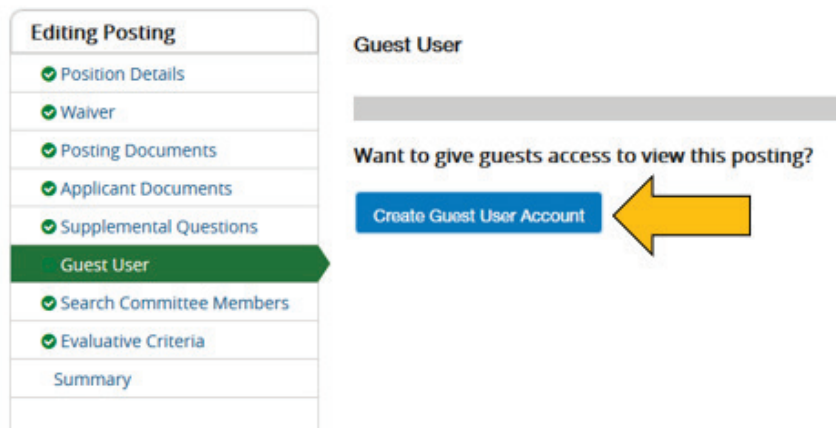


## Guest User Page Set-up

Guest users are assigned to a posting when a person is selected to be on the search committee and does not have People Admin access as a search committee member. This could include committee members external to the university, or students/non-PERSI temporary employees. Search committee access is given to classified staff, exempt staff, or faculty of the university.

To add a Guest User:

1. Within a posting, click on the **Guest User** tab.
2. Click on the **Create Guest User Account** button.



The screenshot shows a sidebar menu on the left titled "Editing Posting" with several options, each preceded by a green checkmark: "Position Details", "Waiver", "Posting Documents", "Applicant Documents", "Supplemental Questions", "Guest User" (which is highlighted with a green arrow), "Search Committee Members", "Evaluative Criteria", and "Summary". To the right of the sidebar, the "Guest User" section is visible, featuring a grey header bar. Below this, the text "Want to give guests access to view this posting?" is displayed. A blue button labeled "Create Guest User Account" is positioned below the text, and a yellow arrow points directly to it from the right.

3. You have the option to update the password, if you wish. The user name cannot be changed. The password should have a least 6 characters, and it is suggested that you choose one that relates to your position. Click **Update Password** after changing the password and before entering the emails.

### Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu95879

Password

HRAssistant


Update Password



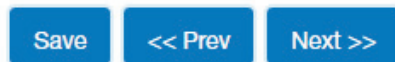
4. Add email addresses, one per line, making sure to justify the address to the left line. After the emails have been added, click the **Update Guest User Recipient List**.

Email Addresses of Guest User Recipients  
Email addresses (one per line)

mandyc@uidaho.edu

  
[Update Guest User Recipient List](#)

5. Finally, save the page by clicking **Save** or **Next**



6. An email will be triggered to the Guest User when the position is posted. If the position has already been posted, it will have to be reposted or posted again for the Guest User to receive an email when the position is posted.

The following email will be sent to the Guest Users when the position is posted:

*You have been assigned as a Guest User for the **{{posting\_\_job\_detail\_\_job\_title}}** position. You may log in to review candidates at your convenience at <https://uidaho.peopleadmin.com/hr>.*

**Username:** *{{posting\_\_guest\_user\_username}}*

**Password:** *{{posting\_\_guest\_user\_password}}*

*To locate this position and review candidates, select 'Postings' at the top of the screen, then select the correct position type (faculty or staff). After finding and clicking on the position title, click on the 'Applicants' tab in the middle of the screen to locate the candidate materials.*

Should you have any questions about your access to the system, please feel free to contact *{{posting\_\_user\_selection\_field\_1}}* for assistance. Thank you and good luck with the search

If guest users did not get the login email, or they have trouble logging in, please reach out to Human Resources at 885-3611 or [hr-peopleadminhelp@uidaho.edu](mailto:hr-peopleadminhelp@uidaho.edu).