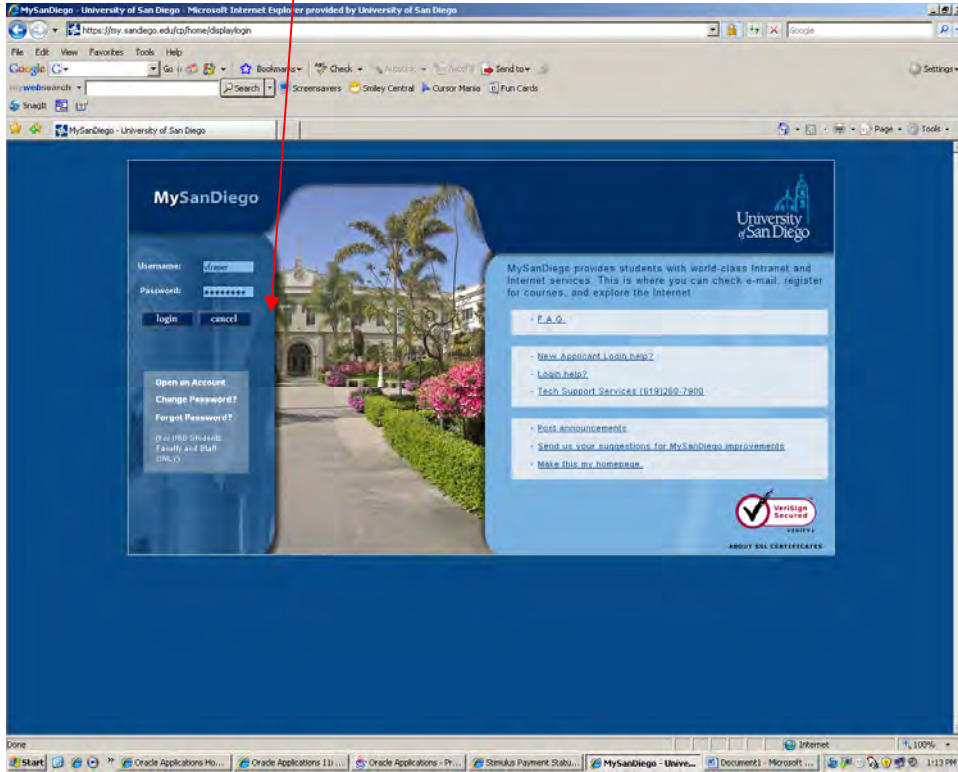


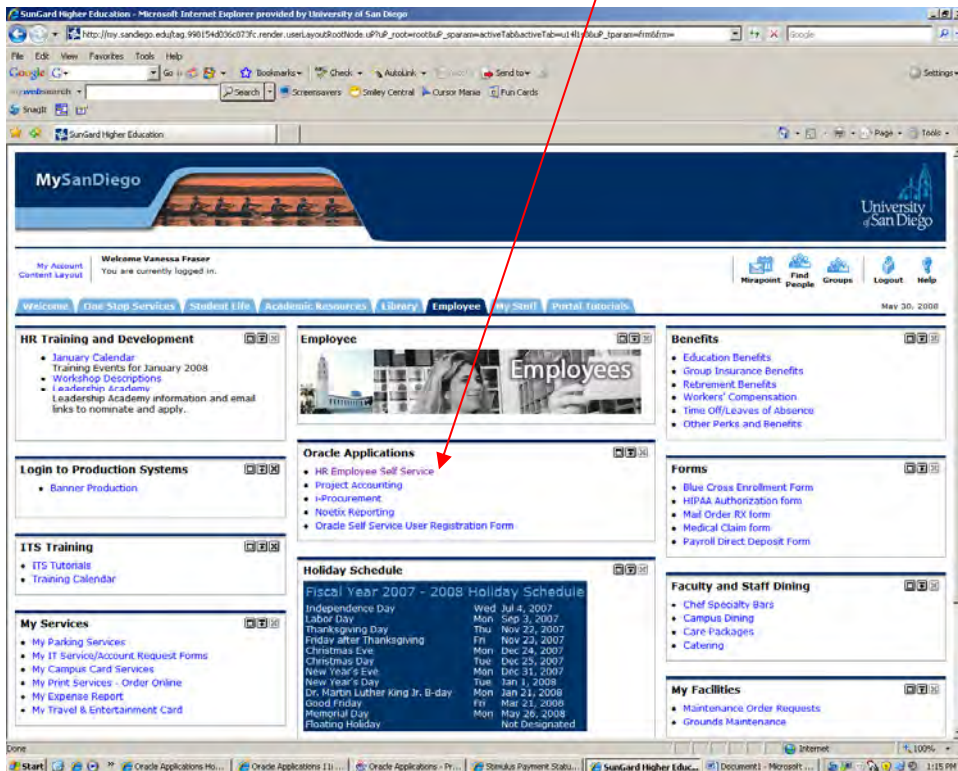
How to Sign Up for Online Paystub

Go to <https://my.sandiego.edu/cp/home/displaylogin>

Type in your e-mail username and password and click Login.

