Search Committee Log-in

When you log in please use the following process:

Go to the University of Idaho webpage:

http://www.uidaho.edu/human-resources

Click into Managers in the menu on the left side of the page:

![Human Resources Menu](image)

Click the PeopleAdmin link on the upper right side of the Managers page:

![PeopleAdmin Link](image)

You may be taken directly into PeopleAdmin, a white sign in page, or a guest user page. If you are taken to a guest user page, please enter through the SSO Authentication portal 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. Once in the system, go to the drop down menu next to your name located near the upper right hand corner of the page. Using the drop down, change your access from employee to search committee member. Then refresh the page with the circular arrow to the right of the drop down box and wait for a green banner to appear across the top left of the page that says "You are now viewing the system as a member of the Search Committee group"
Go to the tabs in the middle to the blue ribbon at the top and click on Postings, and choose the type of posting.

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