REMOTELY ACCESS MSU PEOPLESOFT REFERENCE

In order to access FMS from off of the MSU campus, you must go through CITRIX on your computer.

To access CITRIX and PeopleSoft from offsite, on your Montclair State laptop:

1. Click the Start icon in the lower left corner of your screen.

2. Select All Programs

3. Click Citrix Receiver.

4. When the application launches, enter ADMSU\your NetID, (example smithj) in the Domain/Users field, and your NetID password in the Password field.

5. Click the Log On button.
If you have not added the Citrix published application links to your Citrix Receiver desktop, you must add them the first time you connect.

6. Click on the “+” sign on the left side of the window.

An application list displays:

A. Click All Applications.
B. Scroll to and click the PeopleSoft Portal with the Windows Explorer icon.
C. A green check mark displays next to it to indicate it has been added to your favorites.

7. Click the **PeopleSoft Portal Internet Explorer** icon to launch Internet Explorer. It may take a moment to load.

The PeopleSoft portal page will display similar to when you launch it from your desktop at MSU.