Complete the following steps to gain access to PeopleSoft Finance:

1. Contact your Business Coordinator to request PeopleSoft Financials training. Fill out the top portion of the **UHCL Finance System Access Form**, obtain signatures and forward the form to Scardino@uhcl.edu.

2. The Finance Office will confirm receipt of the form by sending you an email with instructions for your "Introduction to PeopleSoft Finance (Intro to PS Finance)" training.

3. Once you have completed the "Intro to PS Finance" training, you will receive an email from the Finance Office with your PeopleSoft Financial Test (FSTST) Database user name & password along with instructions on completing the additional training modules requested by your Business Coordinator.

   Courses may include any or all of the following:
   - *Requisition Workflow*
   - *Voucher Workflow*
   - *Journal Entry Workflow*
   - *Budget Journal Workflow*
   - *Reports and Queries*

   > ***Note:*** *Upon completion of the requested training, the Finance Office will establish your access to PeopleSoft Finance, document your training with Human Resources, and notify you by email that you may begin data entry in PeopleSoft Finance.*

If you need any assistance with PeopleSoft Finance training or daily production, please call x2129.