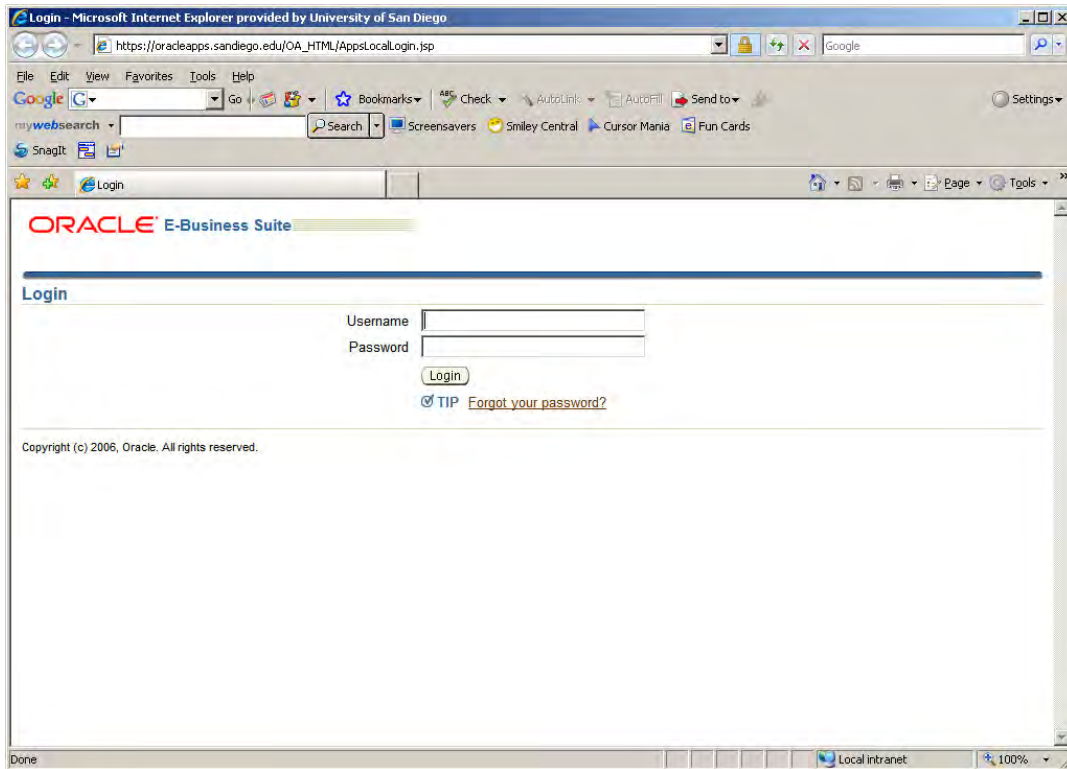


Click on the Employee tab, and then click on HR Employee Self Service.

