

# Search Committee Log-in

When you log in please use the following process:

Go to the University of Idaho PeopleAdmin login page:

<https://uidaho.peopleadmin.com/hr/login>

If you have logged into PeopleAdmin before, you may be taken straight into the site without logging in.

If you are taken to the login page, please be sure to click on the SSO Authentication link below the guest user sign-in. When you are taken to a blank, white sign-in page, enter your University of Idaho user name and password.

**University of Idaho**

University of Idaho employees should click on the Single Sign On link listed below

**Guest User:**

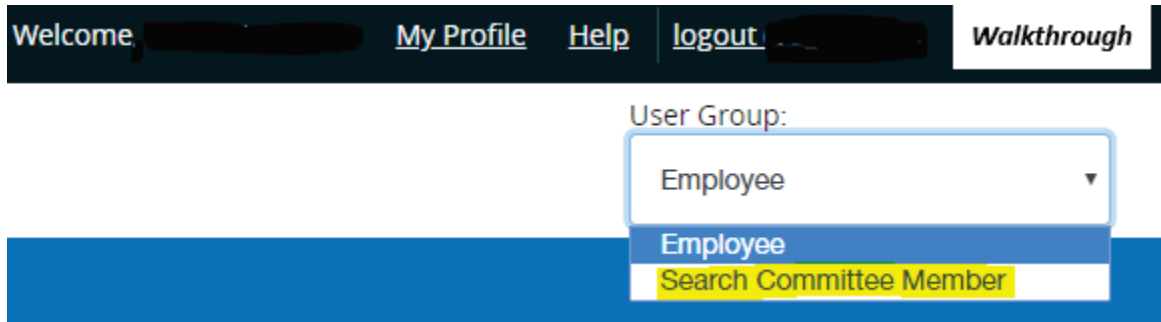
Username

Password

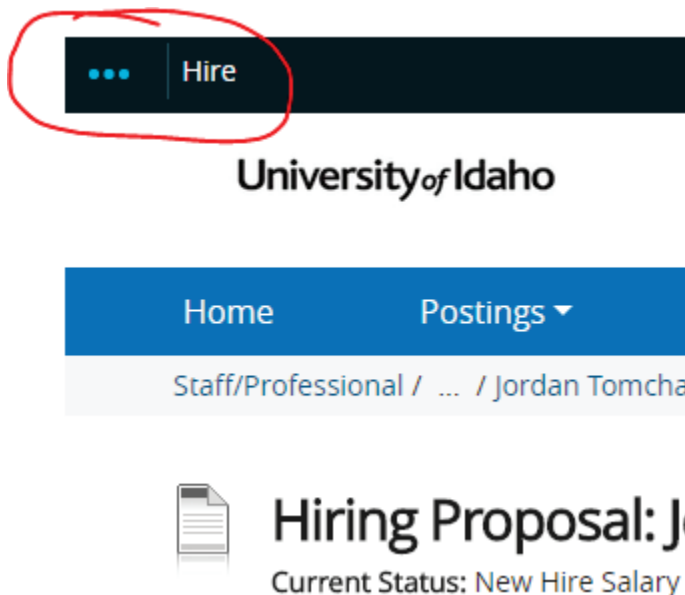
Log In

Authenticate with single sign-on? [SSO Authentication](#)

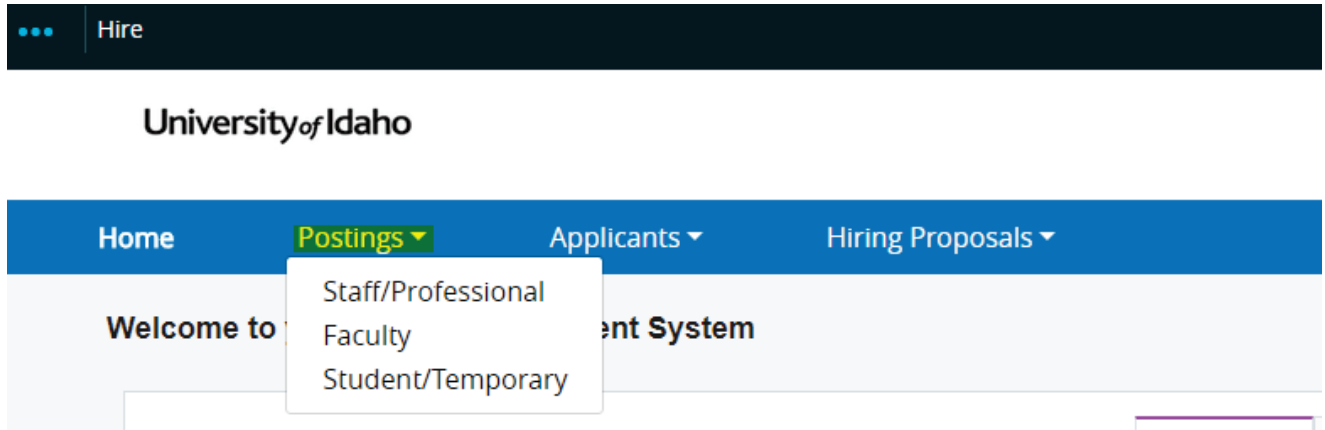
Once in the system, go to the drop down menu below your name/account information located near the upper right hand corner of the page. Using the drop down, change your access from “Employee” to “Search Committee Member.”



You will need to make sure you are in the applicant tracking (Hire) module. To change modules, click on the three dots on the left side of the screen.



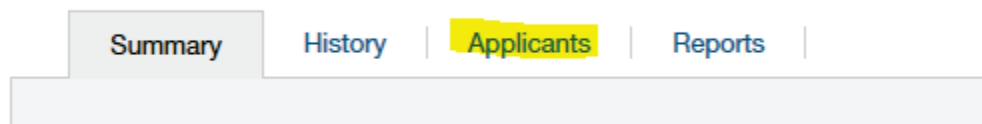
In the Hire module, you should see tabs at the top of the page. Click on Postings, and choose the type of posting (Staff/Professional, Faculty or Student/Temp)



When you click into the correct posting type, you will see your posting listed. Click into the hyperlink on the title of the posting.

<input type="checkbox"/>	Position Title	Posting Number
<input type="checkbox"/>	<a href="#">HR Business Partner</a>	SP000333P

Then click into the applicants tab to the right of the summary and history tabs on the left side of the page. If there are applicants, they will show on that page. To view the applicants, click the hyperlink in their name, which will take you into their application. All required applicant documents are located at the end of the application.



For questions or further information please contact: [hr-peopleadminhelp@uidaho.edu](mailto:hr-peopleadminhelp@uidaho.edu)