


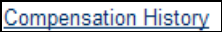
View Compensation History

To view your compensation history, you will need to open Internet Explorer or another web browser and go to <http://my.bgsu.edu>. Sign in to myBGSU with your BGSU ID, BGNet userid (the part of your email address that appears before the @ symbol), and BGNet password.

If you do not have a BGNet account or have forgotten your password, you will need to contact the Technology Support Center for assistance.

- Walk in support is available at 110 Hayes Hall.
- Telephone support is available at 419-372-0999 and 419-372-9499 (fax).
- Email support is available by sending mail to tsc@bgsu.edu.
- For information on hours, refer to the TSC website at <http://www.bgsu.edu/its/tsc>.



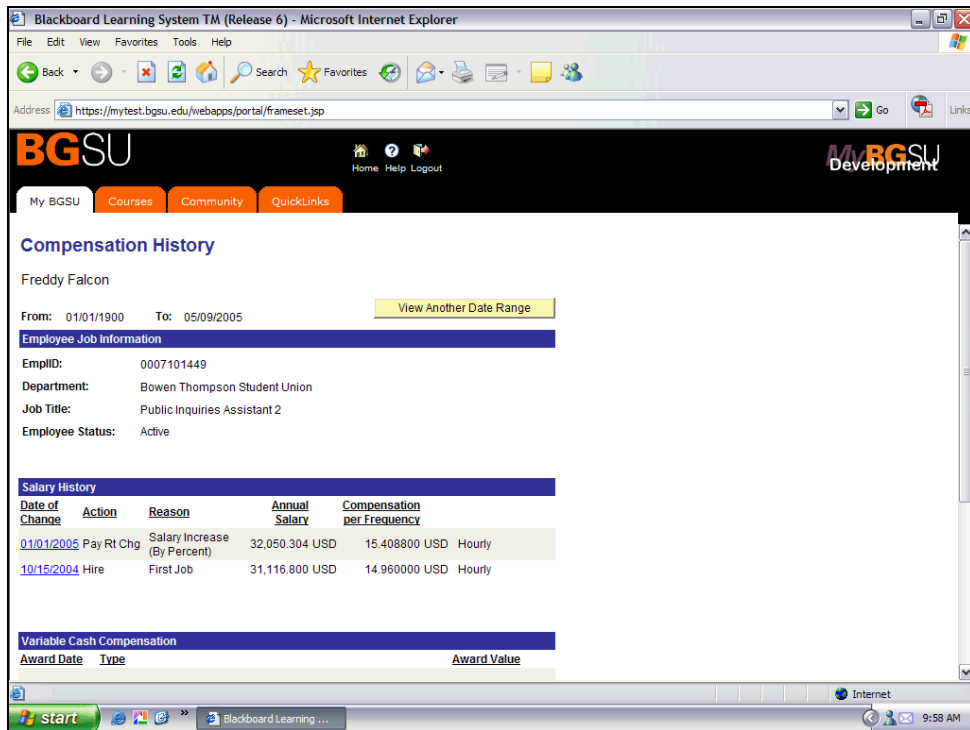
Step	Action
1.	Once you have entered your BGSU ID, BGNet Username, and your BGNet password, click the Login button. 
2.	Once logged in, you will need to scroll down to My Services to get to the Compensation History link. (Note: If My Services is not active, contact the Technology Support Center for assistance.)
3.	Click on the Compensation History link. 



