How to Request Vacation and Leave

1. **Access the Remote Portal:** https://remote.lsuhsc.edu/dana-na/auth/url_default/welcome.cgi

2. **Log in using your LSU email user ID and password.**

LSU Health

Welcome to the
LSU Health Remote Access Portal

Username	[ ]
Password	[ ]
Connection Method	Web Connect ▼

[Sign In]

Please sign in to begin your secure session

Help -- For password issues please go to https://www.lsuhsc.edu/changepassword/. If you need further assistance, please contact your computer supporter or call the Help Desk.
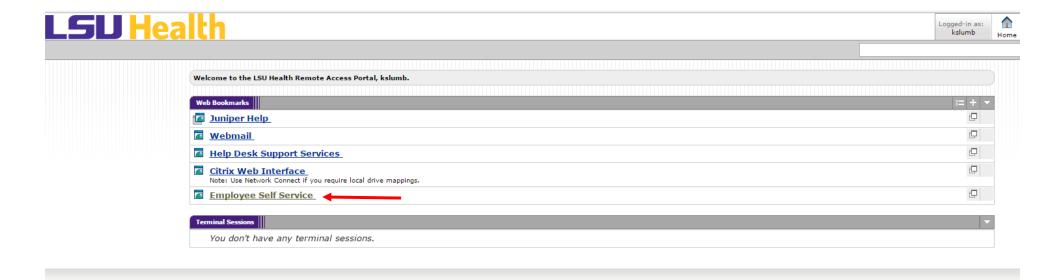
Connection Methods

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"

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

LSU Health

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