

# **HIRING MANAGER USER'S GUIDE**

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**for the  
Wright State University  
Online Hiring System**

revised- 3/2009



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# INTRODUCTION

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Welcome to the Wright State University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

- 1) Review Postings
- 2) Search and Review Applications
- 3) Create and Review Templates
- 4) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please call (512) 997-2500.

## Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://www.Adobe.com).

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

## Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

## GETTING STARTED: <https://jobs.wright.edu/hr>

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:

The screenshot shows a web interface for Wright State University's Human Resources system. At the top left, the Wright State University logo is displayed. The main header features the text "HUMAN RESOURCES" in large, bold, yellow letters with a green outline. Below the header, there is a navigation menu on the left with the text "USERS" and "CREATE USER ACCOUNT". The main content area is titled "User Login" and includes a red notice: "Training Site Last Updated: 11/21/2007". Below this, a message instructs users to log in with their User Name and Password, or to click "Create User Account" if they do not have one. A central form box contains two input fields: "User Name:" and "Password:", followed by a "LOGIN" button. At the bottom of the form box, a security warning states: "You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system."

On this screen, enter your User Name and Password in order to log into the system. If you have not created a user account, click on “**Create User Account**” link on the left side of the screen to create your user name and password. Please do not use your WSU Novell ID (wxxxxxx) or UID (Uxxxxxxx) as your user name. After completing the online form, **submit** and **confirm** for approval. Once HR Employment approves your account, you will be notified via email.

The Welcome Screen appears after you log in, and should appear similar to the following screen:

WRIGHT STATE UNIVERSITY

# HUMAN RESOURCES

[JOB POSTINGS](#)  
[ACTIVE POSTINGS](#)  
[PENDING POSTINGS](#)  
[HISTORICAL POSTINGS](#)  
[CREATE POSTING](#)  
[FROM TEMPLATE](#)  
[FROM PREVIOUS](#)  
[ADMIN](#)  
[HOME](#)  
[CHANGE PASSWORD](#)  
[LOGOUT](#)

• Welcome **Manager/Chair Test**. You are logged in. Tuesday, November 27, 2007

## Online System

**Manager/Chair's Guide**  
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
2 Records						
▼ HR Assigned Classification	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
Sample Template II <a href="#">View</a>	0600054 <a href="#">Get Reports List</a>	3	11-27-2007		Human Resources	Posted
Sample Template <a href="#">View</a>	0600053 <a href="#">Get Reports List</a>	0	11-26-2007		Human Resources	Posted

This page is designed to help you keep track of the actions required by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

# CREATING A POSTING

.....

To create a Posting, begin by clicking a link under the header "Create Posting". Your options are:

- From a Template (where several fields are predefined)
- From a Previous Posting
- From Scratch

## Create a Posting from Template

You will be able to create a posting to appear on the web for applicants to apply from an Approved Job Templates. To create a posting, click in the section that says **Create Posting – From Template**.



You will be able to search for any position that you have created in the system. Use any of the search criteria to find the position you wish to use.

## Create from a Template

**Create from a Template**

Job Title	Any	Job Category	Any
-----------	-----	--------------	-----

**SEARCH**    **CLEAR RESULTS**

Once your position appears, click on the "Create" link to begin entering posting information.

Create from a Template	
1 Record	
▲ Job Title	▼ Job Category
Sample Template <a href="#">Create</a>	Classified/Civil Service

# Posting Details

The posting details page should carry over all fields from your position description. There will only be a few fields you will need to fill out on this page. The required fields are denoted with a red asterisk.

The **Optional** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under options, applicants will have the option to attach, but are not forced to attach. By checking a document under required, applicants will be forced to attach these documents before they can complete applying to your job.

Optional Applicant Documents:	<input checked="" type="checkbox"/> Resume/CV <input type="checkbox"/> Cover Letter <input type="checkbox"/> References <input type="checkbox"/> Other Document
Required Applicant Documents:	<input type="checkbox"/> Resume/CV <input type="checkbox"/> Cover Letter <input type="checkbox"/> References <input type="checkbox"/> Other Document

The “Other” document type can be anything you may need for your position.

