

# PeopleSoft Log in Procedure for Employees with State Email Accounts (AD Accounts)

## Job Aid

This document outlines the steps for logging into any PeopleSoft environment if you are an Indiana Office of Technology (IOT) customer with a State Email Account (AD account). AD is also commonly referred to as a state email account or network account.

If your agency uses IOT for IT services, you should have a State Email (AD) account. All executive branch agencies use IOT services and other branches choose to opt in.

If you do not have an AD account, please refer to PeopleSoft Log in Procedure for Non IOT Customers. PeopleSoft Log In Procedure for Non IOT Customers PeopleSoft Log In Procedure for Non IOT Customers

Non IOT Customers are the following agencies or employees that are on leave:

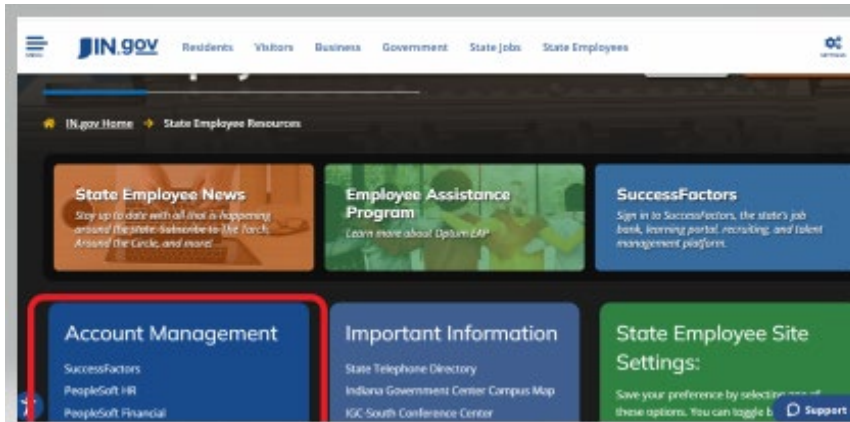
- 911 Board
- Bond Bank
- Court of Appeals
- House of Representatives
- Indiana State Park Inns (select employees)
- Legislative Services
- Ports
- Public Defender
- School for the Blind & VI
- School for the Deaf
- Senate
- State Fair Commission
- Supreme Court Admin

# PeopleSoft Log in Procedure for Employees with State Email Accounts (AD Accounts)

## Job Aid

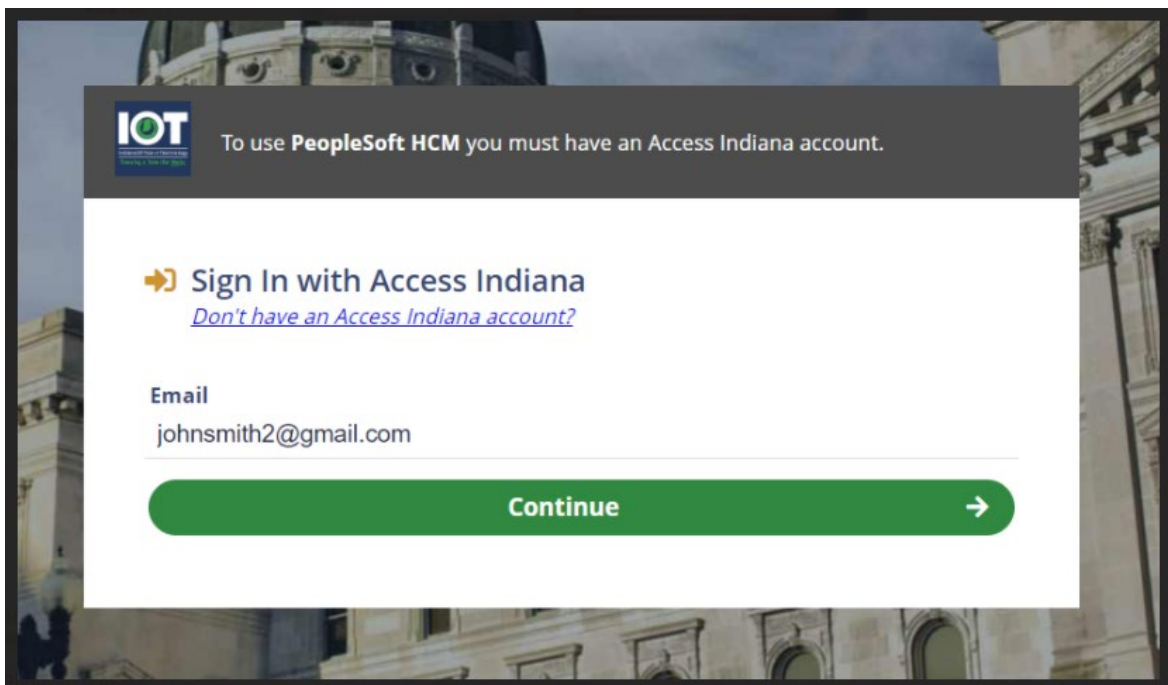
### Step 1:

Navigate to a PeopleSoft Environment, it is recommended to go to [www.in.gov](http://www.in.gov) and use the State Employees link, click the link for PeopleSoft HR. PeopleSoft will redirect the user to Access Indiana for authentication.



