



## Accessing Position Descriptions

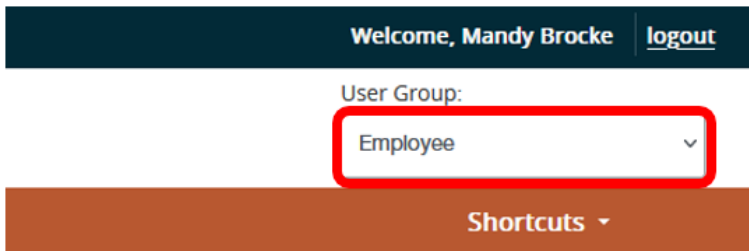
1. Log in to PeopleAdmin by clicking on the SSO Authentication link here:  
<https://uidaho.peopleadmin.com/hr/login>

A screenshot of the PeopleAdmin login page for the University of Idaho. The page has a dark background with white text. At the top left is the 'University of Idaho' logo. Below it, there is a message: 'University of Idaho employees should click on the Single Sign On link listed below'. A 'User announcement' follows, advising users to clear their browser cache if they receive an authentication error and to contact employment@uidaho.edu if the error persists. The 'Guest User:' section contains two white input fields for 'Username' and 'Password', and a blue 'Log In' button. A green arrow points to the 'Log In' button. At the bottom, there is a link: 'Authenticate with single sign-on? SSO Authentication'.

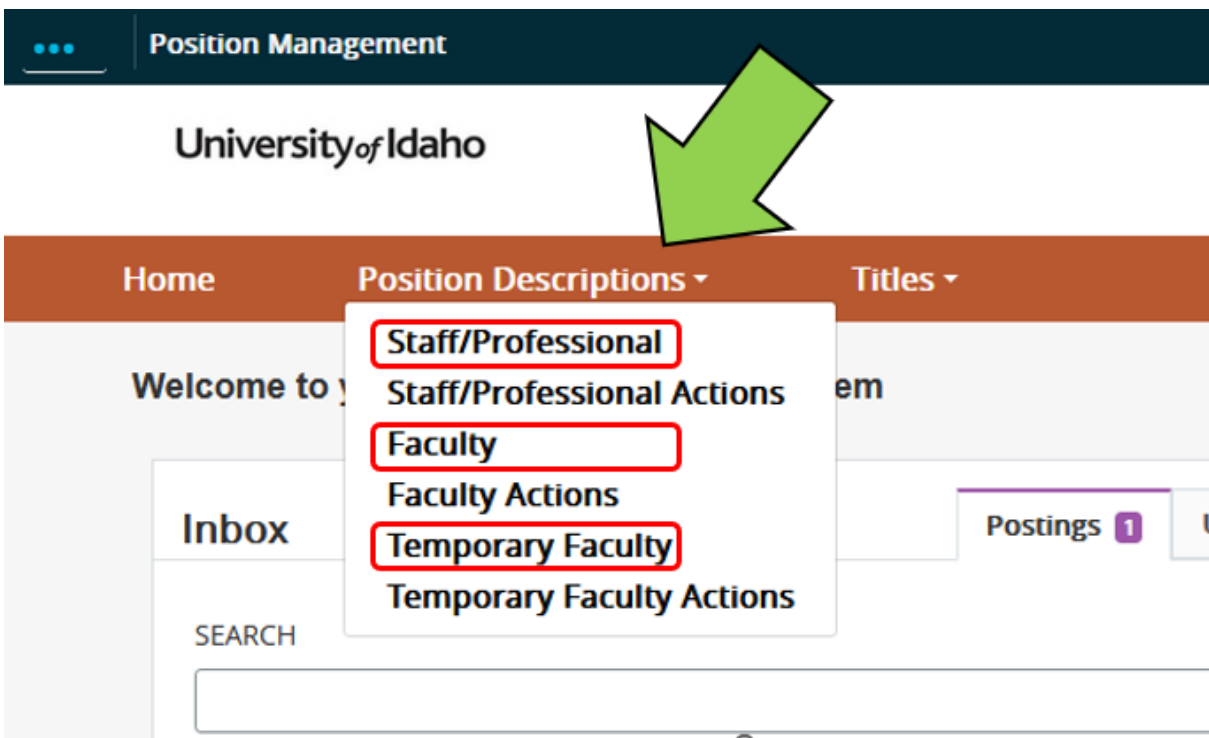
2. After you have logged in to PeopleAdmin, ensure you are in the **Position Management** module on the top left corner of the screen. If it does not say **Position Management**, click on the three dots to change modules.

A screenshot of the PeopleAdmin interface. At the top, a dark blue navigation bar contains three dots on the left and the text 'Position Management' in white, which is highlighted with a red box. Below this is the 'University of Idaho' logo. A brown navigation bar contains 'Home', 'Position Descriptions' with a dropdown arrow, and 'Titles' with a dropdown arrow. Below the navigation bar is a white banner that says 'Welcome to your Online Recruitment System'. At the bottom, there is a white box with 'Inbox' on the left and 'Postings 1', 'Users', and '(1)' on the right.

3. Make sure your access is set to **Employee** in the user group dropdown on the right side of the screen.



4. From the tabs at the top of the homepage, select **Position Descriptions** then choose **Staff/Professional, Faculty, or Temp Faculty** from the drop-down menu. These options will take you into the position description library for each position type.



5. You may search for a position description using an employee's name, position title, or position control number (PCN). Click **Search**. Once you have located the position description you are looking for, click on the **Position Title**.

# Staff/Professional Position Description

Saved Searches  Search [More Search Options](#)

Ad hoc Search × PDs with dates and suffix

Ad hoc Search 4 [Save this search?](#) Selected records 0 × [Clear selection?](#)

<input type="checkbox"/>	Working Title	Department	Position Control Number	Status
<input type="checkbox"/>	<a href="#">Recruitment and Operations Lead</a>	Human Resource Services	6187	Active

6. Within the position description, you can print or save as a pdf.

 [Print Preview](#)

 [Print Preview \(Employee View\)](#)

 [View Supervisor](#)

If you have any questions about how to access a position description, please reach out to [employment@uidaho.edu](mailto:employment@uidaho.edu) or 208-885-3611.