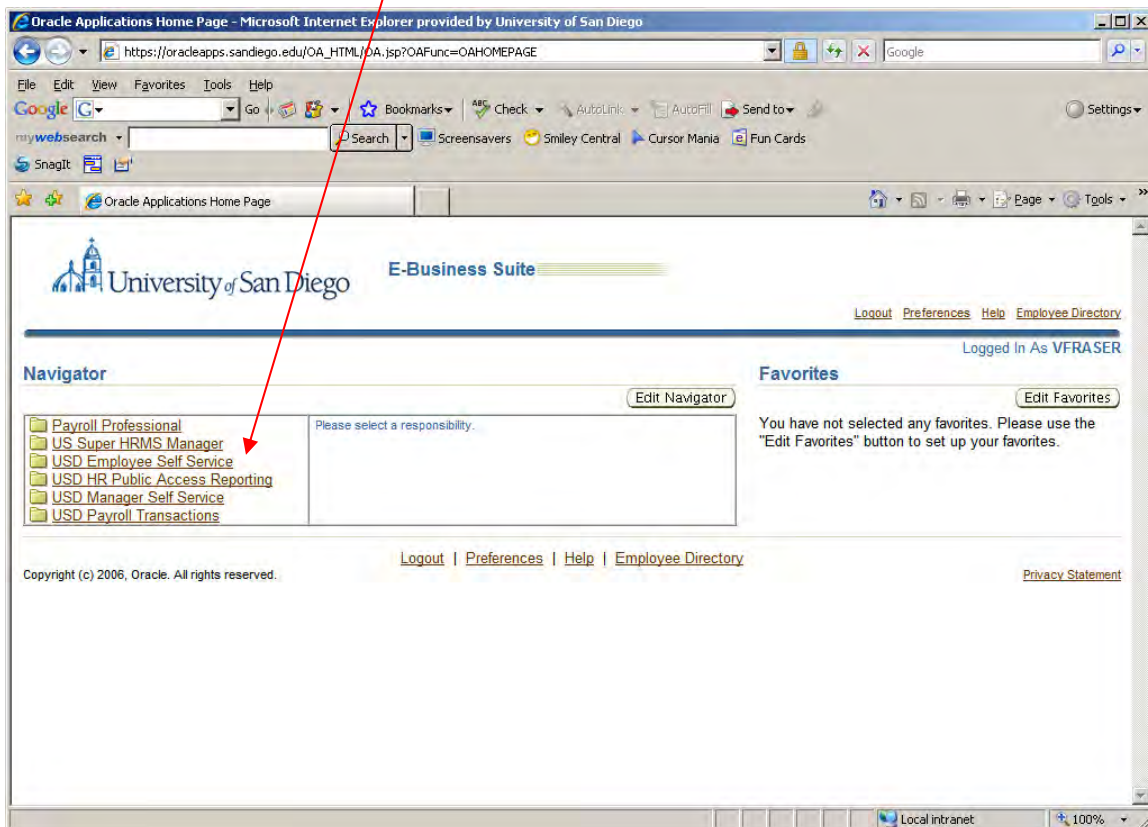


At the following screen, type in your Oracle username and password (the same one you used to enroll for benefits).

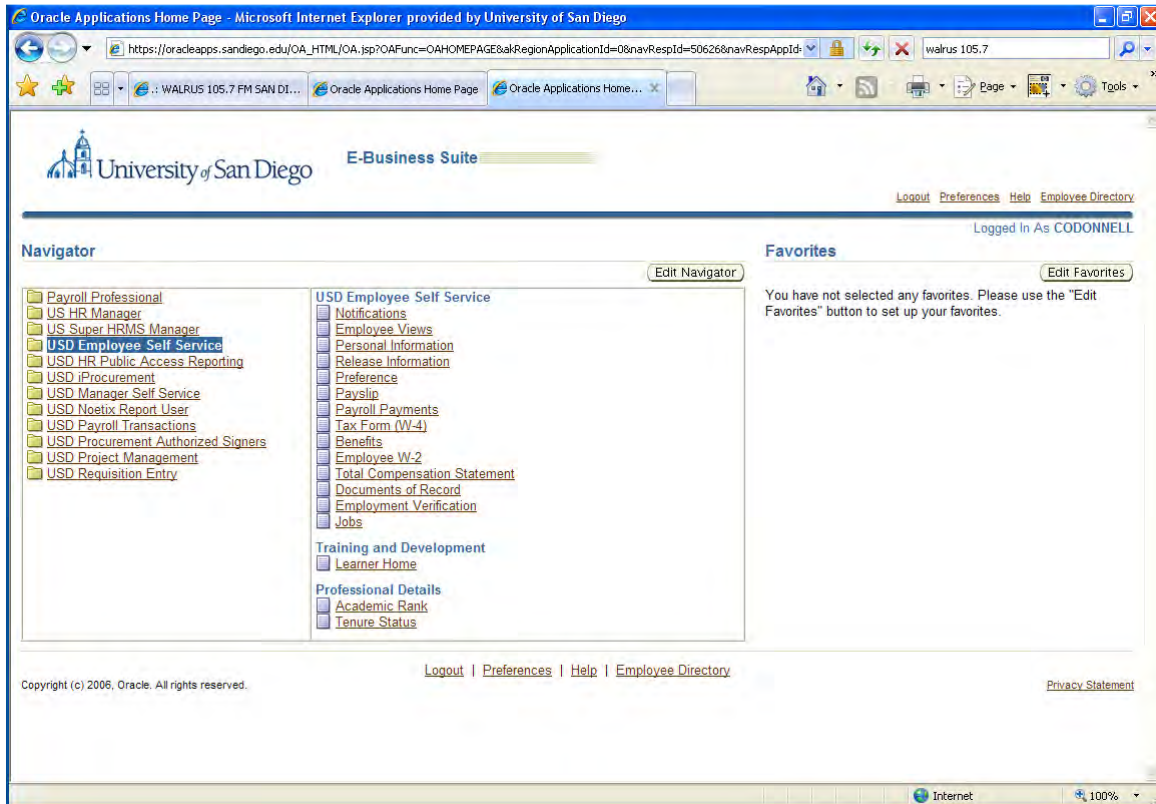
If you forgot your password, you may e-mail Yolanda Abitan at Abitan@san Diego.edu to get your password reset.



