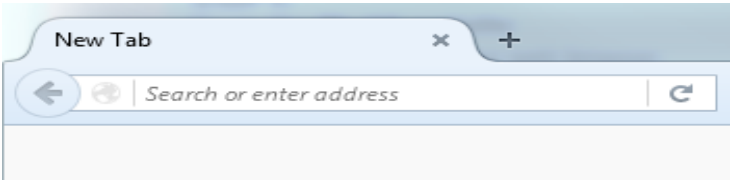


General Navigation

STEP 1:

Go to the MyUA website

In the Address bar of your web browser, enter one of 3 web addresses:

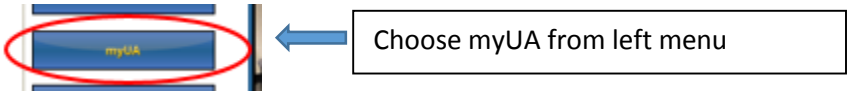


- 1) unialaska.pageuppeople.com

This is the preferred login for the recruitment module.

- 2) myua.pageuppeople.com *

- 3) www.uaf.edu/uafhr *



Tip: adding this address as a favorite will save you time in the future.

* **CAUTION:** utilizing these log-in options will open your links in separate pages and if you click out of browser you may feel you lost your screens; hover over your browser icon from bottom menu to 'find' the pop up screen(s) in the background.

Use unialaska.pageuppeople.com to avoid this issue. If using this URL skip to **STEP 3**.

STEP 2:

*If using other log in Options – you will be presented with the myUA Tree.

Choose myUA Recruitment Module

myUA

myUA Employee Services Dashboard

myUA Recruitment Module

Either of these options will bring you to the single sign on screen **STEP 3**.



myUA Recruitment Module Training Materials

HR Consultant

PPA/CCC

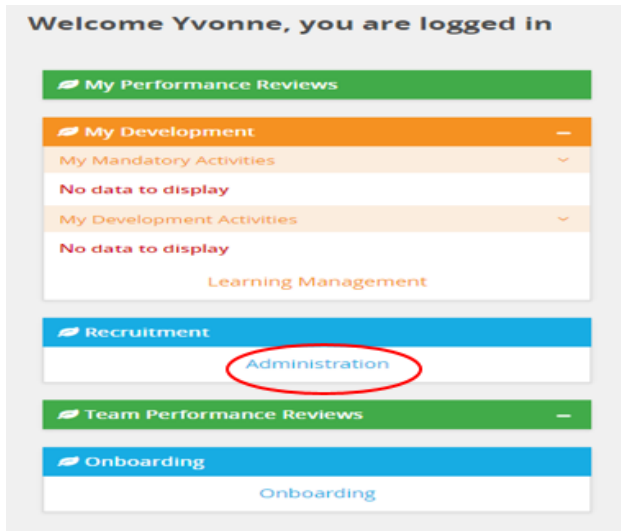
Supervisor

Budget & Grants

Search Committee Member

Original training documents are still accessible; however, they have not been updated with myUA customization. Training quick guides will be available through the Recruitment & OnBoarding tab of the [UAF HR website](#).

You are presented with your Employee Dashboard:

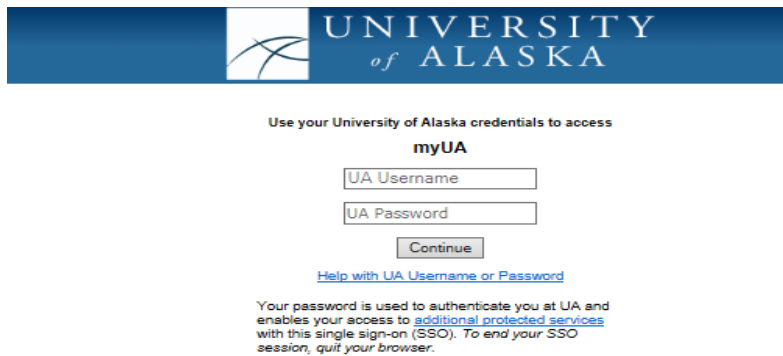


Click on Administration link under Recruitment section to pull up your Recruitment Dashboard.

Please remember that accessing through “Administration” may alter the way your links function.

