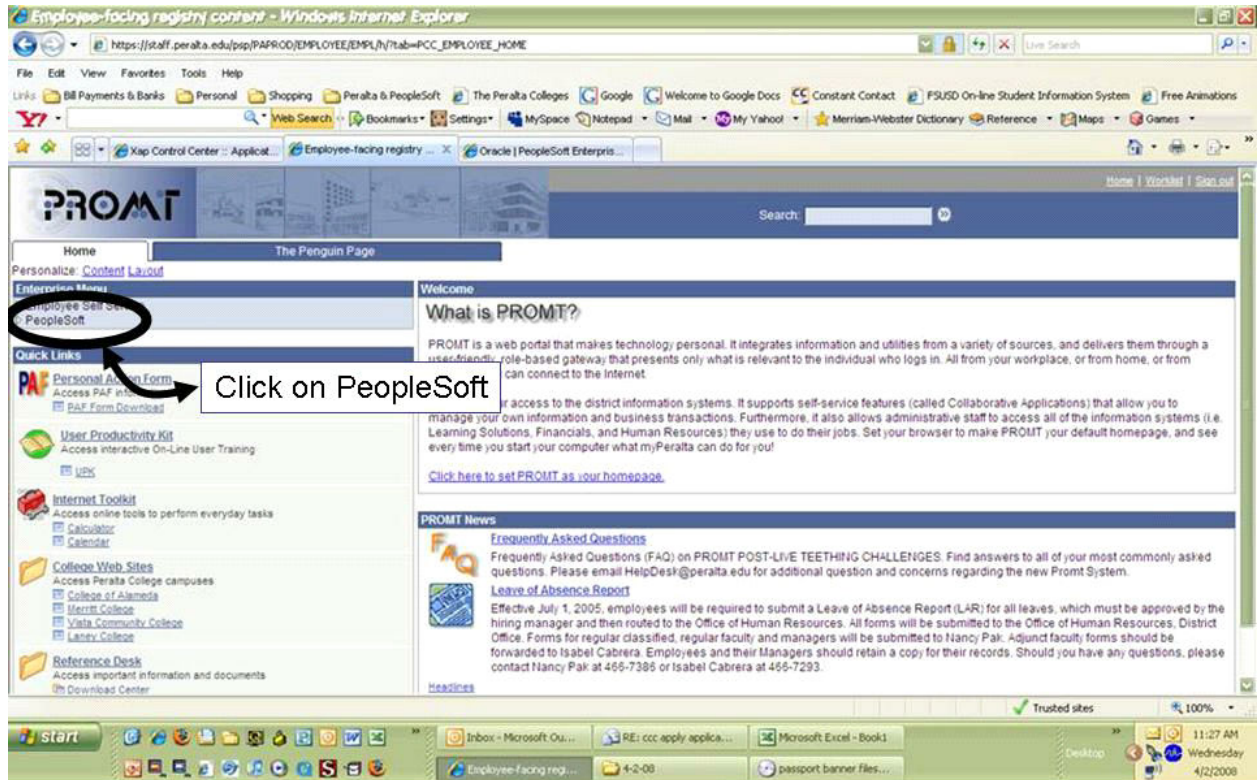


## HOW TO ACCESS PASSPORT

If you have not previously used PROMT, use this link: <https://staff.peralta.edu>. Enter the same user ID and Password you use for email.

When you log on, you will see the PROMT screen. Below Employee Self Service, there is a link to PeopleSoft. Click PeopleSoft.



"Student Administration 8.9" will now appear as one of the selections. Click on this. A new window will pop up displaying the activities you are authorized to access. Your work will proceed from here depending on your role.

The screenshot shows a Windows Internet Explorer browser window displaying the PROMT system's Base Navigation Page. The browser's address bar shows a URL from staff.peralta.edu. The page features a navigation menu on the left with options like 'Employee Self Service', 'PeopleSoft', 'Human Resources 8.9', and 'Student Administration 8.9'. A 'Main Menu' section lists 'PeopleSoft' and 'Human Resources 8.9'. A search bar is located in the top right. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (Wednesday, 4/2/2008, 11:28 AM).

Annotations include:

- A text box with an arrow pointing to 'Student Administration 8.9' in the menu: "When you login to PROMT, You will now see 'Student Administration 8.9.' When you click on this, a new screen will pop up."
- A text box with an arrow pointing to a list of menu items: "The new screen will have selections such as these depending on the security Peralta has authorized for you."
- A list of menu items: "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", "Financial Aid", and "Student Financials".