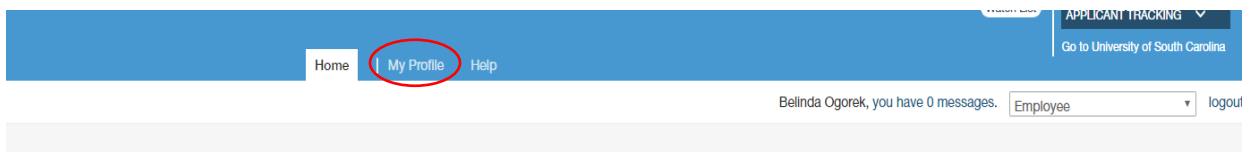


PeopleAdmin Quick Reference Guide

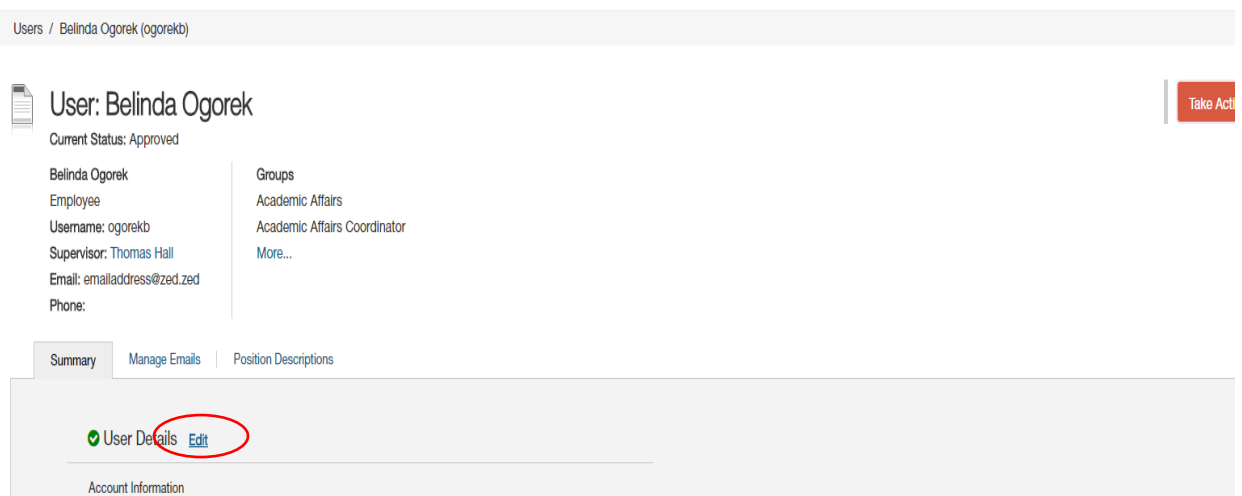
Setting Up Log In Preferences

As a system user, you may wish to set up certain defaults based on your most utilized user role and what module of PeopleAdmin you work with the most.

1. After you have logged into PeopleAdmin, select “My Profile.”



2. The user details screen will appear. Select “Edit” by User Details.



- The Account Information will appear.
 - In the “Preferred Group on Log In,” select from the drop down your preferred user group.
 - In the “Default Product Module,” select either “Applicant Tracking” or “Position Management.”

Required fields are indicated with an asterisk (*).

Account Information

External Authentication Key	<input type="text"/>
* Username	<input type="text" value="ogorekb"/>
* First Name	<input type="text" value="Belinda"/>
* Last Name	<input type="text" value="Ogorek"/>
* Email	<input type="text" value="emailaddress@zed.zed"/>
* Employee Org Unit	<input type="text" value="---- Division of Student Affairs and Academic Support"/>
Employee ID	<input type="text"/>
Employment Anniversary Date	<input type="text"/>
Position Type	<input type="text" value="Staff"/>
Reporting Org Unit	<input type="text" value="----- Aerospace Studies"/>
Default Module	<input type="text" value="Applicant Tracking"/>
Preferred Group On Log In	<input type="text" value="Employee"/>

Preferences

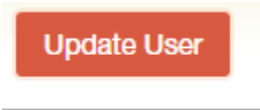
Default Product Module	<input type="text" value="Applicant Tracking"/>
Time zone	<input type="text" value="(GMT-05:00) Eastern Time (US & Canada)"/>



Human Resources

PeopleAdmin Quick Reference Guide
Setting Up Log In Preferences

4. Once you have selected, click on "Update User."



5. Logout after updating your preferences and log back in to see your saved changes.