If you are on the state network or on VPN

- Enter your state email address
- Select 'Continue'



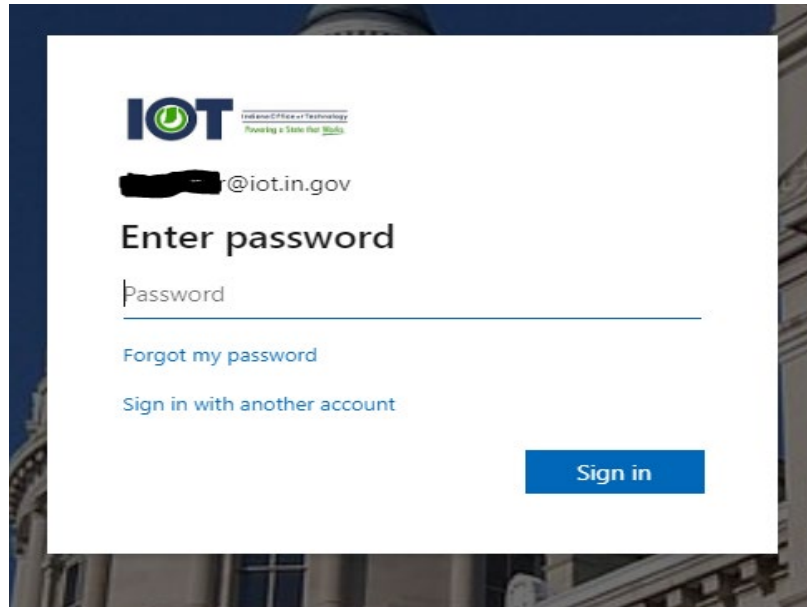
# PeopleSoft Log in Procedure for Employees with State Email Accounts (AD Accounts)

## Job Aid

### Step 2:

You will be presented with a pop up window to enter your password

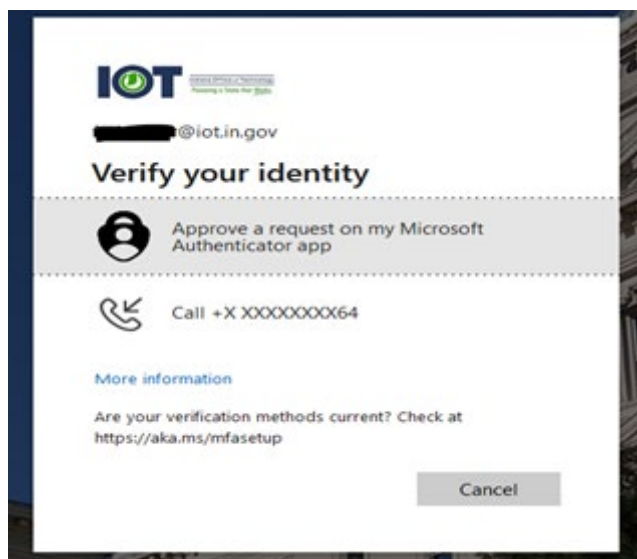
- Enter Password, if you need a password reset call the IOT Helpdesk @ 317-234-4357, to ask for an AD password reset. Or navigate to [password.in.gov](https://password.in.gov).
- Then click the Sign In button:



### Step 3:

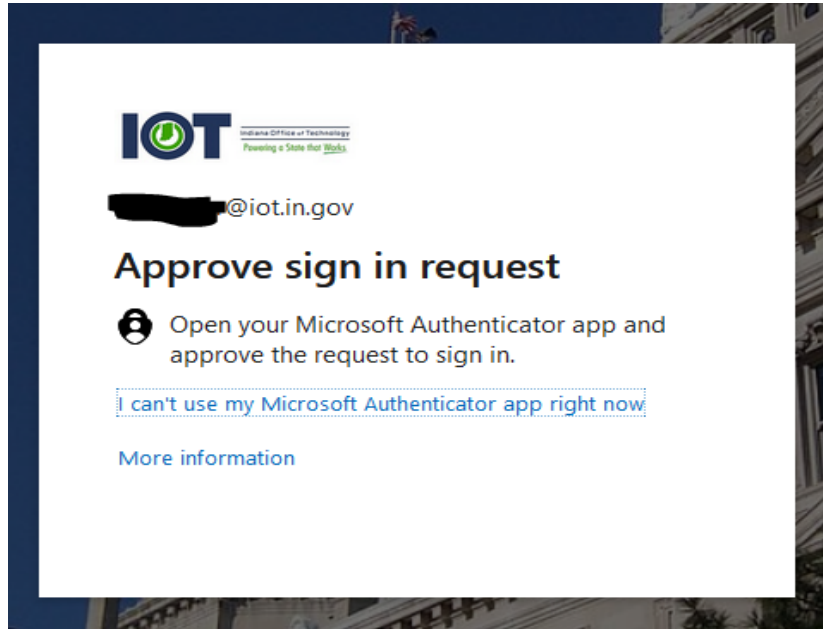
You will be presented with the Phone or Authenticator App options to Verify your identity.

