

Returning Users: Hiring Manager Site

How to Login:

Go to <u>www.fairmontstate.edu</u>, under Quick Links, select myFairmontState. Click on LOGIN button> Enter your UCA and password>Click on icon, HR PeopleAdmin.



How to login if you are a member of a search committee:

If you are a member of a search committee, please do <u>not</u> create a request for a user account. The supervisor/hiring manager for the search will provide you with a "guest user account" and "password" so that you may log in and complete your review.

Once you have the guest user account and password, login by following the instructions above <u>except</u> instead of clicking on "HR PeopleAdmin," click on the "**Human Resources (Guest Login)**" link as seen below.

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Welcome	Campus Resourc	ces									
		Webmail	FELIX	Library	Emerge	O ency Notification	Banner	Argos	Banner	PeopleAd	
Employee Quicklinks				Optic	ns▼	Announcements					
 WV Auditor (Pay Int Human Resources Verily Personal Into Update E-mail Addr Update Emergency Emergency Text Me 	formation) (Guest Login) mination ress(es) Contacts					Blackboard down for maintenance WVNET will be performing weekly maintenance for unavailable during this time. Click for more informa			ICE nance for Blac e information.	lackboard every on.	
 Reservation System Change UCA Passv Campus Directories 	n vord					Announcements	Admin				
						Topics	Active,	Scheduled,	Pending	Su	
						Faculty				Pu	