You will need to enter the details for what type of document an applicant should attach here in the “Special Instructions to Applicants” field.

Special Instructions to Applicants:	<input type="text"/>
-------------------------------------	----------------------

## Advertising Sources

WRIGHT STATE UNIVERSITY		<b>HUMAN RESOURCES</b>	
<b>JOB POSTINGS</b> ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS <b>CREATE POSTING</b> FROM TEMPLATE FROM PREVIOUS FROM SCRATCH <b>ADMIN</b> HOME LOGOUT LOGOUT OF MANAGER/CHAIR	Special Instructions to Applicants:	<input type="text"/>	
	If you plan to advertise externally, indicate the advertising sources:	<input type="checkbox"/> WSU Post <input type="checkbox"/> Ohio Dept. of Jobs and Families <input type="checkbox"/> Other	
	Please list all the advertising sources for HR to place:	<input type="text"/>	
	Please list all the advertising sources for the department to place:	<input type="text"/>	
	Quiddink for Posting:	<input type="text"/>	
	<small>*Required information is denoted with an asterisk.</small>		
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>		<input type="button" value="CONTINUE TO NEXT PAGE &gt;&gt;"/>	
<input type="button" value="CANCEL"/>		<input type="button" value="PREVIEW POSTING"/>	

The two advertising fields allow you to indicate the advertising sources for HR to place, and the advertising sources for you to place.

Click the “**Continue to Next Page**” button to go to next tab.

## Salary Distribution Tab

The Salary Distribution Tab allows you to enter the FOAP (Fund-Org-Account-Program) that is used to fund the position.

The screenshot shows the 'HUMAN RESOURCES' interface. On the left is a navigation menu with categories: JOB POSTINGS (ACTIVE, PENDING, HISTORICAL), CREATE POSTING (FROM TEMPLATE, FROM PREVIOUS, FROM SCRATCH), and ADMIN (HOME, LOGOUT, LOGOUT OF MANAGER/CHAIR). The main content area has a top bar with 'WRIGHT STATE UNIVERSITY' and 'HUMAN RESOURCES'. Below this is a 'Reports' section with a 'Posting Preview' link. A tabbed interface shows 'Salary Distribution' selected, with other tabs for 'Posting Details', 'Documents', 'Posting Specific Questions', 'Guest User', and 'Comments'. A text block explains: 'To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.' Below this is an 'Existing Entries' section with 'No Records Found'. At the bottom are buttons: 'ADD NEW ENTRY', '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'PREVIEW POSTING'.

You will need to click on “Add New Entry” button in order to enter the FOAP.

The screenshot shows the 'HUMAN RESOURCES' interface with the 'Add New Entry' form. The left navigation menu is the same as in the previous screenshot. The main content area has the 'HUMAN RESOURCES' header. Below it is the 'Add New Entry' section. A text block says: 'To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**. \*Required information is denoted with an asterisk.' Below this is a form with the following fields: Index, Fund, Orgn, Account, Program, Activity, and Percent. Each field has a text input box. At the bottom are buttons: 'ADD ENTRY' and 'CANCEL'.


Once completed, click “Add Entry” and then, “Continue to Next Page” button.

## Documents Tab

The Documents Tab allows you to attach documents, such as your ad copy to the Posting.

<a href="#">Posting Details</a>	<b>Documents</b>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying</a>	<a href="#">Guest User</a>	<a href="#">Comments</a>
On this tab, you may attach and view documents.					
2 Records					
Attach / Remove	Document Type	Attached Document ('Type'_'Date'_'Time')	View Document		
<a href="#">Attach</a>	Add Copy	Not Attached			
<a href="#">Attach</a>	Other	Not Attached			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <span>&lt;&lt; RETURN TO PREVIOUS</span> <span>CONTINUE TO NEXT PAGE &gt;&gt;</span> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span>SAVE AND STAY ON THIS PAGE</span> </div>					

To attach your ad, you must first create and save your ad in either Microsoft Word or PDF format. Then, click on **“Attach”** link under **“Attach/Remove”** tab.



