

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."

Home My Profile Help	Go to University of South Carolina
\smile	Belinda Ogorek, you have 0 messages. Employee V logou
	Shortcuts
	My Links Applicant Portal

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





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Human Resources

- **3.** 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	c
•	Username	ogorekb
•	First Name	Belinda
•	Last Name	Ogorek
•	Email	emailaddress@zed.zed
•	Employee Org Unit	Division of Student Affairs and Academic Support
	Employee ID	
	Employment Anniversary Date	
	Position Type	Staff •
	Reporting Org Unit	Aerospace Studies 🔻
	Default Module	Applicant Tracking
	Preferred Group On Log In	Employee v
Pre	eferences	
	Default Product Module	Applicant Tracking
	Time zone	(GMT-05:00) Eastern Time (US & Canada) 🔻



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



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