

Logging In

1. From your favorite browser, type **towson.edu**.

Note: TU Online Services is not supported by Internet Explorer.

2. In the top navigation, click **Faculty & Staff** and then **MyTU**.

Note: Alternatively, you could type **towson.edu/mytu** in the address bar and skip steps 1 and 2.

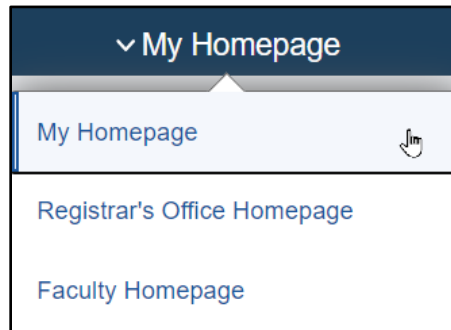
3. Click the **Towson Online Services/PeopleSoft** tile.
4. You may be prompted to enter your **Username (NetID)** and **Password** and click **Login**.

Note: You may have to authenticate through Duo.

5. You will enter **My Homepage**. Here you will see tiles that reflect your access level.

Switching Homepages

1. The default view is to see **My Homepage**. Simply click on the **Homepage drop-down arrow** to see other departmental homepages that you have access to.



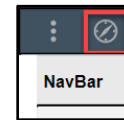
2. Click on the desired **Homepage** and the tiles will reflect your permission level.

Navigation

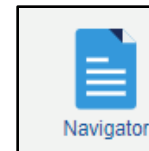
There are 2 main ways to navigate the new Towson Online Services environment - using the Navigator or using the PeopleSoft Desktop Menu. The **Navigator**, which mimics previous versions, is menu driven. The **PeopleSoft Desktop Menu** is the classic way to navigate.

Using the Navigator

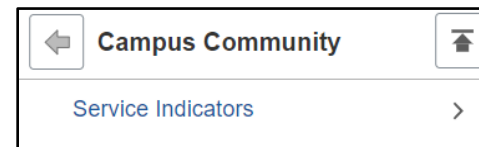
1. Click the **NavBar** icon in the upper right-hand corner of the window.



2. Click the **Navigator** menu item. The **Navigator** will expand with the menu options available to you based on your access level.



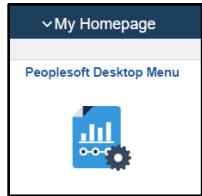
3. Click through the menu options to reach your desired location. Notice as you navigate, you can click the **Back** arrow to return to the previous menu. You can also click the **Back to Root** button located on the right-hand side of the Navigator menu.



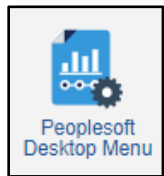
Using the Peoplesoft Desktop Menu

The Peoplesoft Desktop Menu can be found in 2 locations. Both will take you to the classic Peoplesoft navigation.

1. From **My Homepage**, click the **Peoplesoft Desktop Menu** tile.



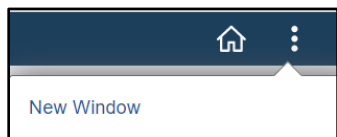
2. You may also click the **NavBar** icon and then click on the **Peoplesoft Desktop Menu** item.



Opening a New Window

You may open a new browser window so you can navigate anywhere without disturbing the original page you are on. You can open as many windows as needed. There are 2 ways to open a New Window, depending on your location within the system.

1. Click the **Actions Menu** icon and then click **New Window**.



OR

Click the **New Window** link located in the upper right-hand corner of the window.

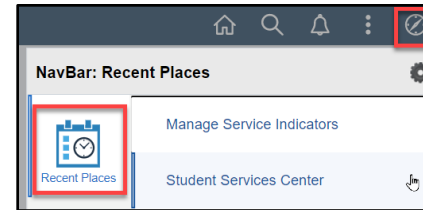


2. A new browser tab will open. Click on either a tile or the Navigator to reach your desired destination. Notice the tabs will reflect the destination in each window.

Recent Places

Recent Places will save the last 10 places you have visited.

1. Click the **NavBar** icon in the upper right-hand corner of the window.
2. Click **Recent Places**.

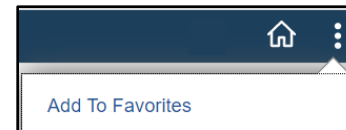


3. Click on one of the last 10 places you navigated to and you will return there.

My Favorites

If you have certain tasks you perform on a regular basis, you may add them to My Favorites in the Nav Bar. This way, you can quickly return to them in a couple easy steps. Please note that your current favorites will be imported into the new system.

1. Navigate to the place you wish to bookmark (using the Navigator or the Tiles).
2. Click the **Actions** menu and then click **Add to Favorites**.



3. You can keep the label provided or type your own more meaningful label. Click **Add**.



4. A **Message** box will confirm the addition. Click **OK**.
5. Click the **NavBar** and then click **My Favorites** to locate your favorites.

Logging Out of Towson Online Services (PeopleSoft)

1. Click the **Actions** icon in the upper right-hand corner of the window.
2. Click **Sign Out**.