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How To Access and Login into 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 Menu Selection]

   Enter your myUTSA ID and passphrase.

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

   Link: [https://my.shared.utsystem.edu/](https://my.shared.utsystem.edu/)

   **Enter your myUTSA ID and Passphrase**

   myUTSA ID

   PASSWORD

   **Forgot/reset passphrase?**

   Log In

   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

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)