1. PeopleSoft is the name of the system that houses and manages most of the BYU Hawaii users data
2. “Self-Service” is a feature in PeopleSoft that allows users to access certain applications and services from a centralized location.
3. To take advantage of this feature every employee must have what we call a CES Net ID
   - A CES Net ID is basically your username to most BYU Hawaii major systems and services such as your BYU Hawaii email system and the PeopleSoft Self-Service application
4. My presentation will focus mainly on how you can get access to PeopleSoft to be able to “View Your Paycheck”, “Setup Direct Deposit”, “Change W-4”, “Access W-2” and “Change your Campus Personal Information” all from Self-Service
How Do I Get A CES Net ID?

- Contact Call Center (808) 675-3921
- If YES – Do Not Create A CES Net ID
  If No then go to the Provo Website at:
  [https://lambda.byu.edu/ae/prod/person/cgi/createNetId.cgi](https://lambda.byu.edu/ae/prod/person/cgi/createNetId.cgi) and create a CES Net ID
  OR
  BYUH Home Page
  - mybyuh>>Get a CES Net ID

1. When you apply to any of the BYU schools and LDS Business College or have worked for the same schools, a CES Net ID should already have been created for you
2. However, if you are not sure, contact the BYU Hawaii Call Center at (808) 675-3921 to verify whether you have a CES Net ID or not

3. If you have a CES Net ID, go directly to www.mybyuh.edu and login
   If you do not have a CES Net ID, you may obtain one from the BYU Provo website at this link
   [https://lambda.byu.edu/ae/prod/person/cgi/createNetId.cgi](https://lambda.byu.edu/ae/prod/person/cgi/createNetId.cgi)

   Or

   Go to the BYU Hawaii Home Page and click on “mybyuh” link at the top right-hand corner and then click on the side menu link “Get a CES Net ID”
CES Net ID Facts

• Provo Website To Create CES Net ID
• New created CES Net ID works the next day
• Recommend professional CES Net ID – cannot change CES Net ID
• Former Y and Business LDS College Students/Employees – Use same Net ID/CES Net ID on the same day
• Only one CES Net ID

• CES Net IDs and passwords are created and stored at the BYU Provo website not at the BYU Hawaii website
• After creating your CES Net ID, it will not be available for use on the BYU-Hawaii computer systems until the next day
• AND it cannot be changed. If you feel like that you need to change your CES Net ID, please call (801) 422-4000. We suggest that you carefully select your CES Net ID
• If you are a former student or employee of BYU Provo, BYU Idaho, BYU Hawaii and LDS Business College, you can still use the same CES Net ID also known as the Net ID to login to the BYU Hawaii system but we may need to resynchronize your CES Net ID account on our database
• Duplicate CES Net IDs cause delays to our Servers and complicate accounts. Please do not create more than one CES Net IDs
Password Reset

- Call the BYU Hawaii Call Center at 675-3291 to reset your password
  
  www.byu.edu/password

  Password must be 8 digits (numbers + letters)
  
  www.byu.edu

  **DO NOT SHARE YOUR PASSWORD WITH FAMILY MEMBERS OR FRIENDS**

1. Your password can be reset to a temporary one by calling the BYU Hawaii Helpdesk at 675-3921 and request your password to be reset

2. Once you are given the temporary password, you must login right away to www.byu.edu/password to change your temporary password to a permanent one

3. Password must be at least 8 digits, a combination of letters and numbers

4. We recommend that you DO NOT SHARE YOUR PASSWORD WITH ANYONE (NOT EVEN FAMILY MEMBERS)
Once you are able to login to our system successfully, you can take advantage of the many Self Service tools that we have available for you. There are many tools but I will only highlight the following:

1. Update Your Personal Information (Telephone, Email etc.)
2. Setup Direct Deposit & View Your Paycheck
3. Access W-2 and Change W-4 Claim
You login to Self-service from the BYU Hawaii homepage at www.byuh.edu and click on mybyuh at the top right hand corner.
The page you are viewing at this time is the mybyuh login page and this is where you login to the BYU Hawaii main system with your CES Net ID and password.
Once you login successfully to mybyuh, this is the page that you see.

At the top left-hand corner are 3 tabs (Home, Employee & Student) if you are an employee and was or is a student at BYU Hawaii. If you are an instructor, you will see a 4th tab – “Instructor”

Click on either PeopleSoft Human Resources or PeopleSoft Student Admin to go to the Self-Service page
This is side menu page

Click on the side menu Self Service link to access the Self Service page
From the Self Service menu click on Payroll and Compensation to
- View Paycheck.
- Do Direct Deposit setup
- Make changes to W-4 Federal Tax information etc.
- Access W-2 information
To Change your personal information, go back to the mybyuh page and click on the “Employees” tab.
The MYBYUH page is divided into 3 columns. On the column to your far-right under the heading “Personal Information are links that you can update

Click on any link such as Addresses, Email Addresses and so on to update your information
Your CES Net ID is typically your school email. However, we are currently changing to a new email system. Please email lupeitup@byuh.edu for more information on your school email.
Questions or Concerns?

- Email mis@byuh.edu or call (808) 675-3205

If you have called our Helpdesk at 808-675-3921 at least 2 or more times for a password reset or difficulty in logging into mybyuh, please email mis@byuh.edu or call (808) 675-3205 which is my direct line