## Accessing PageUp

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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 K-State webpage, click on Sign in in the upper right (Figure 1.1).
2. Select Connect. You may be prompted to sign in with your eID and password.
3. You will be directed to your Connect Dashboard. Locate the HRIS module.
4. Find Links on the right of the HRIS module (Figure 1.2)
   a. To access your PageUp Dashboard: Select Applicant Tracking System (A).
   b. To access the Applicant Tracking System Instruction Guides webpage (Figure 1.3): Select PageUp Resources (B).
Method 2: Applicant Tracking System Instruction Guides Webpage (Figure 2.1)

1. Follow the link or enter this URL into your web browser:
   http://www.k-state.edu/hcs/tools/managers/recruitment/ats/.

2. You may be prompted to sign in with your eID and password.

3. On the right side of the webpage, click on the purple bubble titled PageUp Applicant Tracking System to access your PageUp Dashboard.

**IMPORTANT**
The Applicant Tracking System Instruction Guides webpage (Figure 2.1) contains resources that are critical to the success of your search and PageUp experience!

Method 3: K-State Home Page

1. Follow the link or enter this URL into your web browser:
   www.k-state.edu.

2. Click on the heading titled About then select Careers (Figure 3.1).

3. You will be directed to the Human Capital Services Careers webpage.

4. Hover your pointer over the header titled HCS Tools then click on the Hiring Toolkit (Figure 3.2). You may be prompted to sign in with your eID and password.
5. You will be directed to the Hiring Toolkit webpage. Click on PageUp Applicant Tracking System in the column on the left side of the page (Figure 3.3).

6. You will be directed to the Applicant Tracking System Instruction Guides webpage (Figure 2.1).

7. On the right side of the webpage, click on the purple bubble titled PageUp Applicant Tracking System to access your PageUp Dashboard (Figure 2.1).

Method 4: Direct URL Through K-State

1. Follow the link or enter this URL into your web browser (Figure 4.1):
   www.kstate.dc4.pageuppeople.com

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.

**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 direct URL through PageUp.

2. The direct link will not take you to the Applicant Tracking System Instruction Guides webpage (Figure 2.1) which contains resources that are critical to the success of your search and PageUp experience!
Method 5: Human Capital Services (HCS) Home Page

1. Follow the link or enter this URL into your web browser:
   https://www.k-state.edu/hcs/

2. You will be directed to the HCS 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.

   Figure 5.1
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 (Figure 10.1) found on the Applicant Tracking System Instruction Guide webpage.

Step 1: Fill out the PageUp Access Request form for that individual and click on Submit (Figure 10.2).

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 direct URL through PageUp (Figure 10.2) to access PageUp.

**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 (Page 5). Students and new users must use the direct URL through PageUp that is listed above.