NATS Management Portal
(NOVA’s Applicant Tracking System)
PeopleAdmin
Getting Started Guide
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Logging into PeopleAdmin

Open a web browser and enter the following URL to access the login screen:
https://nvcc.peopleadmin.com/hr

PeopleAdmin can also be accessed from the Human Resources webpage. Bookmarking the site will allow for quicker access to the login page.

Your login screen should look similar to the following image:

![Image of login screen]

1. Enter your Username - Your username will be the first initial of your first name followed by your last name.
2. Enter your Password - The first time you log into PeopleAdmin, your password will be the same as your username. Once you have logged in, you will be prompted to change your password.
Navigation in PeopleAdmin

Browser Note: PeopleAdmin has been tested on many browsers. You may experience slightly different behaviors between browsers and you can use the browser that you prefer.

Home Page Content

1. **Product Module** – Press this button to toggle between Position Management and Application Tracking. When you are in the Position Management Module, the header will be orange; and in the Application Tracking module, the header will be blue.
2. **Role Selector** – Use the drop down to change your role. Then press the refresh button. You will know that you have successfully changed roles when you see a green bar with a 'success' message. Click the (X) icon to close this green bar.
3. **Inbox** – Stores actions that reach you as part of the Workflow. Opening the Inbox using this icon will show an expanded view of the information in the Inbox. You can also see your Inbox as a window within the Home Page.
   - Items in your inbox require an action on your part; it is likely to be an action requiring your approval.
   - Inbox is organized in tabs (Requisitions, Hiring Proposals, Actions and Special Handling Lists)
   - You can easily access the specific item directly via the inbox, review, and select the next step in the workflow; without navigating elsewhere in PeopleAdmin to locate your action items.
   - You will also receive an email in your regular NVCC Outlook program to alert you that something new is in your PeopleAdmin Inbox.
4. **Watch List** – Stores Positions, Requisitions, and Hiring Action items that you choose to 'watch'. Opening the Watch List using this icon will show an expanded view of the information in the Inbox. You can also see your Watch List as a window within the Home Page.
   - For example, when you create a position and send it to the next step in the Workflow, at that time you would want to elect to include this position in your Watch List. That way you can monitor the subsequent approvals and actions.
5. **Messages** – Only used if you run reports in PeopleAdmin.
6. **Shortcuts** – (Window content managed by System Admin)
7. **My Links** - (Window content managed by System Admin)
Welcome to your Online Recruitment System

**Product Module:**
Position Management or Application Tracking

**Messages:** Relevant only to Reports that have been run.

**Inbox:** Actions that reach you as part of the Workflow.

**Watch List:** You choose what you want to 'Watch'.

**Role Selector**

**Refresh Role**

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My Profile

When you login to the system for the first time it is important that you view your Profile to make certain that your account information is correct.

From the home page, click the My Profile tab.

The My Profile page contains the following account information:
- First Name
- Last Name
- Email
- Employee ID
- State ID
- Username

If your account information is incorrect, email the necessary corrections to askhr@nvcc.edu.

NOTE: DO NOT attempt to edit the account information on your own.

Requesting Access to another Group
Follow these steps to request access to another Group:

1. From the home page, click the My Profile tab.
2. Choose **Request Group Change** from the **Take Action On User** Action button.

3. Select a group from the **Request New Group** drop-down box, and then click the **Request New Group** button.

4. Click the checkbox for the appropriate selection.

5. Click the **Request Group Assignment** button.

**NOTE:** You can also **Manage your Password** from the **Take Action on User** Action button, you can also...