

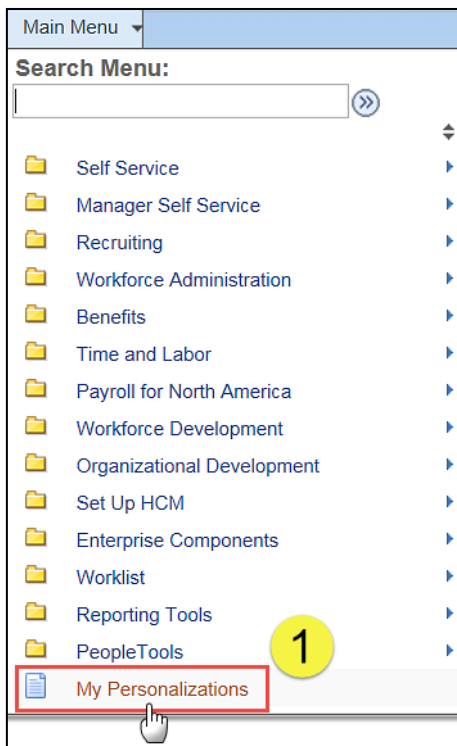
How to Turn Off PeopleSoft's Autocomplete

Recent developments in PeopleSoft have caused some concerns when entering values in some PeopleSoft pages. Some users are experiencing a problem when typing an entry into a blank field. While typing, the cursor will jump back to the beginning of line causing errors in the inputted value. This is a feature with the newer versions of PeopleSoft. It is referred to as Autocomplete or Type Ahead. This job aid shows you how to disable the Autocomplete feature.

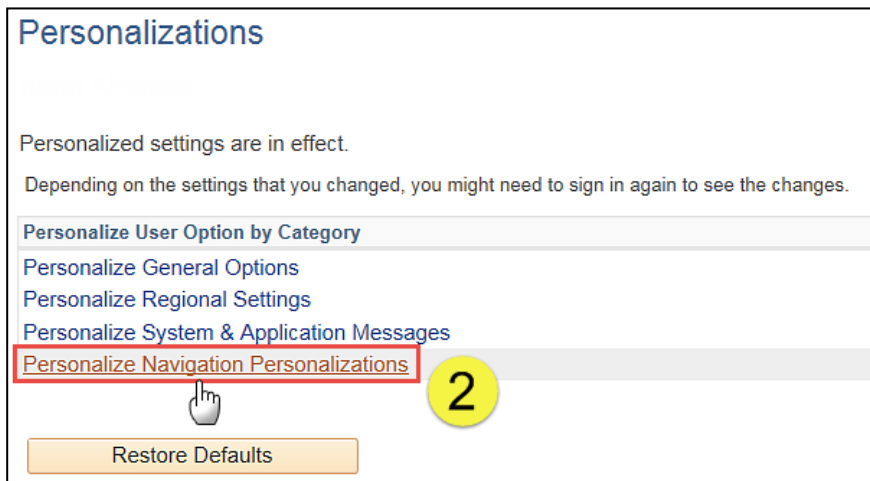
Note: this feature exists in Financials and HCM, and must be set up in both environments.

To turn off the **Autocomplete** feature, log in to PeopleSoft and follow the steps below:

1. Select the **My Personalizations** option at the bottom of the main menu.

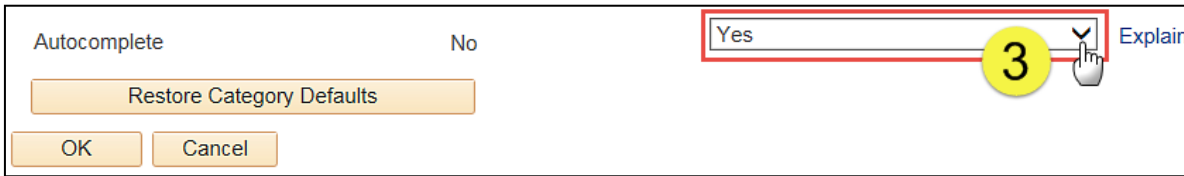


2. Select the **Personalize Navigation Personalizations** option.

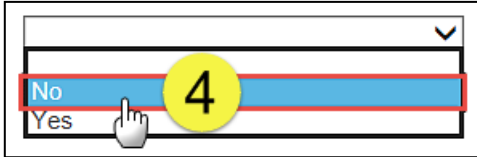


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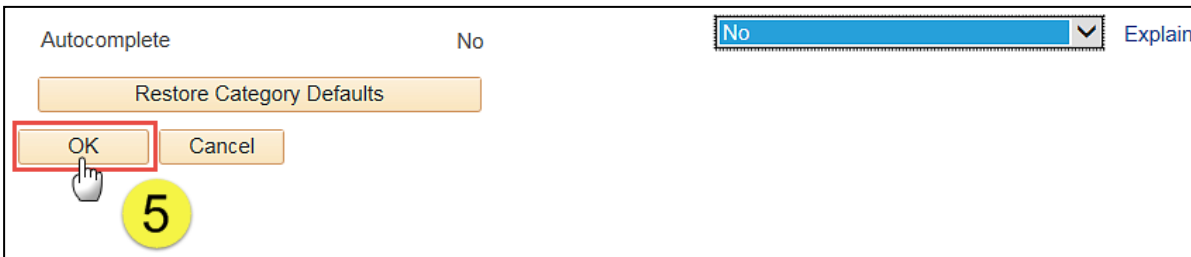
3. To turn off the **Autocomplete** feature, click the drop-down menu.



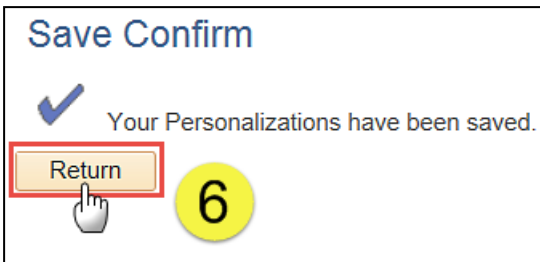
4. Select **No**.



5. Click **OK**.



6. On the **Save Confirm** screen, click **Return** to go back to the main menu.



For more information about how to use the Oracle PeopleSoft Enterprise software system in our school district, as well as to find training opportunities and support, log in to the **Staff Portal** to access the **SDUSD Inside Unified Employee Portal**.

Under **Shortcuts**, click **Technical Support/Help Desk > PeopleSoft**

PeopleSoft