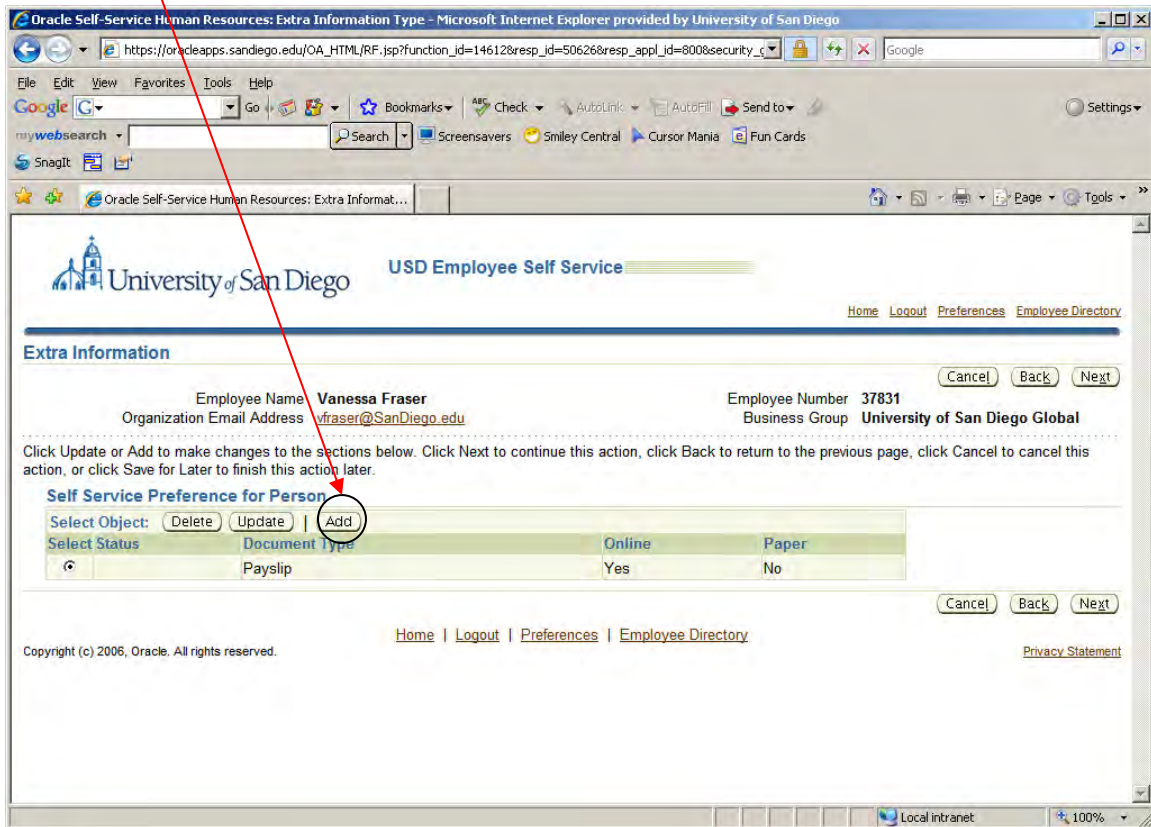
Once you login, click on USD Employee Self Service.



