Your access to the OASIS Production (PeopleSoft) environment

For Student and Human Resources access go to https://hrsa.oasis.asu.edu/
For CRM access, go to https://crm.oasis.asu.edu/

Please take a few moments and go through these steps:

1. Bookmark the production login page for easy reference. Remember you can customize your bookmark names, and we suggest you use something like “OASIS Production” so it is clearly different from any previous bookmarks of the test system. The login pages to all the environments look identical.

2. Make sure you can login. You will login using your ASURITE UserID and password. If you cannot login:
   a. Try logging in to another ASU site that uses ASURITE authentication, such as www.asu.edu/interactive or http://my.asu.edu.
   b. If you cannot login to either of those sites, go to www.asu.edu/changepassword and reset your ASURITE password.
   c. If you are still having problems, call the Help Desk at 5-6500. They will follow standard policy regarding resetting your ASURITE password if needed.

3. Make sure you can navigate to the pages you are supposed to be able to access.

4. Follow the instructions starting on page 2 for Making PRD a Trusted Site.

A couple of other terrific resources are:

- http://systemstatus.asu.edu/status/calendar.asp?ct=1&vt=1 The ASU System Status calendar is a great site to bookmark and check any time you think there may be system problems affecting your work. This may save you phone calls and delays in waiting on a response to why you cannot access a particular system.

- http://announce.asu.edu/anngroups.asp ASU Announcement Groups allow you to subscribe to a list for a particular service and be notified by email of things pertinent to that service. To subscribe to the OASIS list, go to this page and click on the “Login” link under “ASU Affiliated” on the left side of the screen. Log in (if prompted) with your ASURITE UserID and password. Click on the “Announcement Groups” link on the left side of the screen. Click “Modify My Subscriptions” on the left, check the box next to OASIS to subscribe, and click the “Modify Subscriptions” button at the bottom. Logout when you are done. You can unsubscribe the same way at any time.

We encourage you to become familiar with these resources, as they are maintained specifically to help communication with our customers.

Please report any problems you experience through the Help Desk (5-6500). We are all trying to learn this new system, including the support staff, and you will be helping them and us by reporting your problems through official channels. Team members will be very responsive to your calls.
MAKING PRODUCTION A TRUSTED SITE

Once you have access to production and have signed on and viewed the pages you have access to, you need to add this site as a trusted site on your desktop. This will prevent some problems experienced in other databases such as not being able to open the class schedule after the process has run successfully. To add PRD as a trusted site, do the following:

The assumption is your browser is Internet Explorer. If you are using a different browser, these instructions may not work for you. Windows XP was used when making the screen prints so if you are using a different version of Windows the pages may look a little different, but the basic navigation should be similar. Be sure your internet browser is open (you are on the internet) and click on Tools, Internet Options.

Locate the Security tab. Click on “Trusted Sites”.
Select a Web content zone to specify its security settings.

<table>
<thead>
<tr>
<th>Internet</th>
<th>Local intranet</th>
<th>Trusted sites</th>
<th>Restricted sites</th>
</tr>
</thead>
</table>

**Internet**
This zone contains all Web sites you haven’t placed in other zones

Security level for this zone

**Custom**
Custom settings,
- To change the settings, click Custom Level.
- To use the recommended settings, click Default Level.

Buttons:
- Custom Level...
- Default Level
- OK
- Cancel
- Apply
The Sites button ungrays. Click on Sites….

On the blank line, type hrsa. Click on the url that displays below “hrsas.oasis.asu.edu” to bring the entire url onto that line.
Then click Add. Next, Click OK.

Click OK again to save. This saves the PRD database as a trusted site.