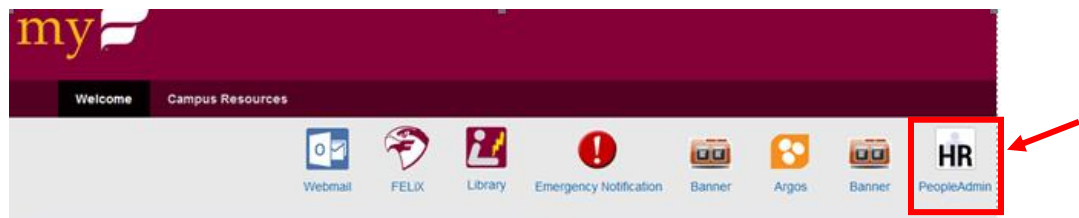


## Returning Users: Hiring Manager Site

### How to Login:

Go to [www.fairmontstate.edu](http://www.fairmontstate.edu), 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 not 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 except instead of clicking on “HR PeopleAdmin,” click on the “**Human Resources (Guest Login)**” link as seen below.

