GUIDE TO GETTING STARTED WITH THE PAGEUP SYSTEM

PageUp◆
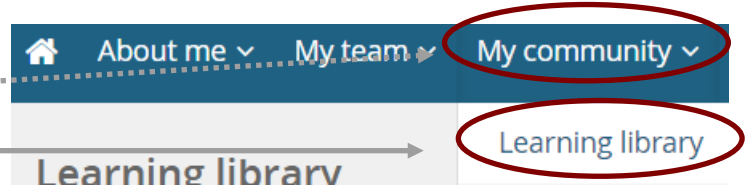
MISSISSIPPI STATE
UNIVERSITY™

HUMAN RESOURCES MANAGEMENT

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PAGEUP ACCESS FOR HIRING COORDINATORS

PAGEUP TRAINING

- To enroll in training, click on [View Upcoming Workshops](#).

- Then, enter your NetID and NetPassword to login.

- In the blue bar, click "My Community" and then "Learning Library".

HRM offers the following workshops for PageUp. Please search and enroll, as appropriate.

- PageUp People—New User Training

- PageUp Help Sessions: Creating an Offer!

REQUEST USER ACCOUNT IN MSU RECRUITMENT SYSTEM

After you attend training, the [User Account Request Form](#) must be completed and submitted to the Department of Human Resources Management (HRM) to set up your permissions as a hiring coordinator or additional hiring coordinator. Once your permissions have been set up in the system, you will receive an email from HRM.

ACCESS THE PAGEUP SYSTEM

To access the PageUp System, click on https://msstate.pageuppeople.com/

Central Authentication Service

NetID:

NetPassword:

Login using your NetID and NetPassword.

Welcome to the Home Screen in the PageUp System! Depending on the permissions of the user, the dashboard will display a different number of tiles. Each tile on the dashboard is related to a link on the left hand menu. Clicking either one will bring the user to the same page in the system.

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

New job	Approvals	Advertisements
3 Jobs open	1 Jobs awaiting your approval	0 Advertisements
New job	0 Approved	

Applications	Search committee review	Interviews
2 Jobs have applicants for review	1 Jobs requiring panel review	0 Scheduled interviews

PageUp

My Dashboard

Welcome Harry, this is your Das

Clicking on the hamburger menu above will open the left menu, as seen below.

Workflows

New job

Jobs open

Approvals

Search committee review

Applications

Assigned applications

Offers

New Hires

My new hire tasks

Jobs

Manage jobs

Applicants

Manage applications

NEW JOB—Select to create new posting

JOBS OPEN—Select to view PARFs currently posted

APPROVALS—Select to view PARFs pending approval

ADVERTISEMENTS—Select to view PARFs for this user that are advertised on the MSU career's page

SEARCH COMMITTEE REVIEW—Select to view PARFs that have been assigned to search committee for the user

APPLICATIONS—Select to view applicant details associated with a specific PARF

ASSIGNED APPLICATIONS—Select to view applicants for PARFs assigned to the user

OFFERS—Select to view offers pending approval for the user

NEW HIRES—Select to view offer details for applicants hired associated with the user

MY NEW HIRE TASKS—Select to view and manage onboarding tasks assigned to applicants/hiring coordinator(s) for applicants hired associated with the user

MANAGE JOBS—Select to view PARF and applicant details

MANAGE APPLIATIONS—Select to view applicant details associated with a specific PARF