1) To begin, sign in to your GoWMU account and look for the “My Work” section on the left side of the screen and select “All Links”. (Please note that there is a “My Work” section and a “My Self Service” section that both have an “All Links” option. Make sure to select the “My Work” option. If you do not have the “My Work” section available to select you will not be able to access the system and should contact your travel administrator at acnt-travelinquiry@wmich.edu).
2) Under the “All Links” option, select “Administrative Applications”, then “PeopleSoft Administrative Systems” and finally “PeopleSoft Financials”. If you would like to bookmark the “PeopleSoft Financials” option for easier navigation by having it show up at the top of your GoWMU screen the next time you log in, simply right click on the “PeopleSoft Financials” option and select “Add Bookmark”.
3) On the log in screen, enter your Bronco Net ID and password and select “Sign In”.

4) If you are logging into the system for the very first time, you may receive an “Error 404-Not Found” error screen. This is because there is an overnight process that needs to run in OIT that will give you full access to the system. If you log in the following morning you should be able to access the system. This error also might occur if you have the PeopleSoft HR module open in your browser, so sign out of that before logging into PeopleSoft Financials, or use a different internet browser.
   a. Sometimes when you log in for the very first time you may be able to get into the system, however, because the OIT process has not yet run you will not be able to enter your employee ID to create any travel authorizations or experience the full functionality of the system. After you log in, immediately log out and wait until the morning to create an authorization.