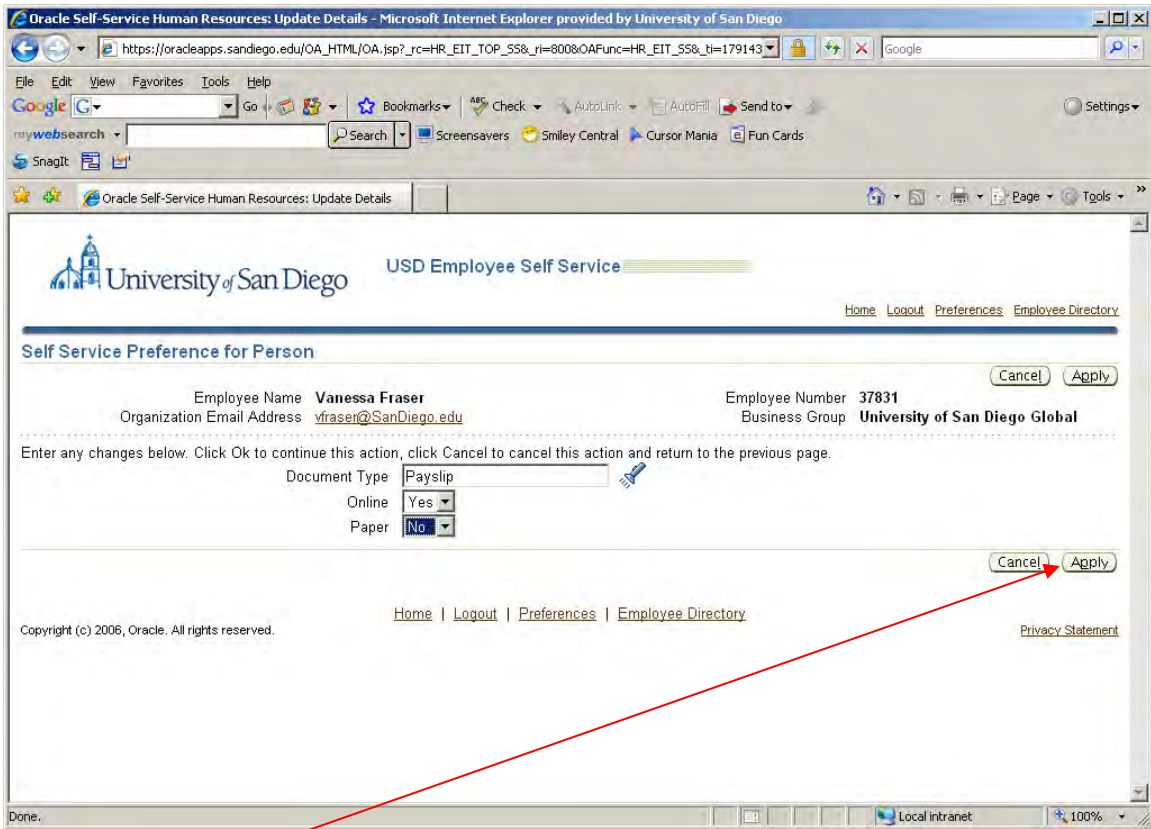
Then click on Preference.



Click on Add.

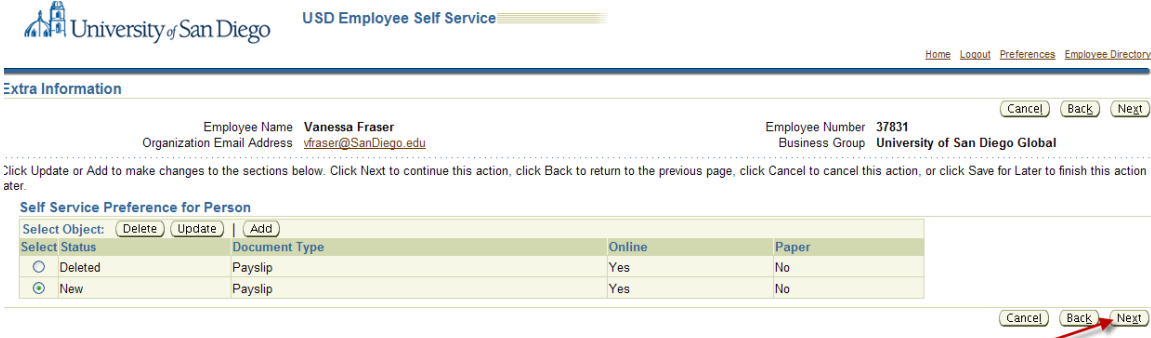


Type Payslip in the Document Type and press the Tab key, then click the dropdown arrow for paper and change it to "No".



Click Apply.

Click Next



Click Submit