STEP 3:

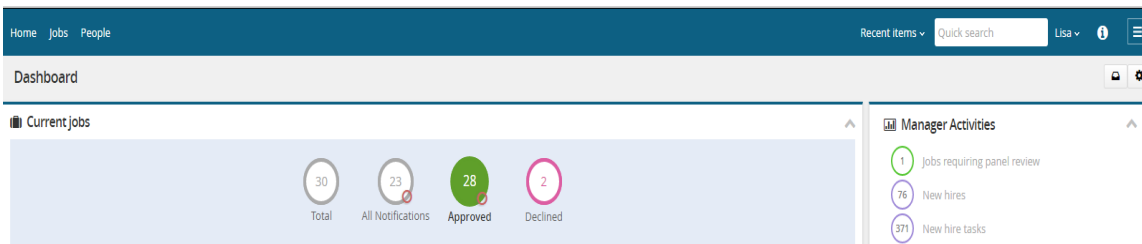
Enter your UA Username and Password that is managed by ELMO



STEP 4:


The Recruitment Dashboard will allow a Personnel/Payroll Assistant (PPA) to view all recruitment activity within their college/department/unit and see different statuses in real time.

Please view the myUA requisition quick guide for specific instructions on navigating these menus.



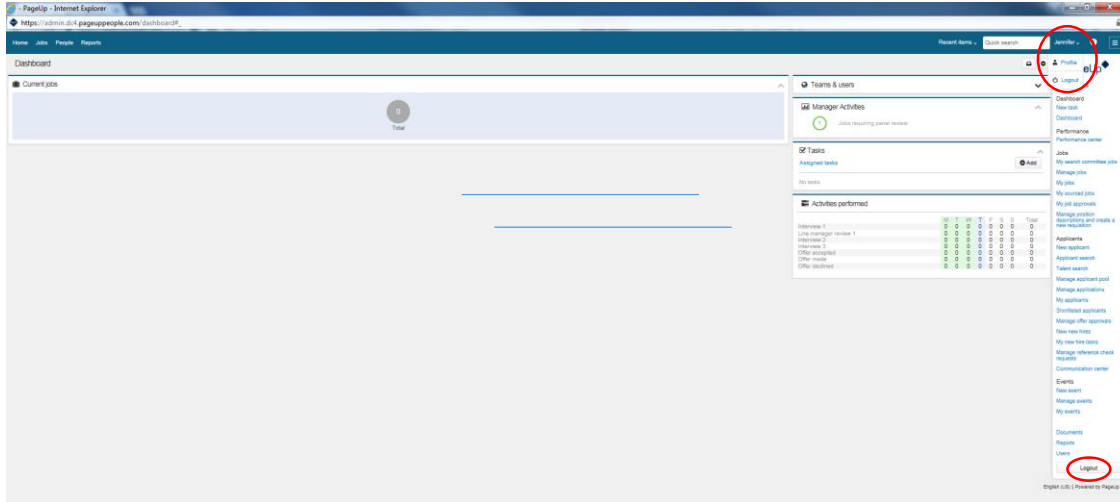
STEP 5:

Access side menu from the menu icon 

		
Update profile	Opens window to allow you to edit your personal information.	
Dashboard New task	Allows you to set up a task for self, another user or owner of the job.	
Dashboard	This is the main screen to see current jobs and position description activity and the various stages.	
Performance Performance center	Will lead you to Performance Management Module and allow you to view performance links.	
Jobs My search committee jobs	Jobs you have been assigned for search committee review.	
Manage jobs	This will take you to view all the jobs listed in your team visibility.	
My jobs	This is a listing of jobs that you are in an approving capacity.	
My sourced jobs	A list of your jobs that are currently sourced, on the UA Careers website.	
My job approvals	Any jobs that need your approval will be displayed here.	
Manage position descriptions and create a new requisition	This link will take you to all the PDs listed in your team. From here you can create a new PD or Requisition.	
Applicants New applicant	Link to create a new applicant	
Applicant search	Functionality that allows you to search on applicants by various criteria.	
Manage applications	Manage the applications on a specific job you have searched.	
My applicants	Allows you to manage applications on a specific job.	
Shortlisted applicants	You will see applicants whose status has been changed to Hiring Manager Review.	
Manage offer approvals	If offers have been assigned to you, you will be able to manage them here.	
New new hires	Where to see and manage new hires where you have been assigned	
My new hire tasks	In relation to any new hires you are assigned, these are where you see your tasks.	
Manage reference check requests	Allows you to view or complete reference checks.	
Events New event	How will you create a new event for interview booking	
Manage events	Managing events that have already been created.	
My events	Any interviews that you have scheduled will show here.	
Reports	Takes you to the reports functionality.	
Logout	Click to logout of the system.	

STEP 6:

You may log out of the system from the menu as indicated above or from the menu bar on the top using the drop down from your name.



If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).