McLaren Corporate PeopleSoft

Accessing PeopleSoft and Logging In

1. Log into your McLaren computer and locate the “Refresh” icon on your desktop.

![Refresh Icons](image)

2. Locate the ‘Shortcuts’ folder on your desktop

![Shortcuts](image)

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Created</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlook Web App</td>
<td>2/17/2020</td>
<td>Shortcut</td>
<td>2 KB</td>
</tr>
<tr>
<td>Paragon MGL</td>
<td>2/17/2020</td>
<td>Internet</td>
<td>1 KB</td>
</tr>
<tr>
<td>PCN Clinical MRMC</td>
<td>2/17/2020</td>
<td>Internet</td>
<td>1 KB</td>
</tr>
<tr>
<td>PeopleSoft FIN-SCM</td>
<td>2/17/2020</td>
<td>Shortcut</td>
<td>2 KB</td>
</tr>
<tr>
<td>Physician On Call Database</td>
<td>2/17/2020</td>
<td>Shortcut</td>
<td>1 KB</td>
</tr>
</tbody>
</table>

- **Note:** The URL should be [https://fin-priv.mclaren.org/MCLCFPRD/signon.html](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 St Lukes – 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 SAME 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 required.

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.