

# UT Share/PeopleSoft

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Logging in to PeopleSoft

Click **myUTSA**, then click  
**UTShare/PeopleSoft**

Or, go to:

<https://my.utshare.utsystem.edu/>

The screenshot shows the UTSA website header with the logo and navigation links: About, Admissions, Academics, Research, and Camp. A green arrow points to the 'myUTSA' link in the top right corner. Below the header, there are two main sections: 'STUDENT RESOURCES' and 'FACULTY/STAFF RESOURCES'. The 'FACULTY/STAFF RESOURCES' section contains a list of links: WebMail, OneDrive for Business, UTSA SharePoint, Faculty Center, Human Resources, UTShare/PeopleSoft, Internal Workflow Solutions, Account Passphrase Reset, and DigitalMeasures. The 'UTShare/PeopleSoft' link is circled in green. A green arrow points from the 'UTShare/PeopleSoft' link down to the browser address bar.



<https://my.utshare.utsystem.edu/>



## Select your home institution

UT Share requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You will be redirected to the application after you select your home institution.

Enter organization name

Select The University of Texas at San Antonio, then click Select

Search

Or choose from a list:

The University of Texas at Arlington  
The University of Texas at Arlington  
The University of Texas at Dallas  
The University of Texas at El Paso  
The University of Texas at San Antonio  
The University of Texas at Tyler  
The University of Texas of the Permian Basin  
The University of Texas Rio Grande Valley  
The University of Texas System Administration


Select

Remember for session

Need assistance?

description of the problem: University of Texas at Arlington

Select

  
The University of Texas at San Antonio™

Login to my.utshare

myUTSA ID

[Acceptable Use Policy](#)

Password

Login

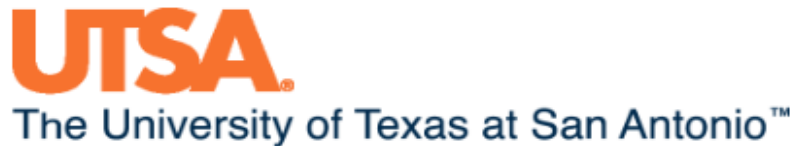
For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

This is a logon server for multiple web services, please do not bookmark this page.

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

Enter **myUTSA ID** (abc123) and **password**, then click **Login**

# Duo 2 Factor Authentication

[What is this?](#)[Add a new device](#)[My Settings & Devices](#)[Need help?](#)

Powered by Duo Security

Choose an authentication method



Duo Push RECOMMENDED

Send Me a Push



Call Me

Call Me



Passcode

Enter a Passcode

Select an  
authentication  
option



**Note:** The authentication process varies based on the authentication account set up by the employee

More information is available at <https://security.utsa.edu/2fa/>

UTSA

Employee Self Service

UTSA Announcements

- Disbursements & Travel Services (DTS) Training Materials  
Carlos Gonzales.
- IMPORTANT - Pay Advice ESS Instructions  
Carlos Gonzales.

My Reports

ORACLE  
PEOPLESFT

Payroll and Compensation

Performance

Time and Attendance

Benefits Summary

UTSA Business Solutions Center

Rowdy Exchange  
Xtender

Access information by clicking on any tile or through the Navigation Bar icon

For more information refer to: <https://www.utsa.edu/hr/EmployeeSelfService/ESS.html>

# Thank You!

The University of Texas at San Antonio

**UTSA** Financial Affairs