1. Navigate to MyU from the umn.edu homepage or type this into your browser: myu.umn.edu
2. Sign on with your Internet ID and password.
3. Once in MyU, you’ll have many options. Faculty, staff, and students will see different items based on role. Check out various tabs and announcements. To access PeopleSoft or your reports, click **Key Links** in the top navigation.

4. On the PeopleSoft page, select the system you want: Campus Solutions, EFS/Finance, or Human Resources.

5. Follow normal navigation in these systems. When you begin to access a page for a transaction, you’ll be prompted for Duo login.
6. Sign in with Duo. The Duo login requirement is not changing. If you time out of Duo, you’ll have to log back in. To enroll in or learn more about Duo, see the U’s Duo page: [http://it.umn.edu/duo-security-two-factor-authentication](http://it.umn.edu/duo-security-two-factor-authentication)

Please sign out when you complete your session. This will remove your credentials and give a safer, smoother experience the next time you log in. Check out other sources for information [upgrade.umn.edu](http://upgrade.umn.edu)