

Verifying PeopleSoft 7.x Client Connectivity

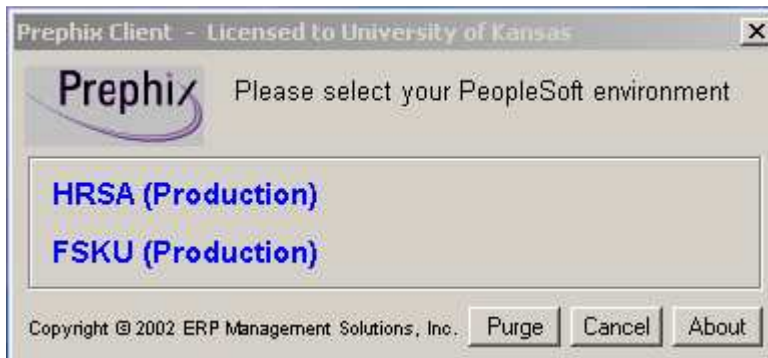
1. On the desktop, double click the PeopleSoft icon. It is the shortcut that launches Prephix.



2. When the following dialog box appears, type in “psinstal” and then click the “OK” button.



3. When the following menu appears, mouse click to choose which environment you would like to connect to.



4. When the following PeopleSoft sign-on dialog box appears, tab to the Password box and type the password for “psinstal” and click the “OK” button (or press Enter key).

* This password is managed by Glenda McKinnstry (4-0235), and it is changed every 90 days. You will need to contact her if you do not know the password.

PeopleSoft Signon

PEOPLE
Soft

PeopleTools 7.63
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Enter Signon Information Below:

