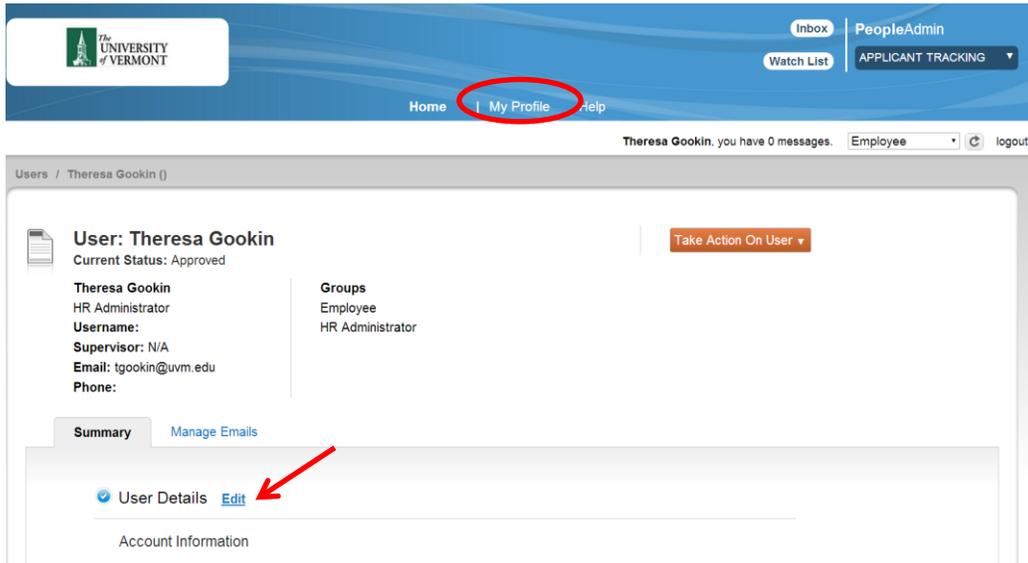


User Instructions

For Account Management

www.uvmjobs.com/hr

- Click on “My Profile” on the top Menu bar and open up your user profile.



- Click on “Edit” to make changes to your user profile.

The screenshot shows the 'Editing: User' form in the PeopleAdmin interface. The form is titled 'Editing: User' and has 'Update User' and 'Cancel' buttons at the top right. Below the title, there is a note: 'Required fields are indicated with an asterisk (*)'. The form is divided into two sections: 'Account Information' and 'Preferences'. The 'Account Information' section includes fields for NetID, Username, First Name, Last Name, Employee Id, Title, Email, Phone, Org Unit, Default Module, Employment Anniversary Date, Position Type, and Reporting Org Unit. The 'Preferences' section includes fields for Default Product Module and Time zone. The 'Update User' and 'Cancel' buttons are visible at the bottom right of the form.

- At the bottom of the screen you may select the Preferred Group on Login and the Default Product Module to control which module and user type that will be in effect when you log in to the system.
- Click Update User to update the profile. Your preferred settings should be in effect the next time you log in to the system.

Preferred Group On Login: HR Administrator ▾

Preferences

Default Product Module: Applicant Tracking ▾

Time zone: (GMT-05:00) Eastern Time (US & Canada) ▾

Update User
Cancel

System Email Management

- Click the Manage Emails tab on your User Profile. Check the “Opt Out” box for System Events for which you DO NOT wish to receive an email notification.

User: Theresa Gookin
Current Status: Approved Take Action On User ▾

Theresa Gookin
HR Administrator
Username:
Supervisor: N/A
Email: tgookin@uvm.edu
Phone:

Groups
Employee
HR Administrator

Summary
Manage Emails

System Events

Event	Template	Position Type	Opt Out?
User Pending Approval	User Account – Pending Approval for HR Users	—	<input checked="" type="checkbox"/>
New User Approved	System User Name	—	<input checked="" type="checkbox"/>
Standard Posting Transition	Posting Submitted for Review	—	<input type="checkbox"/>
Share Posting	Email to A Friend	—	<input type="checkbox"/>
Job Application Submitted	Application Submitted	—	<input type="checkbox"/>
Search Committee Member Assigned	Search Committee Member Assigned	—	<input type="checkbox"/>

- There are some duplicates on the Position Type Events. If you are unable to make the Opt Out selection, it is because it has already been covered by a selection you made elsewhere.
- After you have selected the emails you wish to opt out of, click the Update System Email Options button at the bottom of the screen.

Position Description Created	Position Description was created	all	<input type="checkbox"/>
Position Description Updated	Position Description has been updated	all	<input type="checkbox"/>
Hiring Proposal Transition	Hiring Proposal Status Update	all	<input type="checkbox"/>
Employee Seated In Position	Employee has been seated in the position description	all	<input type="checkbox"/>

Note: Opting out of Position Type emails will apply to all Position Types, Faculty / Academic Administrator / Unclassified and Staff.

Update System Email Options
Cancel