

Accessing PageUp

Table of Contents

General Guidelines for using PageUp	. 2
Accessing PageUp	. 2
Method 1: Sign in to Connect	. 2
Method 2: Applicant Tracking System Instruction Guides Webpage (Figure 2.1)	. 3
Method 3: K-State Home Page	. 3
Method 4: Direct URL Through K-State	. 4
Method 5: Human Resources Home Page	. 5
Obtaining Access to PageUp for New Users and Students	. 6

KANSAS STATE

User Guide

« Sign in

Browse A-Z

General Guidelines for using PageUp

- 1. You may use the **Back button** in your browser to go back to the previous page.
- 2. Your session will timeout after 90 minutes of inactivity.
- 3. Do not share your login details with any other person.

Accessing PageUp

Below are 5 methods to access PageUp Applicant Tracking System.

Method 1: Sign in to Connect

- 1. From any <u>K-State webpage</u>, click on *Sign in* the upper right.
- Select Connect. You may be prompted to sign in with your eID and password.

Connect	K-State Online	KSIS	HRIS	Webmail	OrgSync	Close »

- 3. You will be directed to your **Connect Dashboard.** Locate the **HRIS** module.
- 4. Find **Links** on the right of the **HRIS** module.
 - a. <u>To access your PageUp Dashboard</u>: Select **Applicant Tracking System** (A).
 - b. <u>To access the Applicant Tracking System Instruction</u> <u>Guides webpage</u> : Select **PageUp Resources** (B).



Search web, people, directories



Method 2: Applicant Tracking System Instruction Guides Webpage

- 1. Follow the link or enter this URL into your web browser: https://www.k-state.edu/hr/tools/managers/recruitment/ats/
- You may be prompted to sign in with your eID and password.
- On the right side of the webpage, click on the purple bubble titled PageUp Applicant Tracking System to access your PageUp Dashboard.

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K-State home » Human Resource	s » Tools & Resources »	Managers and sup	pervisors » Hiring Toolkit » App	licant Tradding System			
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Hiring Guides	Access	sing Page	Up Prod	cess Flowchart			

IMPORTANT

The <u>Applicant Tracking System Instruction Guides webpage</u> contains resources that are critical to the success of your search and PageUp experience!

Method 3: K-State Home Page

- Follow the link or enter this URL into your web browser: <u>www.k-state.edu.</u>
- 2. Click on the heading titled **About** then select **Careers**.
- 3. You will be directed to the <u>Human Resources Careers</u> webpage.
- Hover your pointer over the header titled Tools & Resources then click on the Hiring Toolkit. You may be prompted to sign in with your eID and password.

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	K-State eID/p	assword required
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5. You will be directed to the <u>Hiring Toolkit webpage</u>. Click on PageUp Applicant Tracking System in the column on the left side of the page.

- 6. You will be directed to the <u>Applicant Tracking System</u> <u>Instruction Guides webpage</u>.
- On the right side of the webpage, click on the purple and black tile called the PageUp Applicant Tracking System to access your PageUp Dashboard.

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Hiring Toolkit

PageUp Applicant Tracking

Method 4: Direct URL Through K-State

- Follow the link or enter this URL into your web browser: <u>http://kstate.dc4.pageuppeople.com/</u>
- 2. You will be directed to a **single sign on page** where you will enter your **eID** and **password**. Once you do this, you will be directed to your dashboard within the PageUp Applicant Tracking system.

admin.dc4.pageuppeople.com/default.aspx

IMPORTANT

- 1. The direct URL through K-State will not work for students or new users from outside of the university. They should be using the <u>direct URL through PageUp</u>.
- 2. The direct link will not take you to the <u>Applicant Tracking System Instruction Guides webpage</u> which contains resources that are critical to the success of your search and PageUp experience!



Method 5: Human Resources Home Page

- 1. Follow the link or enter this URL into your web browser: https://www.k-state.edu/hr/
- 2. You will be directed to the HR home page. Click on the **PageUp Applicant Tracking System button** to the right of the page. You will be prompted to log in with your **eID** and **password**.





KANSAS STATE

Obtaining Access to PageUp for New Users and Students

To request access to PageUp for a committee member who is a student or an individual outside of Kansas State University, click on the **PageUp Access Request** button found on the <u>Applicant</u> <u>Tracking System Instruction Guide webpage</u>.

PageUp Access Request

Step 1: Fill out the PageUp Access Request form for that individual and click on Submit.

	What is the Job Requisition Number?*	
PageUp Access Request	Your answer	
Please enter information relating to the individual needing access and the search they will be involved in.		What role do you play within PageUp Applicant Tracking System? *
* Required	Department related to the search *	Choose 👻
What is the purpose of this request/change? *	Your answer	SUBMIT
Your answer	College / Unit related to the search: *	
What is the Name of the individual which you are requesting	Your answer	
access to the PageUp Applicant Tracking System? *	Has the department supervisor signed off o	n this request? *
	O Yes	
Initials (Ex:JM) of the individual whom you are requesting access *	O No	
Your answer	Your name as the Requestor for this request	?*
	Your answer	
Email address of the individual whom you are requesting ac *	Your department(s): *	
Your answer	Your answer	
What role will this individual play within PageUp Applicant Tracking System? *	Your email address: *	
Choose 👻	Your answer	

Step 2: Once the request is submitted and received, Talent Acquisition will enter the information into PageUp and send an email confirmation will be sent to the individual who submitted the request. This information will contain links to trainings that the new user is required to take.

Step 3: The new user will receive an email request to set up a PageUp password. They will need to use the <u>direct URL through PageUp</u> (*Figure 10.2*) to access PageUp.

The direct URL through PageUp is: <u>https://admin.dc4.pageuppeople.com</u>

IMPORTANT

Students and new users that are from outside the university will not be able to access PageUp through the direct URL through K-State (<u>Page 5</u>). Students and new users must use the direct URL through PageUp that is listed above.