Connection Type: Oracle

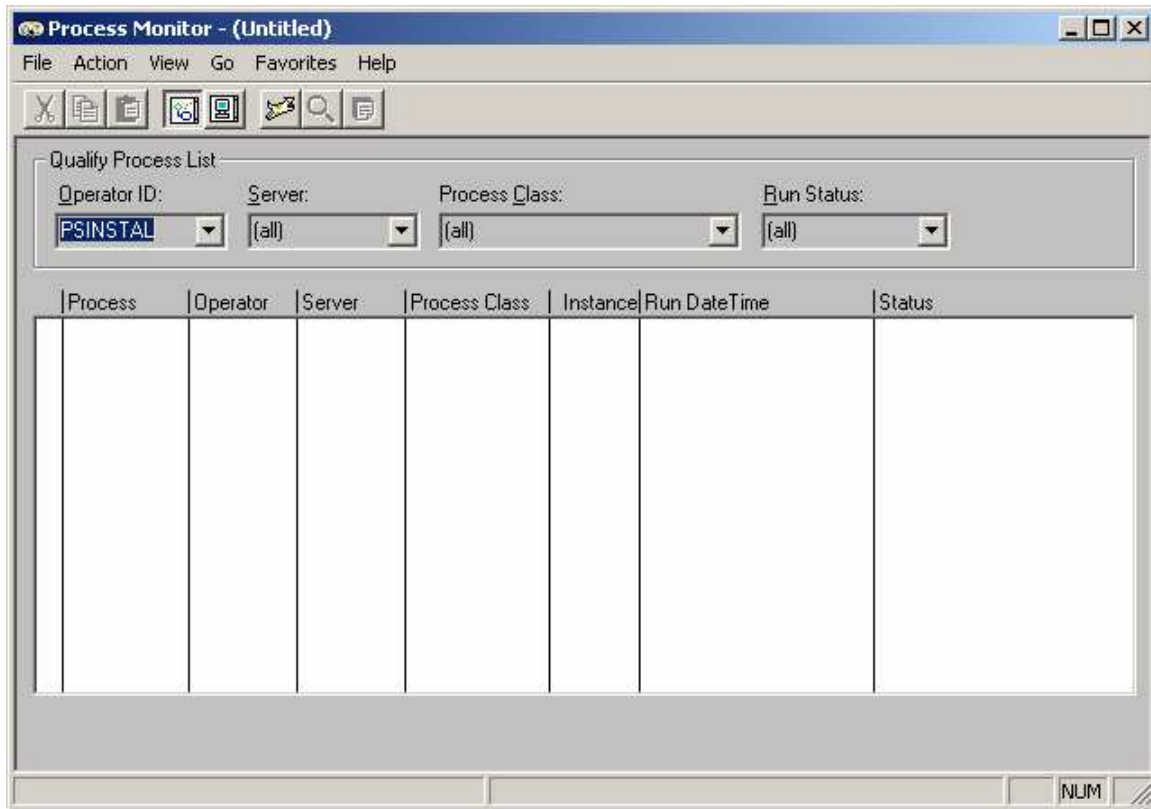
Database Name: HRSA

Operator ID: PSINSTAL

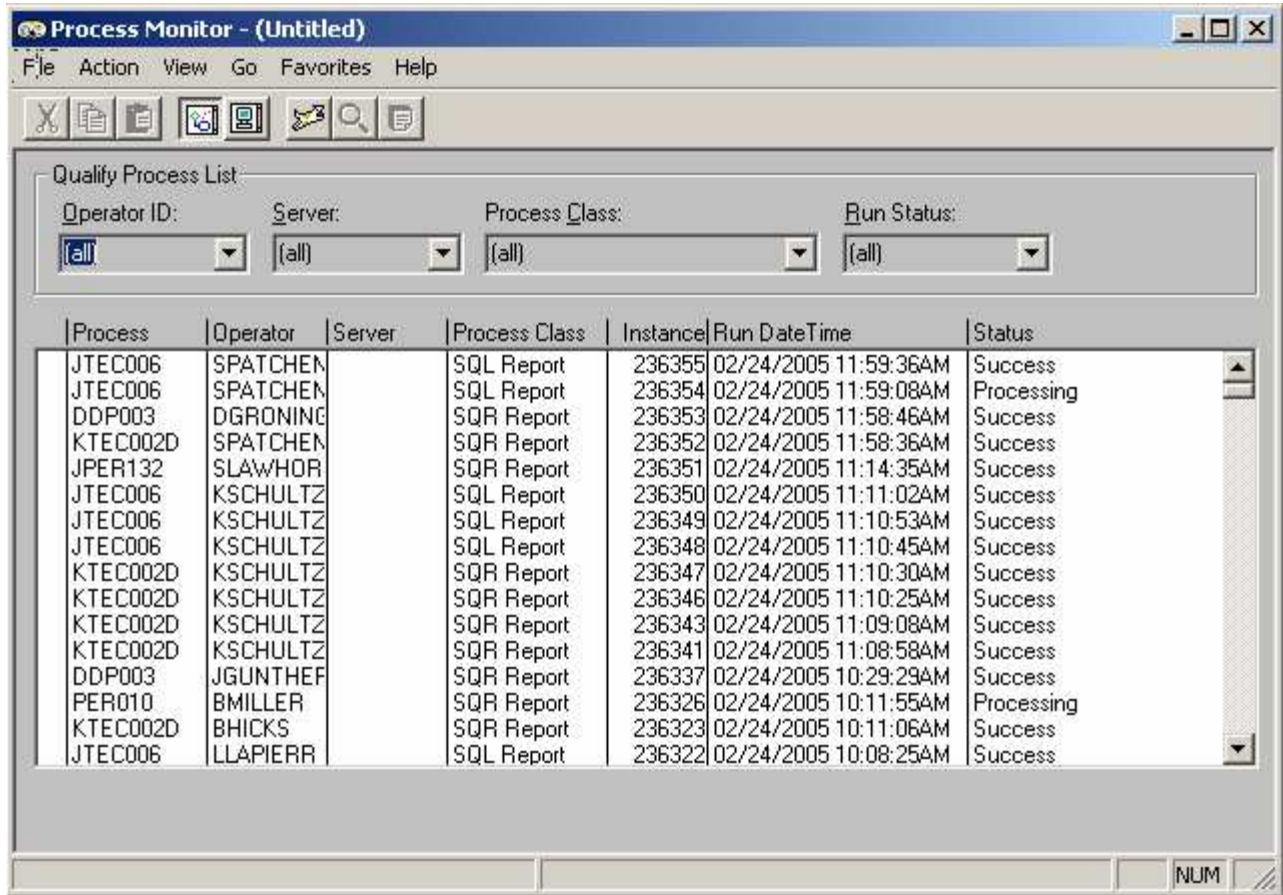
Password: *****

OK Set Password... Cancel

- When the following window appears, mouse click the Operator ID: dropdown button, select “(all)” from the list, and then click the refresh tool bar button. It is the icon that looks like a dog.



- After a short period of time – 30 seconds (hour glass may be showing), the panel should refresh and provide a list of processes. The processes that you will see are similar to the example below. If this connection is successful, the install will be able to connect to the database, and it will return data successfully.



- If the process is queried successfully, you can close the Process Monitor window by clicking on the "X" or by selecting "File" → "Exit."