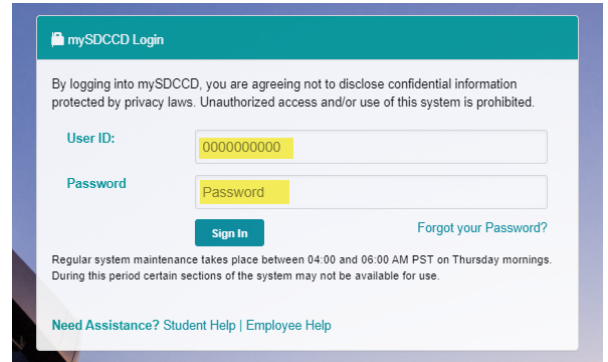
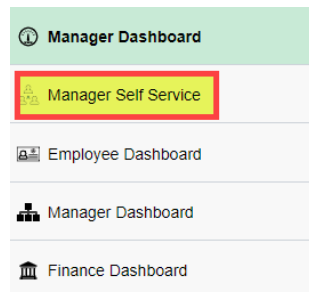
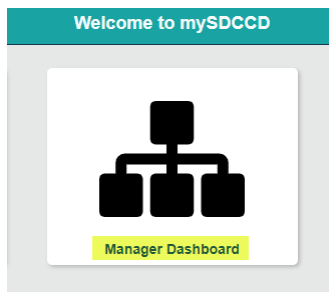


# MANAGER SELF-SERVICE APPROVING TIME

Log in to the PeopleSoft portal via the district website. Click on the M S link in the top navigation bar. In the Manager Self Service menu on the left click on M S A. Log in using your user ID and password.



At the Portal landing page, click on the **Manager Dashboard** tile. From the Manager Dashboard menu on the top left of the screen, click **Manager Self Service** and select the **Approvals** tile.



Select a a l e i e on the menu then select the employee with pending approval.

