LOGGING INTO PEOPLEADMIN 7

This document explains the process of logging into the PeopleAdmin 7 Web Site as an administrative user in the system.
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It is recommended to use either Chrome or Firefox as your web browser. From the web browser, go to the site: https://mtsujobs.mtsu.edu/hr to login.

Your username and password has been assigned using your FSA credentials. Please log in using these credentials.
Home Page
The Home Page defaults to the Applicant Tracking module and is identical in the Position Management module.

Note: The applicant tracking portal is designated by the blue border. The position management portal is designated by the orange border

Inbox
In the inbox, the user will find tasks that require action. An action indicates moving the posting or description to the next workflow state. Within the Inbox, the first tab, called Postings, presents posting tasks that require an action is taken. The second tab, called Hiring Proposals, presents a hiring proposal requiring an action. The third tab, called Position Requests, will present position description tasks that require action. The fourth tab, called Special Handling Lists, will not be used at this time.
Note: If your inbox has a **See More...** under each tab, that is an indicator that you have items waiting for your approval under another Approval Group for which you are assigned. (I.E. You may be logged in as Hiring Manager, but have the role of AVP)

**Watch List**
The Watch List serves as a reference to monitor the workflow of postings and position description actions you wish to monitor. You are able to specifically select which actions to place in the **Watch List**.

**Shortcuts**
This section may be used to Create New Admin Classified Posting or to Create a New Faculty Posting from the Home Page.
My Profile
Provides access to user account details, including your race, gender and employee ID. Please do not edit these fields but notify emp@mtsu.edu if information is incorrect. You can change the Preferred Group On Log In as well as to change the Default Product Module at the bottom of the page.

Help
PeopleAdmin Help is an external site. You are encouraged to use the My Links section, found on the Home Page, to access further training materials.

Logout
The user may logout from any location within the system by selecting logout in the upper right corner of the page.
Switching Modules
To switch between the Applicant Tracking and Position Management modules, toggle over APPLICANT TRACKING and select POSITION MANAGEMENT.

My Links
This section allows the user to access the Applicant Portal. Training materials will be placed here at a later date.
Creating a Personalized Saved Search

Searches can be created by the user for personal use. To create a customized search, start by modifying an existing saved search.

If logged into the Applicant Tracking Module, Click on Postings, Select Faculty or Admin/Classified. This will open up the search box.

Select More Search Options.

This allows you to view what columns can be added to a search. From the Add Column Drop Down Box add the columns you would like in your search criteria. You can add as many columns as you would like to your search by selecting each item.

1. To save the search, select Save this Search?

2. Provide the search with a name.

3. Select the check next to Make it the default search if you want to use this Search each time. Select Save this Search.

4. To access your saved search, Toggle over Open Saved Search, the new search created will now appear along with any other saved searches.
5. The search is also now open and appears as one of the tab options.