

Using Multiple Sessions of Retirement Online and Other PeopleSoft Applications at the Same Time

Retirement Online is built on the Oracle PeopleSoft platform, as are other applications you may use, including PayServ and the Statewide Learning Management System (SLMS). To work in Retirement Online in more than one window, or to use Retirement Online while you use other PeopleSoft applications, they should be opened in a new browser window — not in new tabs of the same browser window.

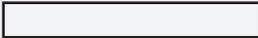
These instructions will show you how to bookmark Retirement Online to your favorites and use multiple PeopleSoft sessions concurrently. By using this method, you will be able to access more than one PeopleSoft application simultaneously.

Step	Action	
<p>1</p> <p>To enable the Menu Bar in Internet Explorer, right-click next to the browser tab at the top of the Internet Explorer window.</p> <div data-bbox="250 428 509 466" style="border: 1px solid black; height: 18px; width: 160px; margin: 10px 0;"></div>		
<p>2</p> <p>A drop-down menu will appear. Select the Menu bar from the drop-down.</p> <div data-bbox="250 1087 509 1125" style="border: 1px solid black; padding: 2px; display: inline-block;">Menu bar</div> <p>Note: If there already is a checkmark next to 'Menu bar', you may skip to step 3.</p>		

Step	Action	
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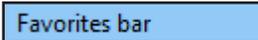
3

To enable the Favorites Bar in Internet Explorer, **right-click** next to the browser tab at the top of the Internet Explorer window.

