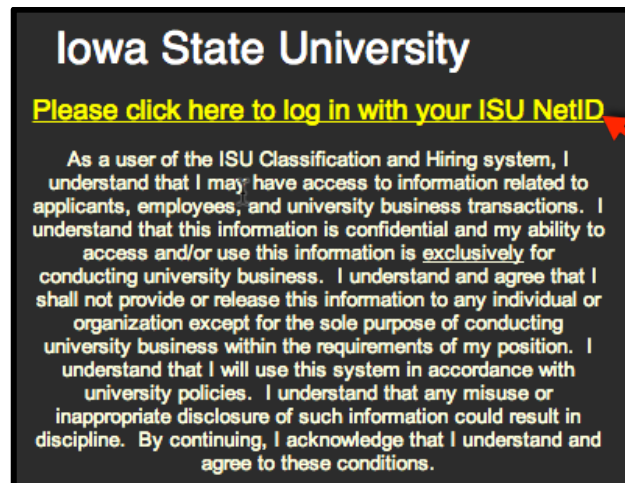


Quick Reference Guide: How to Log into PeopleAdmin7

Instructions: Use the following steps to log into ISU's Classification and Hiring System, PeopleAdmin7. You will need your ISU Net-ID and password to log in to the HR Portal. If you are unsure of your username/password, please contact the Solution Center (515-294-4000). Refer to **Understanding the PeopleAdmin Interface Job Aid** for more detailed descriptions.

1. Open a **web browser** (e.g. Internet Explorer, Safari, Firefox, Chrome).
2. **Navigate to** www.iastatejobs.com/hr.
3. Click the yellow link **"Please click here to log in with your ISU Net-ID"**.



4. Enter the first part of your **ISU Email address** as your Net-ID.
5. Enter your **email address password** in the password field.
6. Click **Login**.

You are now logged into **PeopleAdmin 7**. To log out, click the link on the upper right hand side.

