEAP
  - Exit Survey
- Expense Reimbursement System**:

Log into the Expense Reimbursement System in order to request an advance or submit an expense report. Claimants have the option of establishing a delegate to prepare or submit expense claims or travel requests in the ERS. **Claimant responsibilities cannot be delegated. By establishing a delegate, you provide the delegate with access and consent to view all information in your "My Profile" page.**

  - Log into the ERS
- TRAQ Researcher Portal**:

The Tools for Research @ Queen's (TRAQ) portal includes Awards research proposal submission (i.e., former DSS), Human Ethics Certifications, and Biohazard Certifications.

  - Go to the TRAQ Researcher Portal
  - TRAQ Training and Support

At the bottom of the page, there is a section for **PeopleSoft Resources**:

- HR Admin/MyHR
- Student Admin
- Training Materials and Resources

6. The Peoplesoft / SOLUS menu is now available for you to work in and should look like this:

