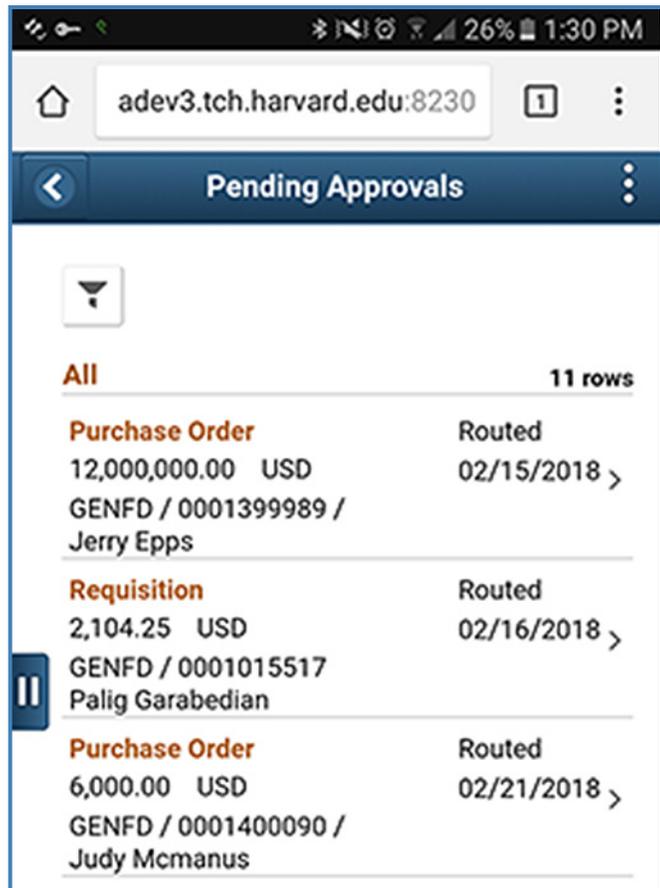


# PeopleSoft FSCM Mobile Approvals

## Using your mobile device to approve requests

You can use your mobile device to quickly approve PeopleSoft requests from within and outside the hospital network.



Pending Approvals	
All 11 rows	
<b>Purchase Order</b> 12,000,000.00 USD GENFD / 0001399989 / Jerry Epps	Routed 02/15/2018 >
<b>Requisition</b> 2,104.25 USD GENFD / 0001015517 Palig Garabedian	Routed 02/16/2018 >
<b>Purchase Order</b> 6,000.00 USD GENFD / 0001400090 / Judy Mcmanus	Routed 02/21/2018 >

*An Approvals worklist on a mobile device*

## Setting up your device for mobile approvals

Before you can access any approval requests on a mobile device, you must perform a one-time set-up process on your phone to allow it to access PeopleSoft.

It is important that you:

- Enable pop-ups in Safari or Chrome.
- Bookmark the PeopleSoft site on your Apple or Android home screen.

- If you are accessing PeopleSoft from the hospital or one of our satellites (Martha Eliot, Waltham), use the BCH-R or TCH mobile network.
- If you are accessing PeopleSoft from home or another location outside the hospital, install Pulse Secure on your device and log into Pulse before accessing PeopleSoft.

**Note:** You need VPN access to use Pulse. Your manager must request VPN access using the OAR form.

This document will walk you through the basics of setting up your phone for mobile approvals. More information is available on [ehelp](#).

### How to set up an Apple device

You need to connect to the BCH-R wireless network, enable pop-ups in Safari, and bookmark the PeopleSoft site on your Apple home screen before you can approve requests from your mobile device.

### To access the BCH-R wireless network

We recommend that all Apple users access the BCH-R network. If you cannot access the BCH-R network, use the TCH network. (See [Setting up an Android device](#) for more information on accessing the TCH network.)

**Note:** The following instructions are for using your mobile device within the BCH network, if you are not at the hospital, see [Accessing Peoplesoft outside the BCH network](#).

1. From your Apple device, select **Settings > Wi-Fi**.
2. Touch **BCH-R** to select the BCH wireless network.
3. Login with your BCH username and password.
4. Accept the certificate to complete the process.

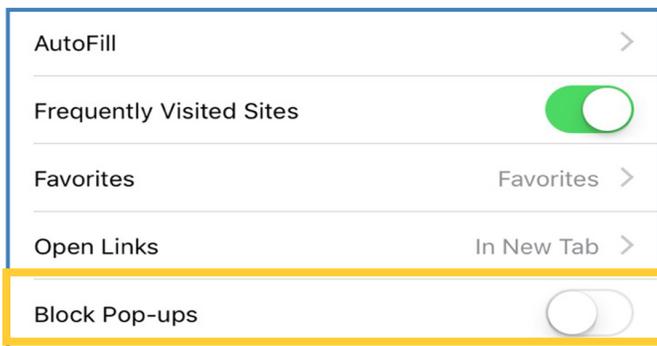
5. Tap  next to the **BCH-R** wireless network.



6. In the HTTP Proxy section, select **Auto**.

### To enable pop-ups

1. From your Apple device, tap **Settings**.
2. Tap **Safari**.
3. In the General section, ensure the **Block pop-up** slider is pushed to the left to indicate it is off.



### To bookmark the PeopleSoft site to your home screen

1. Access the PeopleSoft Login page in Safari.

2. Tap  .

3. Tap **Add to Home Screen**.

**Note:** You may need to scroll to find this option.

4. Edit the bookmark name to something short, such as PS Approvals.

5. Tap **Add**.

### Setting Up An Android Device

Android users must use the TCH network when trying to access PeopleSoft from within the hospital, enable pop-ups in Chrome, and bookmark the PeopleSoft site on their home screen.

### To access the TCH wireless network

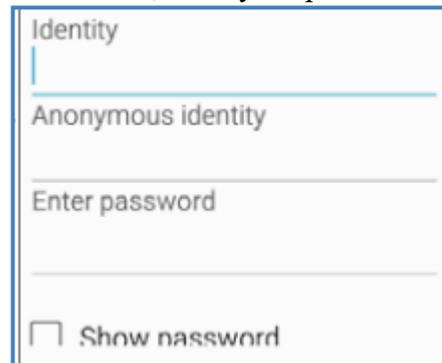
You must be at the hospital or at one of our satellite facilities to access BCH networks. If you are not at the hospital, see [Accessing Peoplesoft outside the BCH network](#). If you are within the network, follow these steps:

1. Access Wi-Fi settings.
2. Touch **TCH** to select the BCH wireless network.
3. Enter your username and password.
4. Tap **Connect**. If you are prompted for accept a certificate, tap **Accept**.

### To change proxy settings

You may need to change proxy settings if you cannot access PeopleSoft on the BCH network. If you are having connection issues, follow these steps:

1. Touch **TCH** to select the BCH wireless network.
2. In the Identity field, enter your username. In the password field, enter your password.

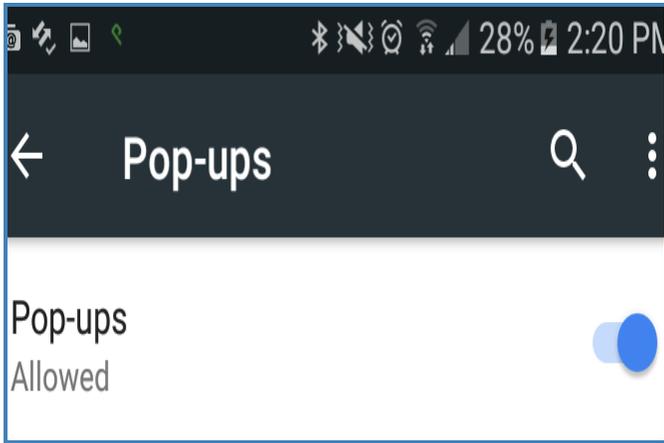


**Note:** Skip the Anonymous Identity field.

3. Select **Show advanced options**.
4. Change Proxy settings to **Manual**.
5. Enter Proxy Hostname: **proxy.tch.harvard.edu** and Proxy port: **3128**
6. In the Bypass proxy for field, enter:
  - tch.harvard.edu
  - childrens.harvard.edu
  - chboston.org
7. Tap **Save**.

## To enable pop-ups in Chrome

1. Open Chrome.
2. Click the three black dots in the upper right-hand corner.
3. Tap **Settings**.
4. Tap **Site Settings**.
5. Click **Pop-ups**.
6. Slide the slider to the right to allow pop-ups.



## To bookmark the PeopleSoft site

1. Access the PeopleSoft Login page in Chrome.
2. Tap the three black dots in the upper-right of the screen.
3. Tap **Add to Home screen**.
4. Edit the bookmark name to something short, such as PS Approvals.
5. Tap **Add**.

## Accessing PeopleSoft outside the BCH network

When you are outside the network, you must install Pulse Secure and have VPN access before you can access your bookmarked PeopleSoft site.

Before you begin, make sure that you have already:

- *Enabled pop-ups on your mobile browser*
- *Bookmarked the PeopleSoft site*

## Install Pulse Secure on your mobile device

Before you can access Peoplesoft outside the network, you must install Pulse Secure on your device. Follow these steps:

1. Use the Apple App Store or the Google Play Store to search for **Pulse Secure**.
2. Download and install the application.
3. Open the application.
4. In the URL field, enter **vpn.childrens.harvard.edu**.
5. Click **Submit**.  
The Default Connection page opens.
6. Enter the following information:
  - In the Connection Name field, enter **Childrens**.
  - In the Username field, enter your username.
  - In the Authentication Type field, verify that Password is selected.
7. Click **Add**.

## Verify that you have VPN access

VPN access is required to use hospital applications remotely.

If you already access hospital applications remotely with VPN and Pulse on your home computer or laptop, then you have VPN access. You will use the same process to VPN into the BCH network on your phone:

- You will sign into Pulse using your BCH username and password.
- A notification will be sent to your cell phone.
- Accept the notification to enable VPN access.

If you not access hospital applications remotely, you may need to request remote access. Ask your manager to complete an OAR form to request access for you.

## Log into the hospital network with Pulse Secure

After you have downloaded Pulse Secure and obtained VPN access, you are ready to access PeopleSoft from a location outside the hospital.

Follow these steps:

1. Open Pulse Secure and tap **Connect**.
2. Scroll to the bottom of the Connect page. Your username appears in the Username field.
3. Enter your password and tap **Sign In**.
4. Click . A notification is sent to your phone.
5. Tap the notification to open it, and click **Approve**.

**Note:** Your device is now connected to the BCH network. Make sure you disconnect from the network when you have completed approving requests.

6. Click your bookmarked PeopleSoft site, approve any outstanding requests.

## Getting more help

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To get more help contact the Help Desk at extension 5-4357, or call 617-355-4357 if you are outside the hospital. You can also send an email to [help.desk@childrens.harvard.edu](mailto:help.desk@childrens.harvard.edu).