



PEOPLESOFT – QUICK GUIDE

STATE STAFF OPTIONS - FINDING MEMBERSHIP NUMBERS:

1. Ask your membership representative to send you your PeopleSoft user name and password if you don't already have it. You use the same user name and password for all your PeopleSoft functions. Your state staff password does not change every year.
2. Go to <http://access.ffa.org/index.html>. You might want to save site this to your favorites list for future reference.
3. Click on the first link, AccessFS84LIVE.
4. Enter your user ID and password as given to you by your membership rep. Remember it is case sensitive!
5. Follow the path detailed below once you are in PeopleSoft:

Menu Path: Membership System > Use > Student Member Information

6. On the search screen type in the student's last name or just the first few letters, or type in the first name or first few letters. There are several other search fields available on the screen.
7. Click on SEARCH on the screen or click ENTER on your keyboard.
8. The student's records will appear on the screen with their ID numbers. If you want to see that particular student record, click anywhere on their line and the whole record will come up for viewing. Please use the RETURN TO SEARCH button at the bottom of the screen when you are done (do no use your back button). This will return you to the search screen. Use the clear button to do another search. Sometimes you may have to click on the Student Member Information line on the menu to the left in order to completely clear the search fields.