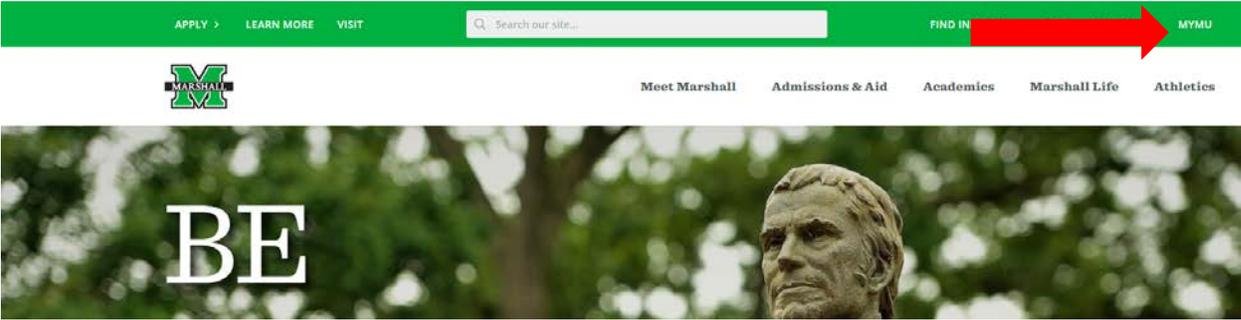
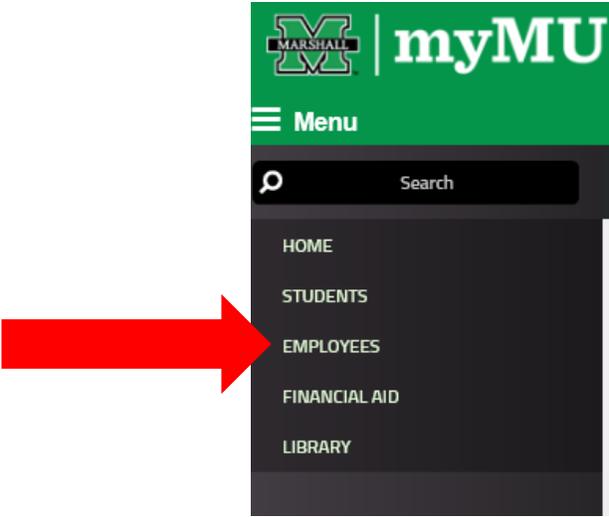


How to Access a Posting

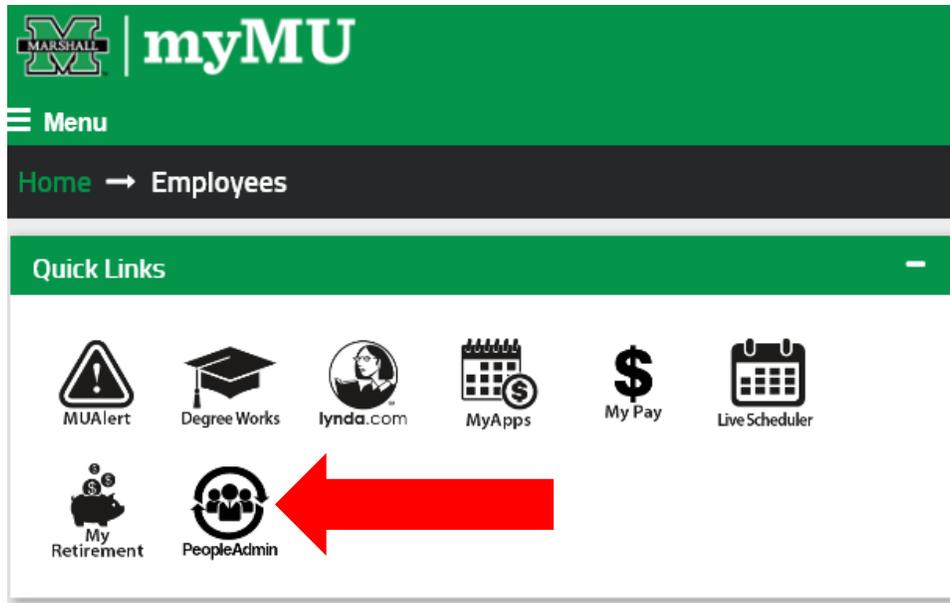
- 1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



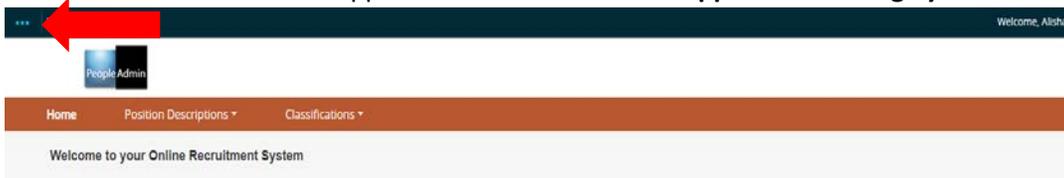
2. You will be defaulted to the Employee Group on the **Applicant Tracking System** (blue) screen, so you will need to select the User Group of **Vice President** and select the **Applicant Tracking System** screen.

- a. **Selecting the Correct User Group:**

You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



- b. If you are not defaulted to the **Applicant Tracking System** screen, you will click on the “Three Dots” in the left upper corner then select the **Applicant Tracking System**.



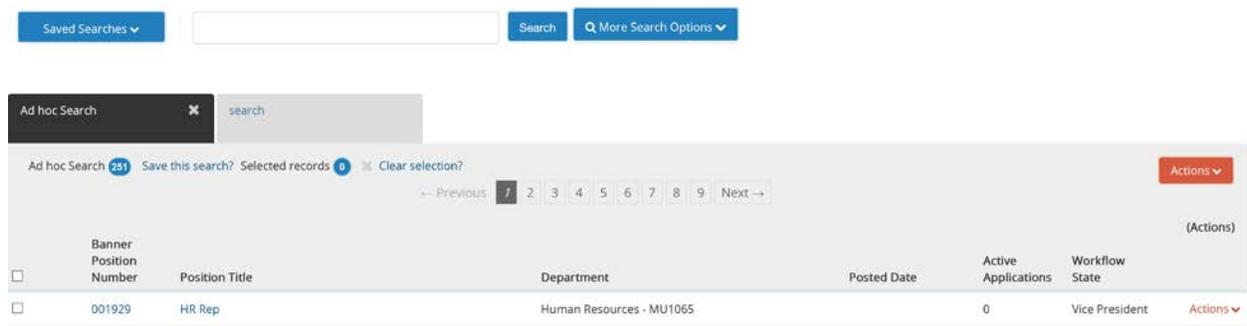
3. On the home page, hover your mouse over the “Postings” tab. Select the correct Position Type for your position.



4. You will see the listing of the postings in that Position Type. You will click on the posting you wish to view by clicking the blue text.

## Non-Classified/Classified Exempt Postings

[+ Create New Posting](#)



5. You will come to the summary page of that posting. You will need to review **ALL** information.
  - a. If the information is **correct**, then move it forward to the next level (*Budget*) by using the orange "Take Action on Posting."
  - b. If the information is **incorrect**, you will then select the "*Return (Move to Dean/Director)*" by using the orange "Take Action on Posting." This will send it back to the person who created it to correct the information. **Please follow up with the individual by emailing what needs to be corrected.**

