



Supervisor/Hiring Manager: How to Create a Guest User Account

If the search involves committee review, a special account will be used by members of the search committee to log in to the PeopleAdmin system and view applicants to the specific requisition (posting). Members of the search committee will only be able to view the applicants to the posting(s) to which they are assigned. They will not be permitted to take action on any of the applicant statuses. When the requisition is filled, the guest user name and password are automatically deactivated.

Once the posting status changes to ***“Approved by AA/Search Committee Review – closed,”*** the supervisor/hiring manager will have access to create a guest user account.

Creating the Guest User (GU) Account:

- PeopleAdmin login instructions: Under quick links, log into myFairmontState
- Click on the icon, “HR PeopleAdmin”
- Once logged into PeopleAdmin with the “Supervisor/Hiring Manager” user type, click on “view” under the position title. This will bring you into the “applicants” tab.
- Scroll down and click “Continue to Next Page” until you reach the **Guest User** tab.
- Click the blue link called “Activate Guest User.” The system automatically assigns a user name for the requisition which will be GU#####. You will need to enter a password, which must be between 6 and 20 characters.
- When you have completed this tab, click **Continue to Next Page** until you reach the view posting summary page. Select **save** and click **continue** and then **confirm**.

Please share the GU User Name and Password with the members of your search committee. Search committee members will enter the GU credentials after they log in at www.fairmontstatejobs.com/hr and click on Guest User Login.

A screenshot of the Fairmont State University Office of Human Resources Hiring Manager's Site. The page has a maroon header with the university logo and name. Below the header is a sidebar with a "USERS" section containing a "CREATE USER ACCOUNT" link and a list of other links like "STUDENT EMPLOYMENT", "CONDUCTING SEARCH AND COMPLETING HIRING PROCESS", etc. The main content area is titled "User Login" and contains a note about logging into a secure system. Below the note, there is a section for "Attention Guest Users" with instructions. At the bottom of the main content area, there is a link "Login with your Fairmont State UCA" and a button labeled "Guest User Login." which is highlighted with a red rectangle and a red arrow pointing to it from the right.