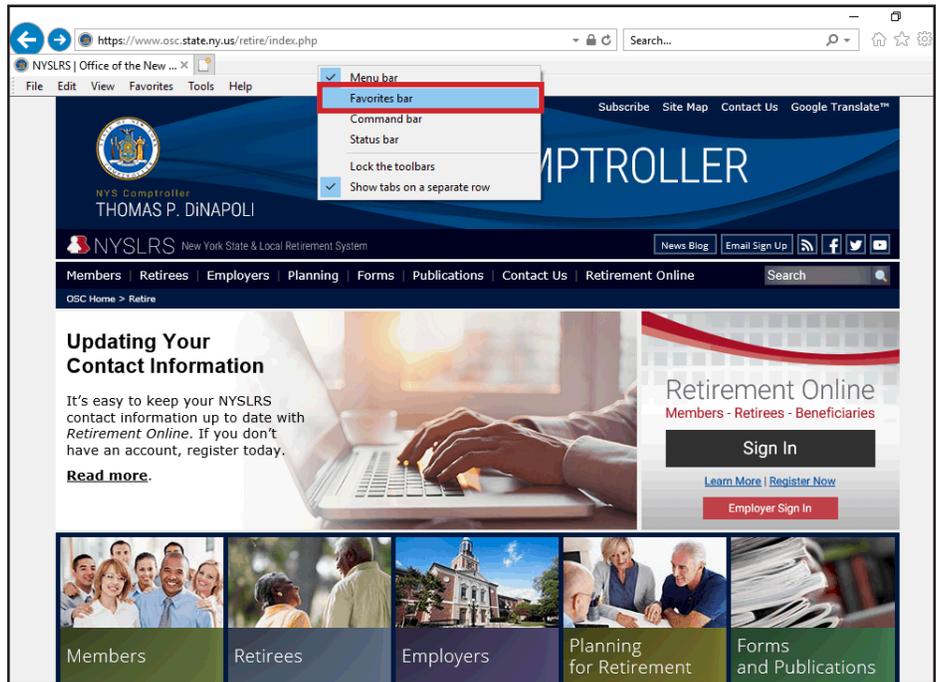


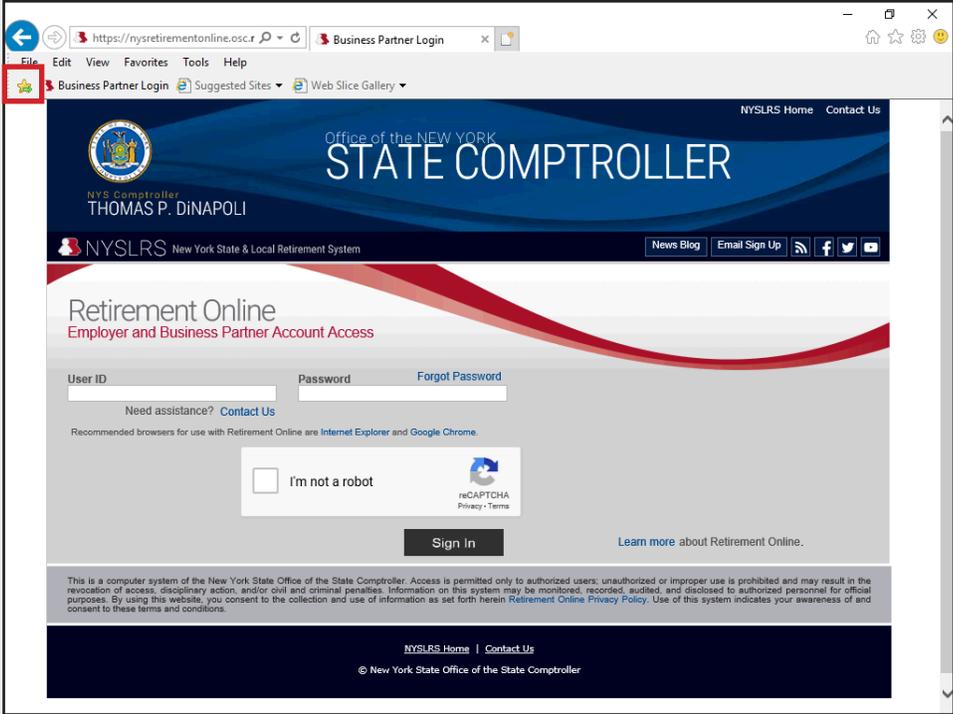
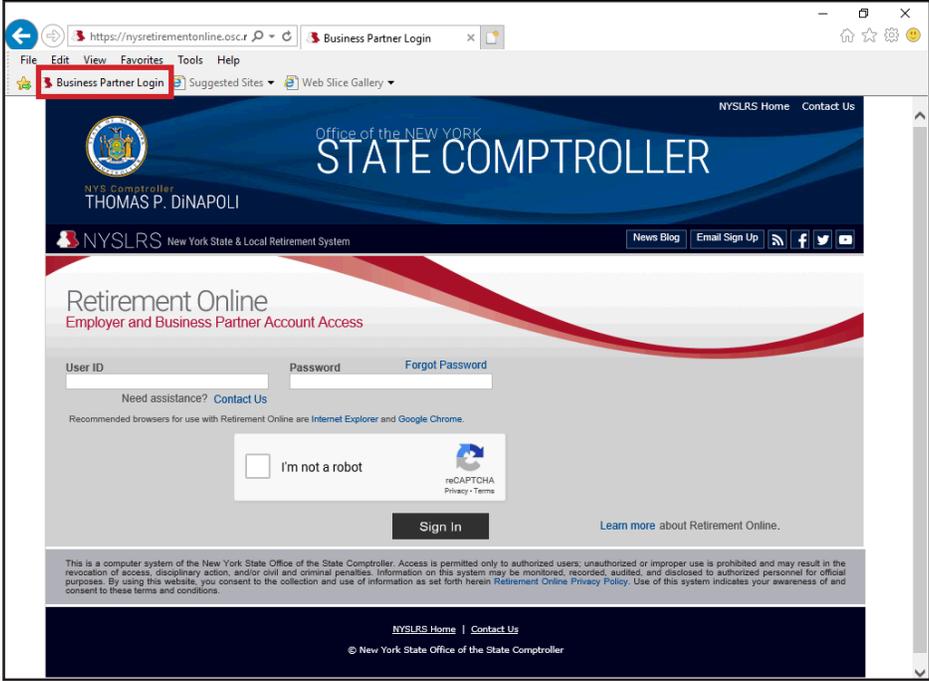
4

A drop-down menu will appear. Select the **Favorites bar** from the drop-down.



Note: If there already is a checkmark next to 'Favorites bar', you may skip to step 5.