- Verify your identity with the options that you have already set up. The following screen shots show the use of an Authenticator App:



# PeopleSoft Log in Procedure for Employees with State Email Accounts (AD Accounts)

## Job Aid



- Click the Yes button to stay signed in:

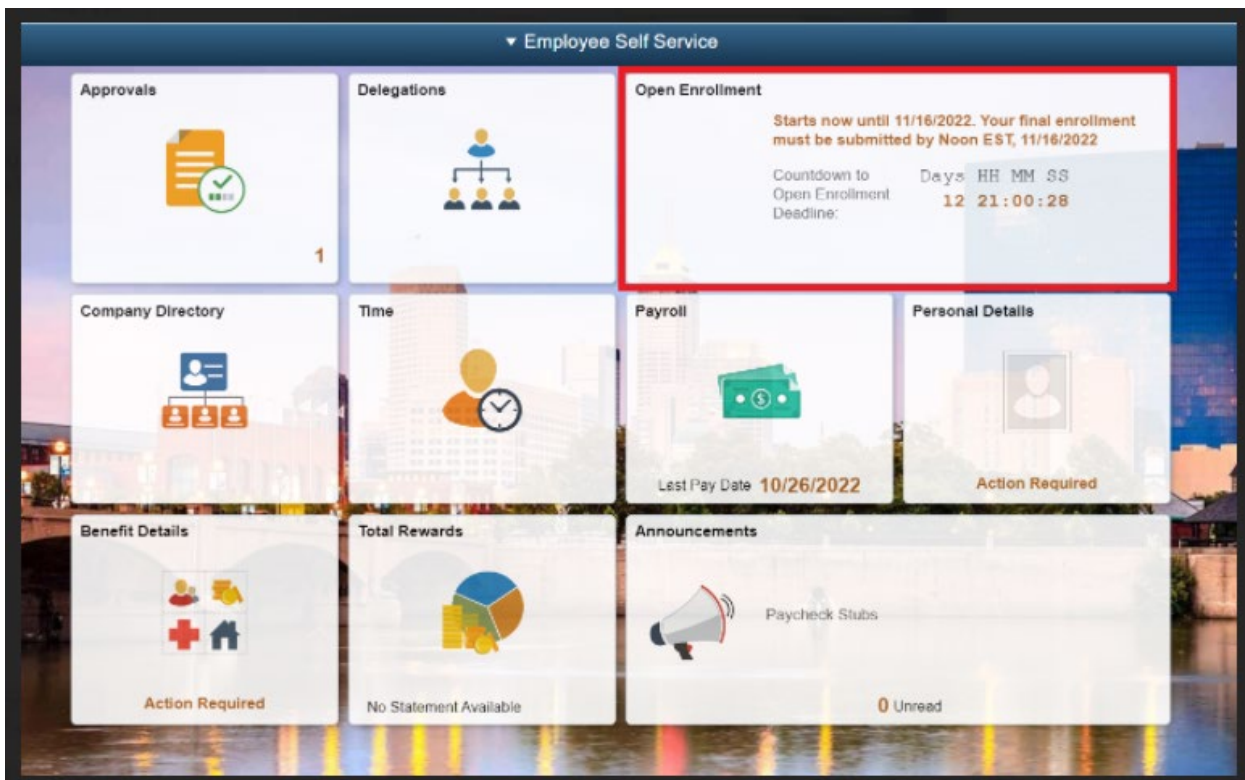


# PeopleSoft Log in Procedure for Employees with State Email Accounts (AD Accounts)

## Job Aid

### Step 4:

The user is successfully logged in to PeopleSoft:



### Step 5:

If you have followed the steps above and receive the pink Login Failed error message shown below, please try logging in using another browser or using an incognito or private browsing window. If the issue persists, please submit a Helpdesk ticket, a member of the GMIS Security team will assist with the issue resolution.

**Login Failed!** If you are receiving this message, please follow these steps:

- 1) Clear your browser cache, then open a new browser tab and retry logging in using the PeopleSoft URL found on the [State Employee Resource page](#) at IN.gov.
- 2) If that fails, submit a [helpdesk ticket](#) or call 317-234-4357 for GMIS HCM Security.

Please provide the following information in your ticket:

1. The email address you are using for authentication
2. The browser you are using
3. Whether or not you are connected to VPN