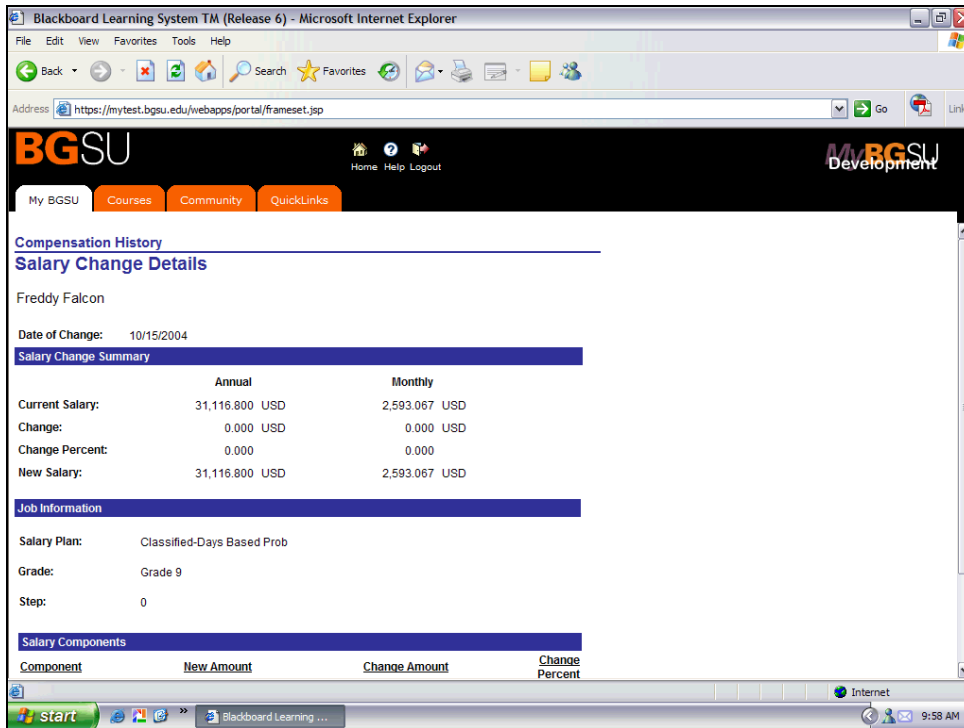
Glossary Note: A web browser is a program used to view pages on the Internet. Some examples include Internet Explorer, Netscape, and Safari.



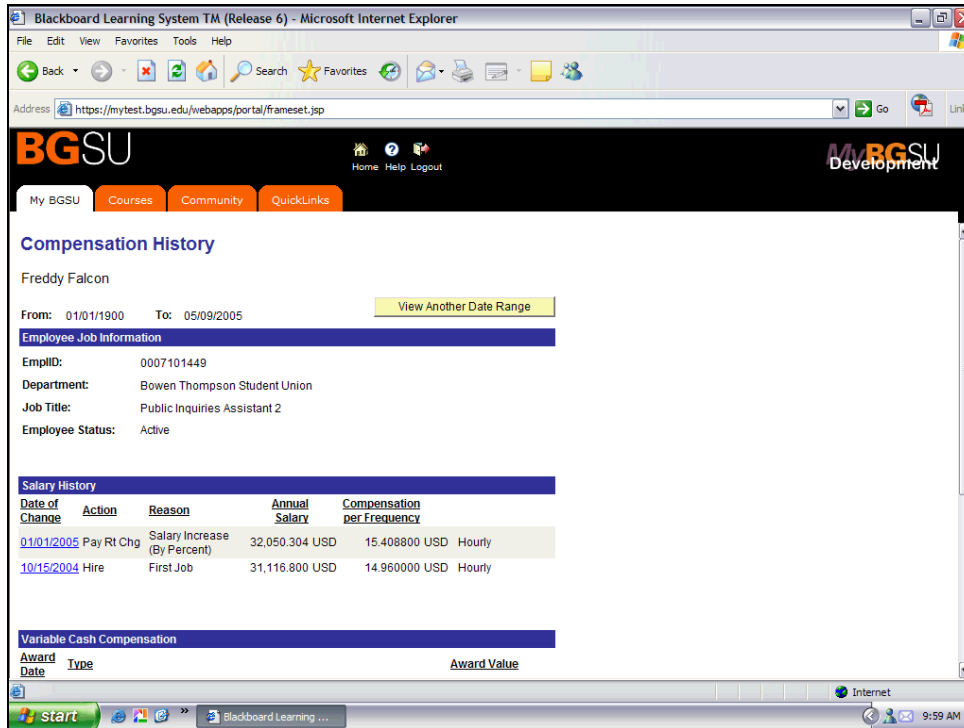
Step	Action
4.	You will be taken to another sign-in screen, this time to enter the PeopleSoft application. Enter your BGNet userid. For example, Freddy Falcon would sign in with his username, ffalcon .
5.	Click in the Password field. <input type="password"/> <i>or</i> Press [Tab] .
6.	Type in your BGNet Password .
7.	Click the Sign In button. <input type="button" value="Sign In"/> <i>or</i> Press [Enter] .
8.	Your compensation history appears. You will see your most current information when you first sign in. The dates when changes were made to your salary, including your first hire, appear in Salary History . You can click on one of these dates to view more information about these changes. To see more information about your current job, click the scrollbar to scroll through the page.
9.	Return to the top of the screen to view information for a different timeframe.


