

**Process Timing**

It may take up to five business days to process an Access Request (From the time that the CMS Project Office receives the completed Access Request Form to the time that access is granted). The Access Grantors have up to three business days to review and approve the request and the Technical Security Administrators have up to two business days to create or modify the access.

**Login**

Go to the appropriate system (see links below) and then log in using your HSU user name and password. **Recommended Browsers** – The following browsers are supported for use with the CSU Portal, CFS Application, and Hyperion: Mozilla Firefox 3.0 through 3.5.9, Internet Explorer 6.X, and Internet Explorer 7.X.

- **PeopleSoft Finance**
  - Go to the CSU Portal <https://portal.calstate.edu>
  - Select 'Humboldt' from the list of campuses
  - Enter your HSU User Name and Password on the CSU Connect page
  - Click on the Production link at the left hand side of the CSU Portal's Financial Services page (under the CFS Login heading).
- **PeopleSoft HCM** (Campus Solutions, Human Resources, Student Center, Faculty Center) <https://cmsweb.humboldt.edu/psp/HHUMPRD/?cmd=login>
- **Hyperion** (Finance and Human Resources Data Warehouse) <https://hyperion.humboldt.edu/Hyperion/browse/login>

**Training and Job Aids**

- **Training and Professional Development web site (classes and job aids)** <http://training.humboldt.edu>
- **Faculty / Advisors** – Faculty Center Help at <http://humboldt.edu/facultycenter>
- **Students** – Student Center Help at <http://humboldt.edu/studentcenter>

**Need more help?**

- Submit a Support Request through the ITS Help Desk ticketing system <http://help.humboldt.edu/>
- If you have questions about how to use the system, please refer to the Training and Job Aids above or contact the appropriate business person:
  - Requisitions: Procurement at x3512
  - ProCard: Procurement at x3512.
  - Financial Services business department <http://www.humboldt.edu/businessservices/>
  - Human Resources <http://www.humboldt.edu/huhr/employee/directory/>
  - Academic Personnel <http://www.humboldt.edu/aps/staff.html>
  - Campus Solutions <http://humboldt.edu/studentcenter/depts.html>

**System Availability**

- Check the current system availability, visit the ITS homepage at <http://humboldt.edu/its/> .
- Scheduled down times are listed at <http://humboldt.edu/its/servermaintenance> .
- Receive an email when a system is unavailable, subscribe to the systat listserve by sending an email to [majordomo@redwood.humboldt.edu](mailto:majordomo@redwood.humboldt.edu) with **subscribe systat** in the body of the message.

**Password Expiration**

Passwords expire at regular intervals. For more information, visit the ITS Password Expiration page at <http://humboldt.edu/its/security-passwordexpiration>