

Accessing your Job Description in PeopleAdmin

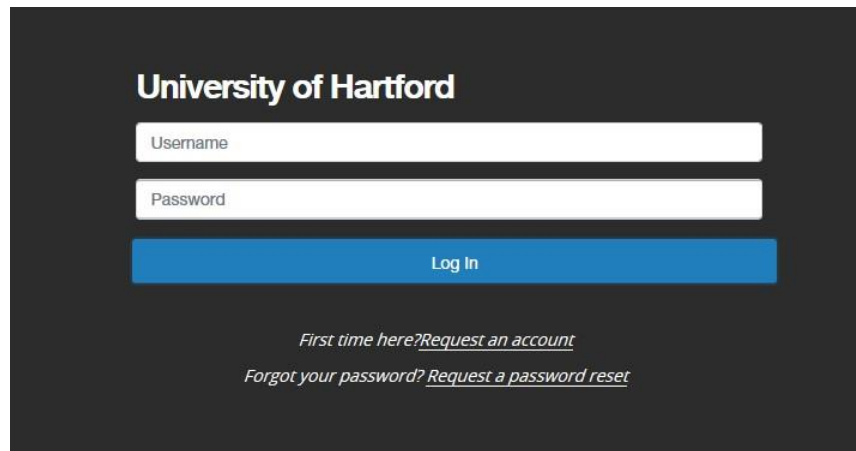
Access the PeopleAdmin Position Descriptions Module by following this link:

<https://hartford.peopleadmin.com/hr>.

Your login screen will appear as the below. As a reminder, all University employees have access to the PeopleAdmin portal. All users' initial login credentials are as follows:

Username – first portion of your University email account

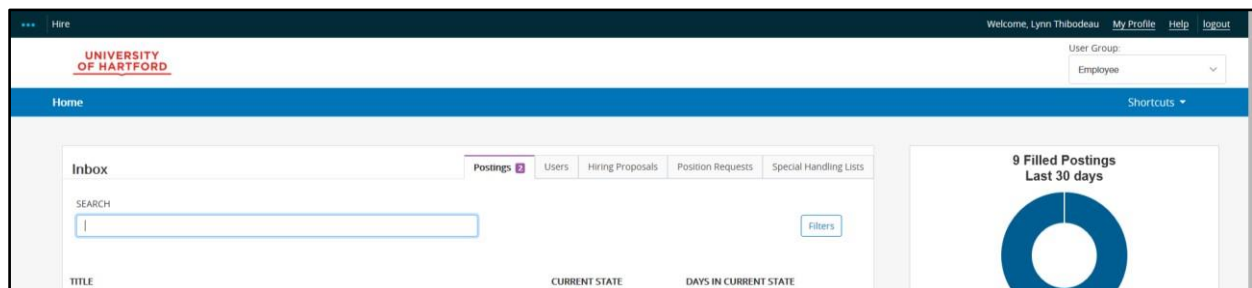
Password – University ID number (please ensure you update your password if you have not already)



The image shows a login screen for the University of Hartford. It features a dark background with the text "University of Hartford" at the top. Below this, there are two white input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. At the bottom of the screen, there are two links: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)".

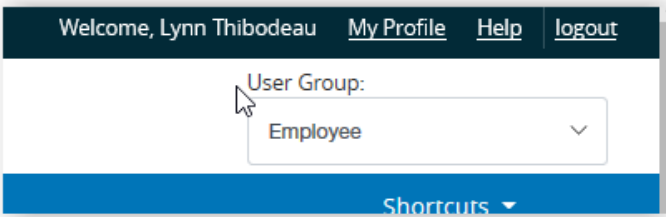
NOTE: If you cannot log in for any reason, please email questions to thibodeau@hartford.edu. Please know that you will already have an account created, and do not need to request a new one.

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

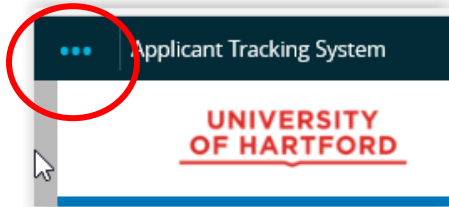


The image shows the "Welcome Screen" of the PeopleAdmin portal. The top navigation bar includes "Hire", "Welcome, Lynn Thibodeau", "My Profile", "Help", and "Logout". The main header features the "UNIVERSITY OF HARTFORD" logo and a "User Group" dropdown menu set to "Employee". Below the header, there is a "Home" section with a "Shortcuts" dropdown. The main content area is divided into two columns. The left column contains an "Inbox" section with a search bar and a table with columns for "TITLE", "CURRENT STATE", and "DAYS IN CURRENT STATE". The right column features a "9 Filled Postings Last 30 days" summary with a donut chart.

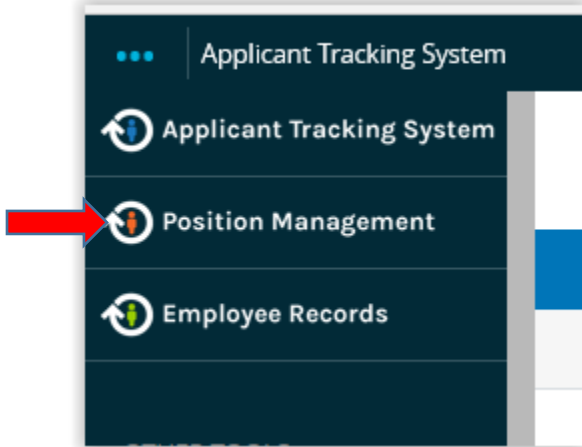
On the far right hand side of the screen, set the permission user group to "Employee" by using the provided drop down menu.



Next, click on the three blue dots on the left side of the window to see the menu for the other modules available to you.



Choose Position Management from the menu.



Your screen will update and the menu elements will now appear on an orange bar.

Choose **Position Descriptions** on the orange bar, and then **Staff** from the drop down menu.



Only your Position Description will show up. Click on your title and your position description is available to you. (note – if you are supervisor, you will also have access to all employee job descriptions of employees within all departments who report to up to you.)