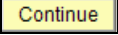


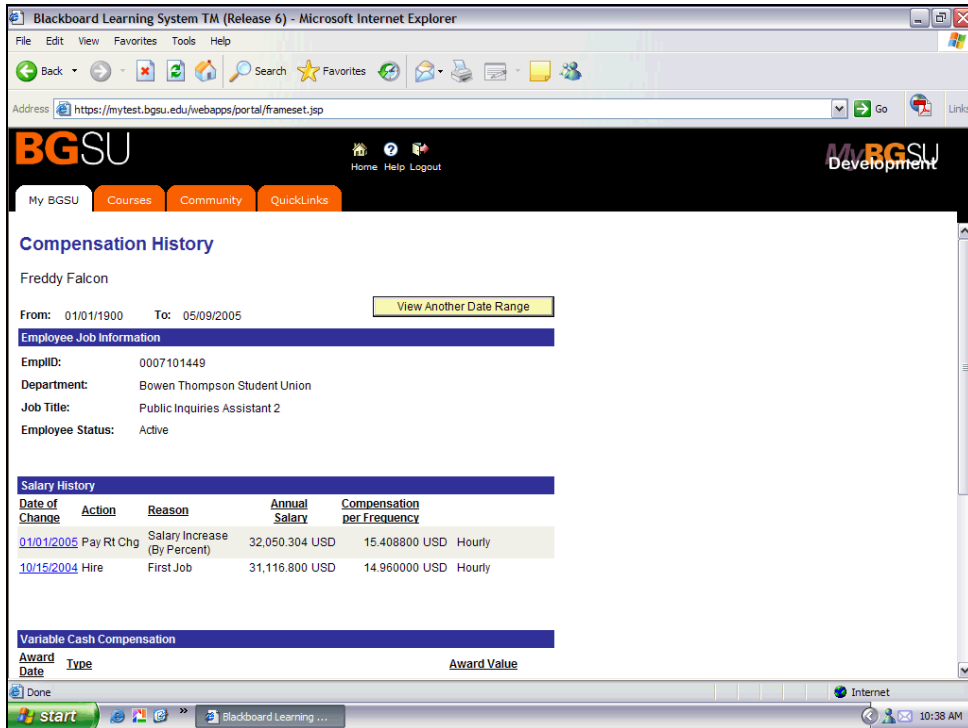
Step	Action
10.	Click the date link to view information for that timeframe. 10/15/2004



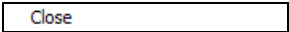


Step	Action
11.	Scroll down to the bottom to click the Return to Compensation History link. Return to Compensation History



Step	Action
12.	<p>You can click the View Another Date Range button to view more information, if it is available.</p> <p style="text-align: center;"></p> <p>On the date range screen, you can change the start and end date for the information displayed. You may see the date 1/1/1910 – this is the date that was chosen to represent the PeopleSoft "Go Live" date in the system.</p> <p>Click the Continue button.</p> <p style="text-align: center;"></p>



Step	Action
13.	Log out of Blackboard by clicking the Logout button. 
14.	Once you are logged out of Blackboard, it is important to exit all web browsers for security reasons. Click the File menu. 
15.	Click the Close menu.  <i>or</i> Press [C] .
16.	Make sure to quit Internet Explorer and all web browsers to protect the security of your data. On a PC, you can just close all the browser windows, but on a Mac, make sure to Quit from the browser. Also, if you have printed any of your personal information, don't forget to pick up your printout!