Guest User Login

- 1. Navigate to https://uidaho.peopleadmin.com/hr/login
- 2. Type in the guest user credentials provided through email and click Log In.

* If you did not receive an email containing the link and login credentials, please reach out to the hiring department, and they will contact Human Resources if necessary. *

University of Idaho				
University of Idaho employees should click on the Single Sign On link listed below				
Guest User:				
guestuser				
••••••				
Log In				
Authenticate with single sign-on? <u>SSO Authentication</u>				

3. You should be taken directly to the posting you have been assigned to as a guest user. Click on the **Applicants** tab. If there are applicants, they will show on that page. To view the applicants, click on their name, which will take you into their application. All required applicant documents are located at the end of the application.

Posting: HR Assistant (Staff/Professional) Current Status: Closed			
Position Typ Division: Hu Services	e: Staff/Professional man Resource	Created by: Mindi Wood Owner: AAC	
Summary	History Applica	nts Reports	

For questions or further information please contact employment@uidaho.edu or 885-3611