

# How to Request Vacation and Leave

1. Access the Remote Portal: [https://remote.lsuhscl.edu/dana-na/auth/url\\_default/welcome.cgi](https://remote.lsuhscl.edu/dana-na/auth/url_default/welcome.cgi)
2. Log in using your LSU email user ID and password.



## Welcome to the LSU Health Remote Access Portal

Username

Password

Connection Method

**Please sign in to begin your secure session**

**Help** -- For password issues please go to <https://www.lsuhscl.edu/changepassword/>. If you need further assistance, please contact your computer supporter or call the [Help Desk](#).

### Connection Methods

- Web Connect** -- Provides access to the web based resources you have been approved to use.
- Webmail
  - Intranet
  - Citrix Web Interface (Use Network Connect if you require local drive mappings)
  - PeopleSoft Self Service
  - Moodle
  - Web bookmarks
- Network Connect** -- Provides access to the Web Connect resources listed above plus the network resources below. Your computer must meet the health check requirements such as up-to-date antivirus software and critical operating system updates.
- VPN Client
  - File bookmarks
  - Terminal Services (Remote Desktop)

### 3. Click on “Employee Self Service”

The screenshot displays the LSU Health Remote Access Portal interface. At the top left is the "LSU Health" logo. At the top right, it shows the user is logged in as "kslumb" with a "Home" button. Below the header, a welcome message reads "Welcome to the LSU Health Remote Access Portal, kslumb." The main content area features a "Web Bookmarks" section with a list of links: "Juniper Help", "Webmail", "Help Desk Support Services", "Citrix Web Interface" (with a note: "Note: Use Network Connect if you require local drive mappings."), and "Employee Self Service". A red arrow points to the "Employee Self Service" link. Below the bookmarks is a "Terminal Sessions" section which states "You don't have any terminal sessions."

4. Enter your LSU email user ID and password again.



PeopleSoft HRSA - PS9HRPRD 3

User ID

Password

**Warning!** Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Sign In

## 5. Click on Main Menu → Self Service → Absence → Absence Request

