McLaren Corporate PeopleSoft
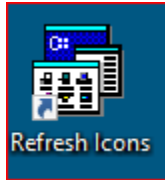
Accessing PeopleSoft and Logging In

1. **Log into your McLaren computer and locate the "Refresh" icon on your desktop.**

Refresh Icons

2. **Locate the 'Shortcuts' folder on your desktop**
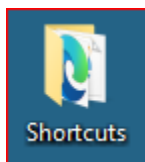
Shortcuts

3. **In the 'Shortcuts' folder, double-click the icon titled 'PeopleSoft FIN-SCM' from the list**

Outlook Web App	2/17/2020 1:47 AM	Shortcut	2 KB
Paragon MGL	2/17/2020 1:47 AM	Internet Shortcut	1 KB
PCN Clinical MRMC	2/17/2020 1:47 AM	Internet Shortcut	1 KB
PeopleSoft FIN-SCM	2/17/2020 1:47 AM	Shortcut	2 KB
Physician On Call Database	2/17/2020 1:47 AM	Shortcut	1 KB

- **Note:** The URL should be https://fin-priv.mclaren.org/MCLCFPRD/signon.html
- This action will prompt PeopleSoft to open in Google Chrome
- Favorites saved in your browser will need the URL link updated

5. **The New PeopleSoft login page below should appear.**
   Select the correct button according to the site you need access to:
   - McLaren MDWise – MDW60 and MDW61 Business Units.
   - McLaren StLukes – All St Lukes Business Units
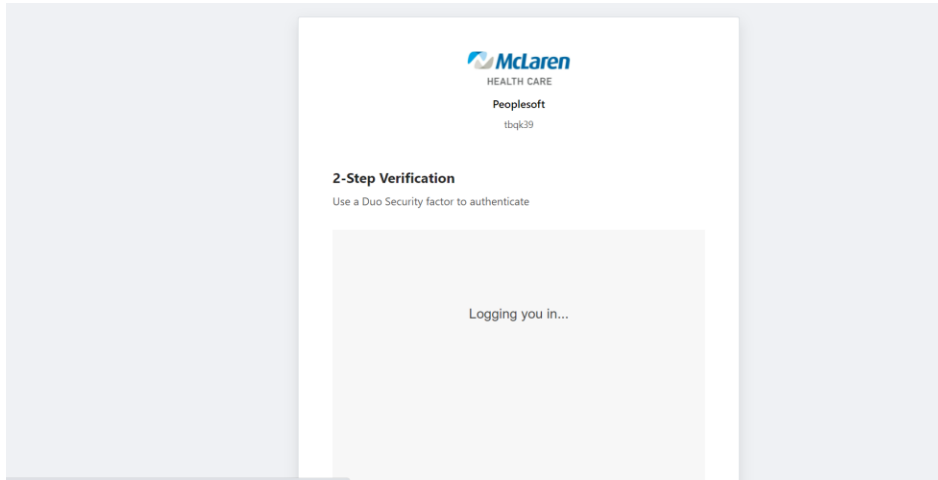   - McLaren – All remaining McLaren Business Units including Marwood.
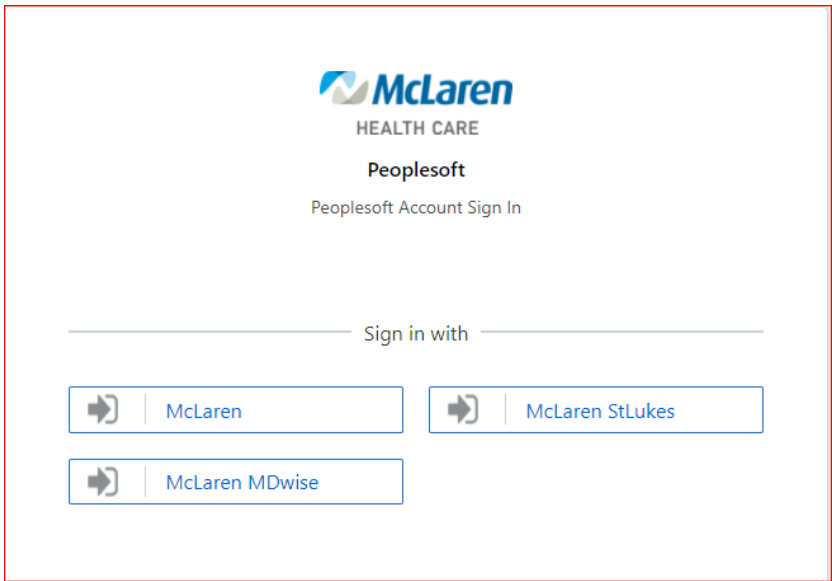
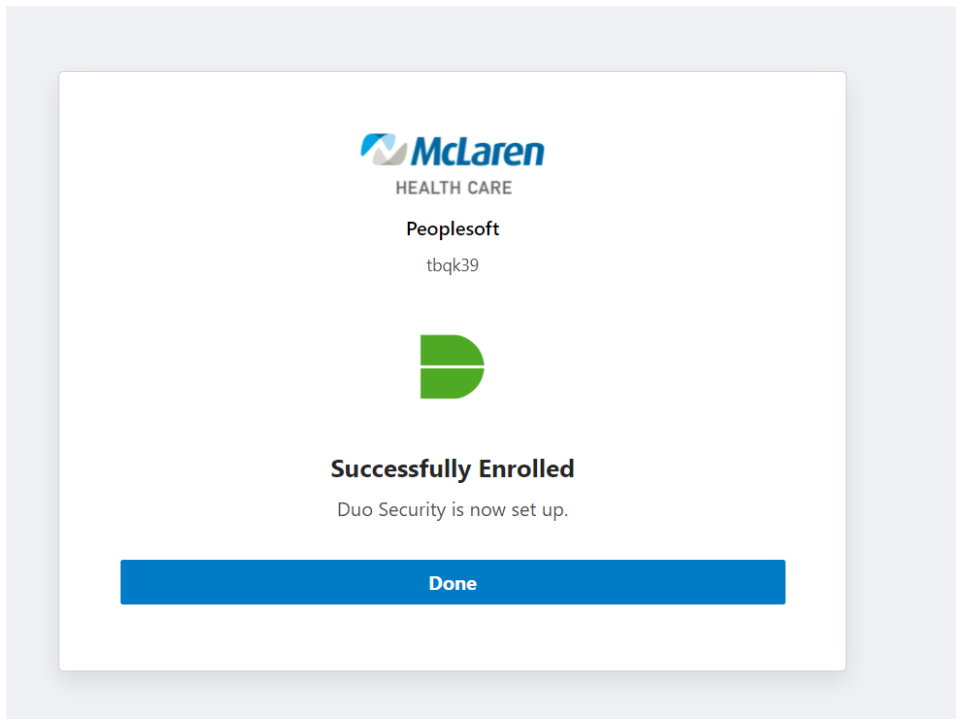**6. Enter your User ID and password to log in.**
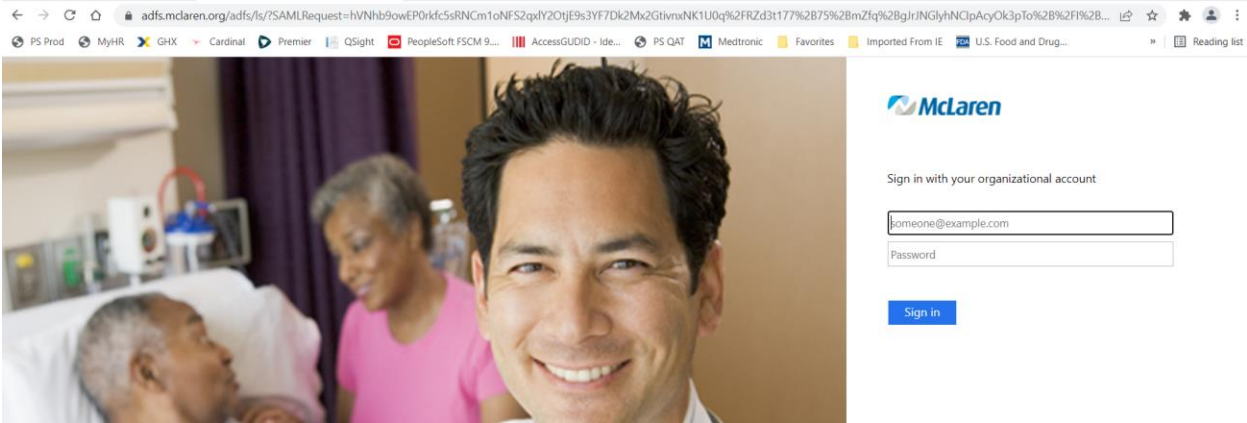
- *****Note:* Your credentials are the <u>SAME</u> as used to log into your McLaren email address and password.

7. **The first time you log in you will receive the following screen. Upon first logging in, you will be prompted to set up DUO. DUO account is <u>required</u>.**

8. **You will then receive the screen below, click "Done".**

If you need support, please contact the Service Desk IT Service Desk at (840) 424-8400.