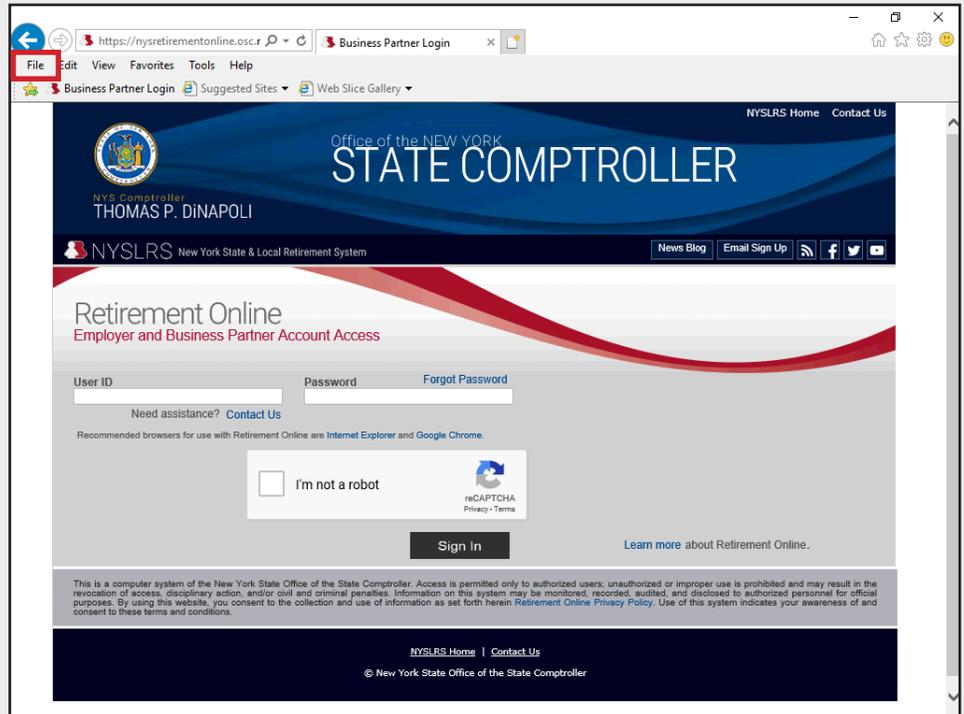


Step	Action	
5	<p>To mark <i>Retirement Online</i> as a favorite, navigate to the webpage. Click the Favorites icon.</p> 	 <p>The screenshot shows a web browser window with the URL https://nysretirementonline.osc.r. The browser's address bar has a red box around the 'Business Partner Login' bookmark icon. The webpage header identifies the 'Office of the NEW YORK STATE COMPTROLLER' and 'NYS Comptroller THOMAS P. DiNAPOLI'. The main content area is titled 'Retirement Online' and 'Employer and Business Partner Account Access'. It features a login form with fields for 'User ID', 'Password', and a 'Forgot Password' link. Below the form is a reCAPTCHA 'I'm not a robot' checkbox and a 'Sign In' button. A footer contains a disclaimer and copyright information for the New York State Office of the State Comptroller.</p>
6	<p>This will add a link to the Favorites Bar.</p> <p>Note: The name of your favorite will be dependent on the webpage you are bookmarking. This only needs to be done one time.</p>	 <p>The screenshot shows the same webpage as in step 5. The browser's Favorites Bar now includes a new bookmark labeled 'Business Partner Login', which is highlighted with a red box. The rest of the webpage content remains identical to the previous screenshot.</p>

Step**Action****7**

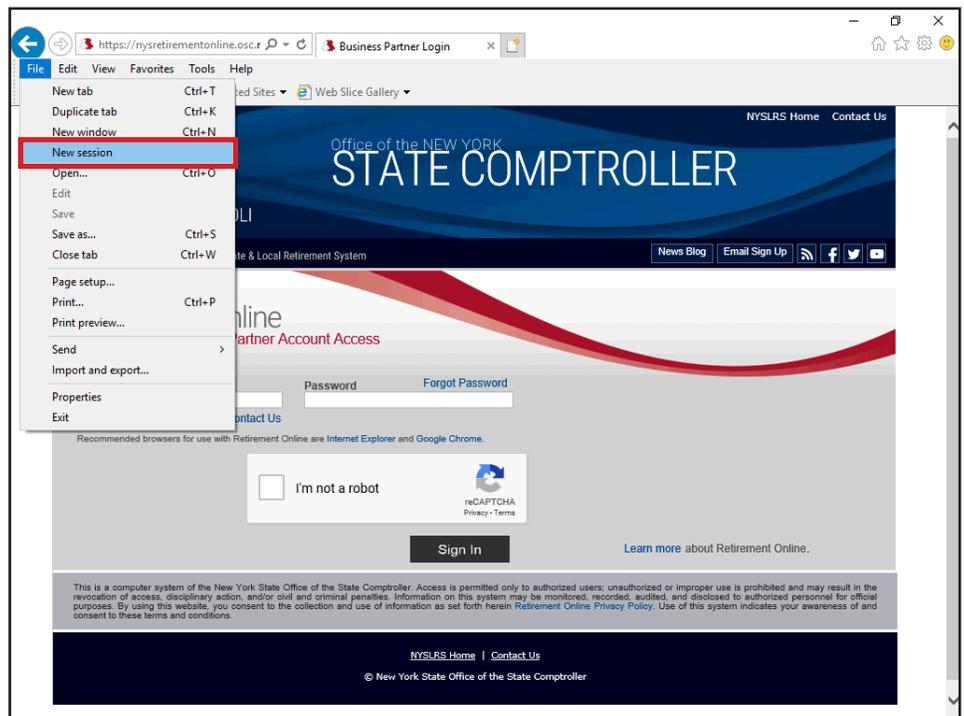
Once your first PeopleSoft session is open, click the **File** menu in Internet Explorer.

File

**8**

The File Menu will show multiple options, select **New Session**.

New session



Step	Action	
9	<p>A new Internet Explorer window will appear in front of the current window.</p> <p>Note: You can now log in to the desired Peoplesoft application in the new Internet Explorer window and use them concurrently.</p> <p>Each session will be subject to timeout warnings separately.</p>	