Accessing the Univ. of South Carolina PeopleSoft Finance System

an Overview

There are four basic requirements needed to gain access to the PeopleSoft Finance System at the University of South Carolina (USC). These requirements are outlined in summary and detail below.

Summary

1. USC Employees must have a PeopleSoft user account with privileges configured to access the specific function the employee needs to perform in PeopleSoft.
2. PeopleSoft is only accessible from devices connected to a USC Network (wired, wireless, or VPN).
3. Employees login to PeopleSoft at finance.ps.sc.edu by providing their Enterprise Network ID and password to USC's Shibboleth authentication service.
4. Shibboleth requires an additional layer of authentication known as Multi-Factor Authentication (MFA) typically achieved by pushing a request to the DUO application on the Employee's phone or providing a code accessible only on the DUO app. Other options are available for MFA as well.

Details

1. **USC Employees must have a PeopleSoft user account with privileges configured to access the specific function the employee needs to perform in PeopleSoft.** All employees are now auto-provisioned an Employee Self-Service (ESS) account in PeopleSoft with basic privileges. During the Spring of 2018, all employees will be granted access to perform Travel functions during a phased rollout of the PeopleSoft Finance Travel & Expenses module.

2. **PeopleSoft is only accessible from computers connected to a USC Network (wired, wireless, or VPN).** Clarifications of this rule are listed below:
    - **Wired** networks includes any hardwired network supported by the Division of IT (DoIT) in Columbia or localized campus IT at any of the other campuses.
    - **Wireless** networks includes any wireless network available to employees and students that is supported by the Division of IT (DoIT) in Columbia or localized campus IT at any of the other campuses.
        - The specifically **includes** the **uscfacstaff** and **uscstudent** wireless networks.
        - This specifically **excludes** the **uscguest** and **eduroam** wireless networks.
    - **Virtual Private Network (VPN)** access builds a data "tunnel" from a public network (e.g. hotel, airport, or coffee shop) to a private network (e.g. USC's network). When connected to the university's VPN, you can securely access university resources when you are off campus. **Employees must be on a USC VPN to access PeopleSoft from home**. More information about how to launch USC's VPN can be found here.

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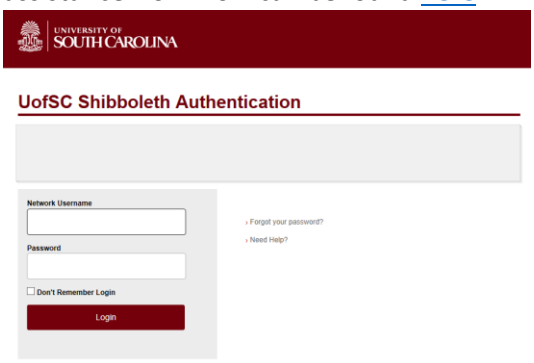
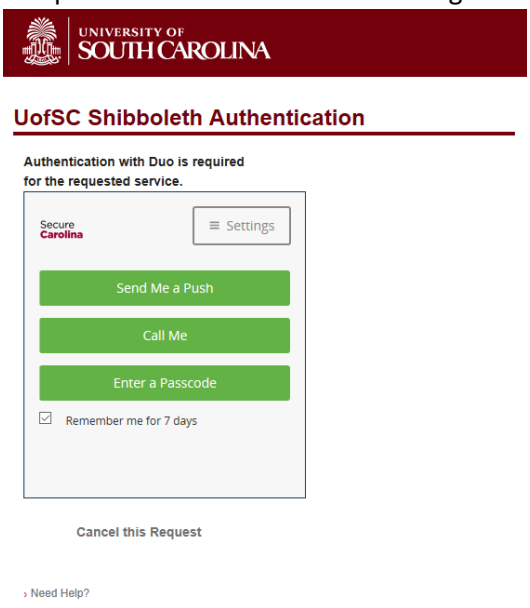
3. **Employees login to PeopleSoft at finance.ps.sc.edu by providing their Enterprise Network ID and password to USC's Shibboleth authentication service.** More information about USC's Enterprise Network ID and how to get assistance from DoIT can be found here.



4. **Shibboleth requires an additional layer of authentication known as Multi-Factor Authentication (MFA) typically achieved by pushing a request to the DUO application on the Employee's phone or providing a code accessible only on the DUO app. Other options are available for MFA as well.** More information about how to setup and use MFA as well as how to get assistance from DoIT can be found here.