This Job Aid shows how to sign in to the San Diego Unified School District’s PeopleSoft Financials online system. You must be a current, active employee of the district, with an Employee ID number and password to login.

1. Launch your browser and go to the www.sandiegounified.org website. On the home page, click the Staff Portal link at the top to navigate to the Employee Portal (you might have to login).

2. From the Inside Unified Employee Portal click PeopleSoft - Financial.
How to Sign In to PeopleSoft Financials
Access to eProcurement, Travel Expenses, Budget Reports, & More

3. Enter your SDUSD Employee ID number into the User ID field.

Enter your password into the Password field.

Click the Sign In button.

4. Single-click the menu choices at the top left corner to navigate where you want to go.

5. To logout, click the Sign Out link in the top right corner of the screen.