



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Jobs at CU

***LOG IN & PROFILE CHANGES
STEP-BY-STEP GUIDE***

INTRODUCTION

Welcome to Jobs at CU, the University of Colorado's online position description, employment application and onboarding new employees system. Please use this guide in conjunction with the DRL Glossary.

You will use this system to:

- Create, modify and approve positions
- Advertise recruitments online
- Review applicants to your postings
- Allow search committee members to review and rank applications
- Communicate applicant statuses to Hiring Authorities and Campus HR Users
- Hire new employees from applicants
- Request and track new employee's access to University facilities and programs.
- Track new employees completion of all required forms and training to begin their employment.

Welcome to CU Resources

Boulder	http://mycuinfo.colorado.edu
Colorado Springs	http://my.uccs.edu
Denver/Anschutz	http://ucdenver.edu/ucdaccess
System Administration	https://my.cu.edu

Go to your campus portal and login.

Navigation

EMPLOYEE HOME & NEWS

BUSINESS APPLICATIONS ▼

- Finance
- HRMS
- Concur Travel & Expense System
- Jobs at CU Apply-Search Job
- **Jobs at CU Dept Recruitment**
- Jobs at CU Dept Recruit (Old)
- Voluntary Fiscal Assessment
- eComm

EMPLOYEE INFORMATION ▶

REPORTING ▶

TRAINING ▶

Click on the Business Applications button and select Jobs at CU Dept Recruitment.

Login Page

IMPORTANT: Initial login will be your employee ID number for both Username & Password
You will then be prompted to modify your password

University of Colorado

HR Users: Username is Employee ID

Guest Users: Username is User ID provided by HR

Username

Password

Login

Forgot your password? [Request a password reset](#)

You will have a login link on the employee portal to access this page. From this page, you will then login with your employee ID number for both your user name and password.

Default upon login will be Applicant Tracking (Blue Banner). To change, click on drop down to display Position Description (Orange Banner)

Home

Annette Sargent, you have 2 messages.

Employee

logout

Welcome to your Online Recruitment System

 **Inbox** (0 items need your attention)

Displaying items for group "Employee".

 **Watch List** (0 items)

Default will be employee. You will need to change your role. Select the drop down to find your Search Committee role. You must then click on the refresh circle to change your role

My Links

Useful Links

[Training Videos](#)

(Go here for helpful videos for staff training on the use of PA7.)

[Your Applicant Portal](#)

(How Applicants access your PeopleAdmin system)

[PeopleAdmin MOPAC - Customer Portal Login](#)

(best practice library, customer support portal, customer community)



1- To modify your login settings, click on My Profile

Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

Home

My Profile

Help

PA Test Test, you have 0 messages.

Employee



Logout (sandbox)

Users / PA Test Test (sandbox)



User: PA Test Test

Current Status: Approved

Take Action On User

PA Test Test

Employee

Username: sandbox

Supervisor: N/A

Email: emailaddress@zed.zed

Phone:

Groups

Applicant

Employee

Summary

Manage Emails

User Details [Edit](#)

2- Click on Edit Button next to User Details

Account Information

Username	sandbox
First Name	PA Test



Editing: User

Required fields are indicated with an asterisk (*).

Account Information

*	Username	<input type="text" value="train30"/>
*	First Name	<input type="text" value="train30"/>
*	Last Name	<input type="text" value="train30"/>
*	Email	<input type="text" value="train30@a.com"/>
	Employee Id	<input type="text" value="train30"/>
	Org Unit Ids	<input type="text" value="University of Colorado"/>
	Preferred Group On Login	<input type="text" value="Employee"/>

Preferences

	Default Product Module	<input type="text" value="Applicant Tracking"/>
	Time zone	<input type="text" value="(GMT-07:00) Mountain Time (US & Canada)"/>

On Preferred Group On Login, click on drop down to change your default login setting

To change your default to Position Description click on drop down from Default Product Module

This concludes the Profile Change processes

Thank You!

Any Questions? Please send to
jobsatcuhelp@cu.edu