PeopleSoft Test Environment
As part of the training process, you may request access to an environment where you can test out processes in the PeopleSoft Billing and Accounts Receivable modules. Such an environment is called a non-production or test environment.

To request access, have your supervisor (per Job Data in PeopleSoft HR) send an email to Financial Reporting and Accounting Services (genacct@uvm.edu) indicating their approval for you to have this access and what the business need is. These requests will be fulfilled as soon as possible. When you are given access, there are some important things to know:

- You will need to log in to the environment using a fresh web browser after clearing your cache and browsing history. Detailed information on how to do this in various browsers can be found in the Browser Tips user guide.
- You will be able to log in with your regular net ID and password, it will work and look the same as the PeopleSoft screens you are already familiar. It will likely run slower than the real environment. When logging in using the link provided, do the following;
  - Deselect the “Login as developer” check box and then click the “UVM NetID Login” button;
  - Use your normal net ID credentials if prompted. The screen should look like the traditional log in for PeopleSoft;
The test environment will only have data as of a certain date. Any transactions, access, etc. you have processed or been granted since that date will not be viewable. Below is an image that shows a test environment and the last date it had “fresh” data:

- Every time an environment is “refreshed”, you will lose access to it. Should you find you are unable to log in, clear your cache and try in a fresh web browser (see the first bullet on how to do this). If that does not work, notify Financial Reporting & Accounting Services (by email genacct@uvm.edu) and they can open up your access again.
- The test environment has less priority to the server space, so it might take a while to navigate from place to place, especially when you log in for the first time.
- Other users can access the test environment and process transactions that will only live in the test environment. This is mostly done centrally. While it is highly unlikely that that testing would hit individual department chartstrings, it is possible and you can be ignore them.
- You should not have the real environment and a test environment open at the same time. You will know the real environment because it will have FSPRD in the website extension. Before testing anything, make sure your website extension does not reference FSPRD. The test environment extension will be provided when you are granted access.