HUMAN RESOURCES

**JOB POSTINGS**

ACTIVE POSTINGS

PENDING POSTINGS

HISTORICAL POSTINGS

**CREATE POSTING**

FROM TEMPLATE

FROM PREVIOUS

FROM SCRATCH

**ADMIN**

HOME

LOGOUT

LOGOUT OF

MANAGER/CHAIR

[Posting Preview](#)

<a href="#">Posting Details</a>	<a href="#">Salary Distribution</a>	<b>Documents</b>	<a href="#">Posting Specific Questions</a>	<a href="#">Guest User</a>	<a href="#">Comments</a>
On this tab, you may attach and view documents.					
<a href="#">Return to Previous</a>					
Please choose one of the following methods to associate a document.					
<p><b>Upload a new document:</b></p> <p>Browse below to select a document to associate.</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/></p> <p style="text-align: center;"><input type="button" value="ATTACH"/></p>					
<p><b>Paste a new document:</b></p> <p>Please either copy and paste document text or type from scratch into the box below to associate a document.</p> <p>Text: <input style="width: 100%; height: 40px;" type="text"/></p>					

You may either attach your ad by uploading your document or by copying and pasting your ad to the **“Text”** box under **“Paste a new document”** field.

## Posting Specific Questions

Currently, this tab is not available for hiring managers' use. When creating postings, please click "Continue to Next Page" in order to move to the next tab.

## Guest User Tab

The Guest User will be the next page. This tab can only be activated by HR Employment once the position is posted. HR Employment will provide you with the "Guest User Name" and "Password". You will be able to give the login credentials to the members of the search committee.

### Create Guest User

\*Required information is denoted with an asterisk.

User Name:	GU51550
* Password: Between 6 and 20 Characters	<input type="text" value="password"/>

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click "Continue to Next Page".

## Comments Tab

You may enter any comments in the "Comments" tab. This tab is the communications tab between you as the Originator and the other approvers.

WRIGHT STATE UNIVERSITY

# HUMAN RESOURCES

[Posting Preview](#)

Posting Details | Salary Distribution | Documents | Posting Specific Questions | Guest User | **Comments**

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

\*Required information is denoted with an asterisk.

Originator Comments:	<input type="text"/>
Business Manager Comments:	
Executive Level Comments:	
HR Compensation Comments:	
Provost Comments:	
Affirmative Action Comments:	
Foundation Comments:	

Once you complete the position form, you can either “**Save Without Submitting**” and go back to the posting later, or you will have the ability to submit the posting to your next approver. You may select the option you wish to change the posting status to and click the “**Continue**” and then, “**Confirm**” buttons.

The screenshot displays the Wright State University Human Resources interface. At the top left, the logo for Wright State University is visible. The main header reads "HUMAN RESOURCES". A left-hand navigation menu includes categories such as "JOB POSTINGS", "CREATE POSTING", and "ADMIN". The main content area shows an "Edit" link and a "Posting Status" section with three radio button options: "Save Without Submitting" (selected), "Submit to Executive Level", and "Submit to Business Manager". At the bottom of this section are "CANCEL" and "CONTINUE" buttons.

WRIGHT STATE UNIVERSITY

# HUMAN RESOURCES

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS

**CREATE POSTING**  
FROM TEMPLATE  
FROM PREVIOUS  
FROM SCRATCH

**ADMIN**  
HOME  
LOGOUT  
LOGOUT OF  
MANAGER/CHAIR

[Edit](#)

**Posting Status**

- Save Without Submitting
- Submit to Executive Level
- Submit to Business Manager

**CANCEL** **CONTINUE**

# VIEWING APPLICATIONS TO YOUR POSTINGS

After logging in to the system, if you have a Posting that is currently accepting applications, you will see a screen that looks similar to the following:

The screenshot displays the Wright State University Human Resources Online System. The header includes the university name and the title 'HUMAN RESOURCES'. A navigation menu on the left lists options such as 'JOB POSTINGS', 'ACTIVE POSTINGS', 'PENDING POSTINGS', 'HISTORICAL POSTINGS', 'CREATE POSTING', and 'ADMIN'. The main content area shows a welcome message, the date 'Monday, March 16, 2009', and the title 'Online System'. Below this is an 'Originator's Guide' section with a 'View / Download' link. A text block explains that users can view position details by clicking on the 'View' link and sort by any column by clicking on the arrow next to the column title. A table titled 'Active' shows 1 record with columns for HR Assigned Classification, Posting Number, Apps In Process, Job Open Date, Job Close Date, Department, and Posting Status. The table contains one row for 'Sample Position' with a 'View' link, posting number '0600158', 1 application in process, an open date of '03-16-2009', the department 'Bursar', and a status of 'Posted'.

