**NAVIGATION & ACTIONS**

**LOGIN**
- Go to [https://ferris-sb.peopleadmin.com/hr](https://ferris-sb.peopleadmin.com/hr)

  NOTE: This is only for the training session as this is a sandbox environment.
  The live site will be accessible through MYFSU.

For new PA 7 Site, after go-live, go to MYFSU, Workplace tab and in the Employment Channel, click on Administrative Users.

Fig 1: Login page for Ferris State University

**HOME PAGE**

When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.

Fig 2: Applicant Tracking Home page

**USER GROUP DROP DOWN**

Just to the right of your name in the upper right hand corner of the screen, this drop-down menu will only be available if you are assigned multiple User Groups, otherwise you will not have a drop-down available and you will simply be logged in as your default. Note: In order to change user types you must click the refresh button right next to the drop down. If you forget to hit the refresh button the change will not take place.
NAVIGATION MENU
At the top of the screen, you will see the navigation drop-down menu. If you hover over Applicant Tracking you will see the standard module options.

INBOX
The inbox is a notification area where the system will display any items that need you to take action upon.

WATCH LIST
The watch list displays any item that you have flagged to be put on your watch list. It is a central place to status any and all work in process. To remove something from your Watchlist, simply click on the Watchlist button select “Unwatch Position Request” from the actions dropdown for that particular item.

SHORTCUTS
The Shortcuts section will display shortcuts to actions and information within the system and what you see will depend on your user permissions.

MY LINKS
The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin customer portal, where you have access to PA 7 system resources.

POSITION MANAGEMENT
Hover over the module selection drop-down menu and select Position Management.

POSITION DESCRIPTIONS
Hover over the Position Descriptions tab and click on the appropriate position type Position Descriptions library link.

This takes you into the Position Descriptions library where you can create new Position Descriptions or manage existing Position Descriptions.
**STAFF:** You can view staff position descriptions and begin a new action.

Positions classified as “STAFF” are: Part-time, Clerical (CTA), Police, and Nurse positions.

**STAFF POSITION REQUEST:** You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

**ADMINISTRATION:** You can view Administration position descriptions and begin a new action.

Positions classified as “Administration” are: Administrative and Administrative Support (both Just Cause and At Will)

**ADMINISTRATION POSITION REQUEST:** You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

**AFSCME:** You can view AFSCME positions descriptions and begin a new action.

Positions classified as “AFSCME” are: AFSCME Union Positions only (Custodian, Skilled Trades, Dining)

**AFSCME POSITION REQUEST:** You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

**FACULTY:** You can view Faculty positions descriptions and begin a new action.

Positions classified as “FACULTY” are: Continuing Faculty (FFA), Temporary Full Time Faculty (FNTFO or Non FNTFO) and Adjunct Faculty (FNTFO of Non FNTFO)

**FACULTY POSITION REQUEST:** You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

**VIEW/EDIT EXISTING POSITION DESCRIPTIONS**

This action will be used for Modify, Reclassify for vacant and non vacant positions. This will replace the 5.8 actions of Request to Modify/Reclassify and/or Fill a Vacant Position, Request to Reclassify a Non-Vacant Position, Request to Modify a Non-Vacant Position Without Reclassification.
Hover over the *Position Descriptions* link. Choose a position description to review/edit.

From the summary screen you can click any of the position descriptions listed (or search to find) to edit the Position Description.

*Click on “Modify Position Description” to begin a new action on an existing position.*

To complete the action, you will enter all required information on each form. You can access each form by the left navigation or by clicking “Next”.
