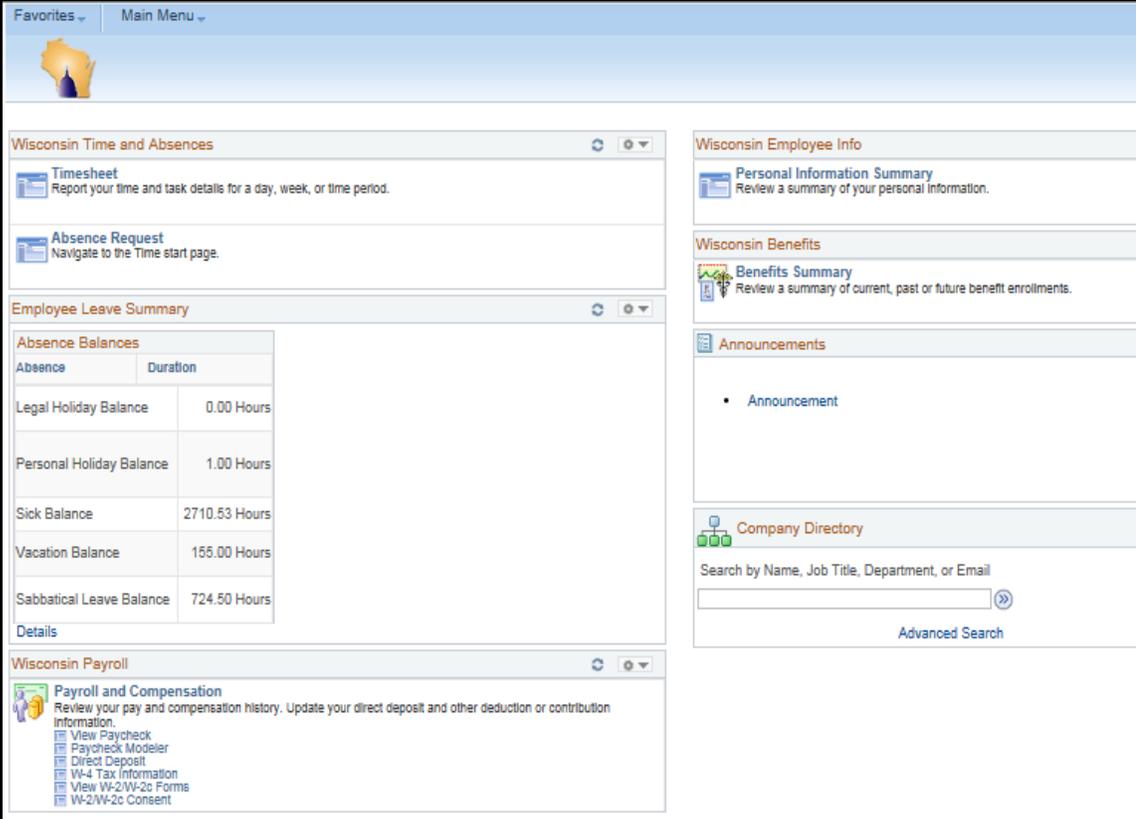# STAR PeopleSoft Job Aid: Basic Navigation

This Job Aid is designed to help employees familiarize themselves with the basic tasks necessary to effectively navigate within the STAR PeopleSoft Self-Service application.

Step	Action
1.	When you log in successfully using your **IAM Username** and **Password,** the **Landing Page** is displayed.

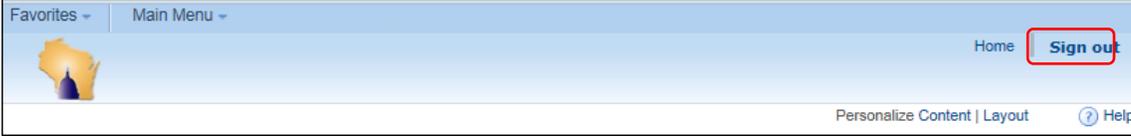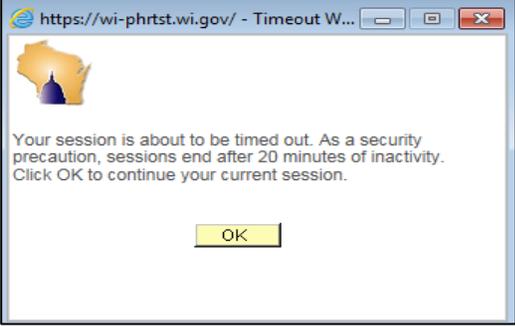|	
2.	Use the **Pagelets** on the **Landing Page** to navigate to the desired pages in STAR PeopleSoft.
3.	After you have navigated to a page, you can use the **Breadcrumb** to navigate back to earlier sub-menus rather than navigating from the **Main Menu** again. From **View Paycheck**, you could go back to **Payroll and Compensation** or back to **Self Service**. Do not use the browser **Back** button. Using the browser **Back** button will cause you to lose your page and will return you to the **Landing Page** or could log you out of STAR PeopleSoft.

4.	To return to the **Landing Page** at any point, use the **Home** link in the top-right corner of the page.
5.	When you have finished working in STAR PeopleSoft and want to log out, click the **Sign out** link in the top-right corner of the page.
6.	If you are logged into STAR PeopleSoft and have been inactive for 20 minutes, you will receive the following warning: If you do not want to be logged out of the current session click **OK**. Otherwise the system will automatically log you out.

ADDITIONAL RESOURCES

If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at http://starconnection.wi.gov/Training/HCM

User Productivity Kit (UPK): Recognizing Universal Navigation Elements

Fundamentals for HCM 9.2 > PeopleSoft HCM 9.2 Fundamentals > Navigating Overview> Recognizing Universal Navigation Elements