

How to Access Grad Hire in PeopleSoft

Step 1: Go to the CSU Home Page: <http://www.csuohio.edu/>

Step 2: Click on the myCSU button.



Step 3: In myCSU, go to the "Administrative Systems" panel and click on "Student Production System."

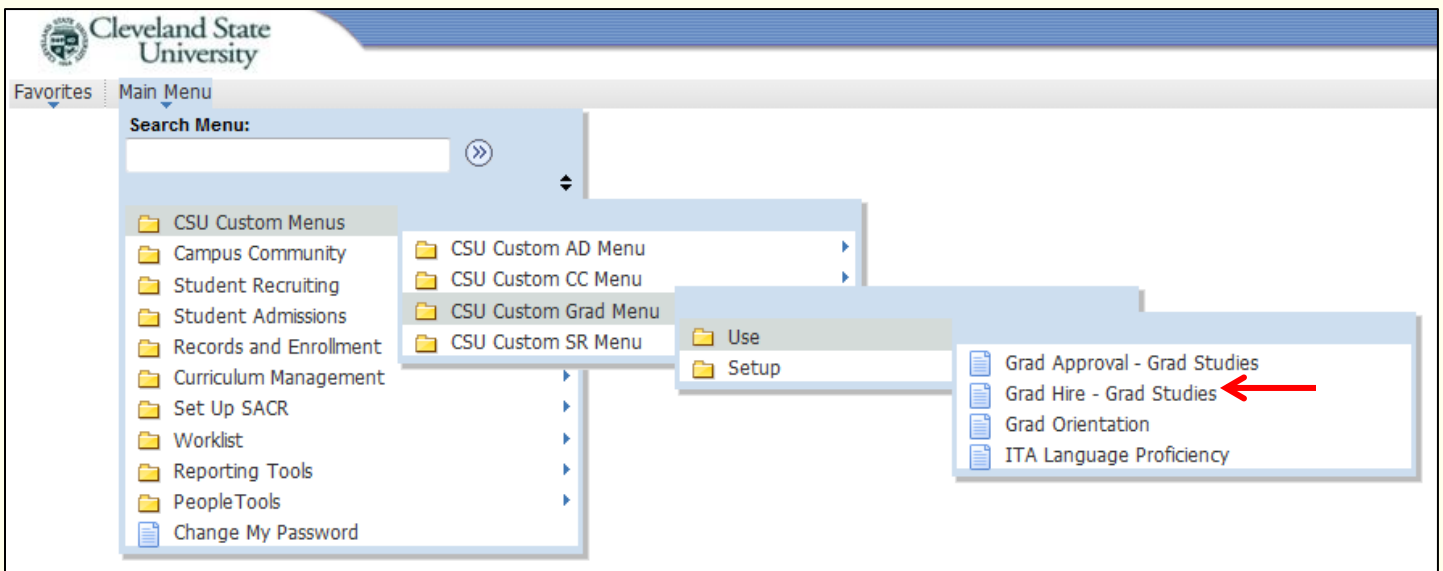


Step 4: This is the PeopleSoft log-in page. Your username begins with the letter C, followed by your 7-digit CSU ID number. If you have not been assigned a password yet for the Student Production System, IS&T Security will contact you with one after you have completed the training.



The image shows the login page for Cleveland State University's Administrative Systems. At the top, the university's logo and name are displayed. Below the logo, there is a section for user identification with a 'User ID' field containing 'C1234567' and an empty 'Password' field. A 'Sign In' button is positioned below the password field. To the right of the login fields, there is a 'Select a Language:' section with a list of language options: English, Dansk, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, ไทย, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 简体中文, and العربية.

Step 5: After you log in, follow the branches shown in the image below to get to “Grad Hire – Grad Studies.”



The image displays the navigation menu of the Cleveland State University system. The 'Main Menu' is expanded, showing a 'Search Menu' field and a list of menu items. The 'CSU Custom Menus' folder is selected, revealing a sub-menu with 'CSU Custom AD Menu', 'CSU Custom CC Menu', 'CSU Custom Grad Menu', and 'CSU Custom SR Menu'. The 'CSU Custom Grad Menu' is further expanded, showing 'Use' and 'Setup' options. The 'Setup' option is selected, displaying a list of setup items: 'Grad Approval - Grad Studies', 'Grad Hire - Grad Studies' (highlighted with a red arrow), 'Grad Orientation', and 'ITA Language Proficiency'.