<input checked="" type="checkbox"/> HR Assigned Classification	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Posting Status
<a href="#">Sample Position View</a>	0600158 <a href="#">Get Reports List</a>	1	03-16-2009		Bursar	Posted

**Active Posting:** Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

**Pending Postings:** These are postings that are currently in the approval process by HR and/or other approver(s) and are waiting to appear on the web site.

**Historical Postings:** Postings that are filled or cancelled will be here.

To view the details of a specific Posting, including the description and the Applications to that Posting, click on the word “**View**” below the relevant title. This will bring you to a screen similar to the following:

## View/Edit Posting - Sample Template II

Reports  
Posting Preview

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying	Guest User	Hiring Request	Comments	Notes / History
<b>Active Applicants</b>								
3 Records								
▼ Name	Documents	▲ Date Applied	▼ Status	External Status	All / None			
<b>PA, Test</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History / Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>			
<b>Test, Applicant 2</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History / Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>			
<b>Test, Applicant 1</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History / Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>			
<span style="border: 1px solid #ccc; padding: 2px 10px;">CHANGE MULTIPLE APPLICANT STATUSES</span>				<span style="border: 1px solid #ccc; padding: 2px 10px;">COPY FROM POOL</span>				
Refresh				View Multiple				
Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants				<span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">VIEW MULTIPLE APPLICATIONS</span>  <span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">VIEW MULTIPLE DOCUMENTS</span>				
<span style="border: 1px solid #ccc; padding: 2px 10px;">REFRESH</span>				<small>Applications / documents will open in a new window. To print, select File &gt; Print after documents appear in that window.</small>				




You will notice the posting data is divided into tabs, listed across the top, starting with “**Applicants**”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

## Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

 Name	Documents	 Date Applied	 Status	External Status	<u>All / None</u>
<b>PA, Test</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Test, Applicant 1</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Test, Applicant 2</b> <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to "Active Applicants" (active Applicants are those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

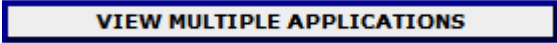
## Viewing and Printing Applications

To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button. 
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

## Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.

**VIEW MULTIPLE DOCUMENTS**

3. Select File>Print from the Adobe Acrobat menu.

## Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

Name	Documents	Date Applied	Status	External Status	All / None
PA, Test <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Test, Applicant 1 <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Test, Applicant 2 <a href="#">View Classified Support Application</a>		11-27-2007 <a href="#">History/ Notes</a>	Under Review by School/College/Dept <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear. Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status, and then you should see them change for all applicants in the table.

Click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the

<b>Change For All Applicants:</b>	<b>Status</b> Recommend for Interview Faculty/Unclassified	<b>Selection Reason</b> Choose Option Below:
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**Reset to Original Status** button. To return to the previous screen, click **Cancel**.

Name	Documents	Status	Selection Reason
PA, Test <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	Choose Option Below:
Test, Applicant 1 <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	Choose Option Below:
Test, Applicant 2 <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	Choose Option Below:

To change the status of all applicants at once, click in the section titles “Change for All Applicants”.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the Request. Select the **Cancel** button to return to the previous screen to edit your changes.

Name	Documents	Status	Selection Reason
<b>PA, Test</b> <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	
<b>Test, Applicant 1</b> <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	
<b>Test, Applicant 2</b> <a href="#">View Classified Support Application</a>		Recommend for Interview Faculty/Unclassified	

**SAVE STATUS CHANGES >>** **CANCEL**

# ADMINISTRATION

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## Changing Passwords

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.

### Change Password

To change your password, please enter your current password followed by a new one.

Password Information	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="SUBMIT PASSWORD CHANGE"/> <input type="button" value="CANCEL"/>	

## Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** Anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the Logout link located on the bottom left side of your screen.