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### How to access and login to PeopleSoft

1. Open the Internet Explorer browser

2. Direct access to UTShare/PeopleSoft is at UTSA’s main website, from the **myUTSA** drop-down menu selection >> **UTShare/ PeopleSoft**.

   ![myUTSA Drop-down Menu](image)

3. Login with **myUTSA ID** (abc123) and **passphrase**.

   ![Enter your myUTSA ID and Passphrase](image)

   - **myUTSA ID**
   - **Passphrase**

   **Forgot/reset passphrase?**

   ![Log In Button](image)

   For security reasons, please exit your Web browser and/or log out especially if you are using a public computer or kiosk.

   **This Completes the Process**

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If you have any further questions about this document, contact:

1) Submit a ticket: Go to UTShare Website: [www.utsa.edu/utshare](http://www.utsa.edu/utshare), and link to the SPOC icon.

2) Call (210) 458-SPOC (7762)