

## PageUp General Navigation & Guidelines

To access the PageUp system, go to <http://www.elon.edu/u/fa/hr/pageup-talent-management-system/> and click on the PageUp Login button.

### PageUp Home Screen / Employee Login

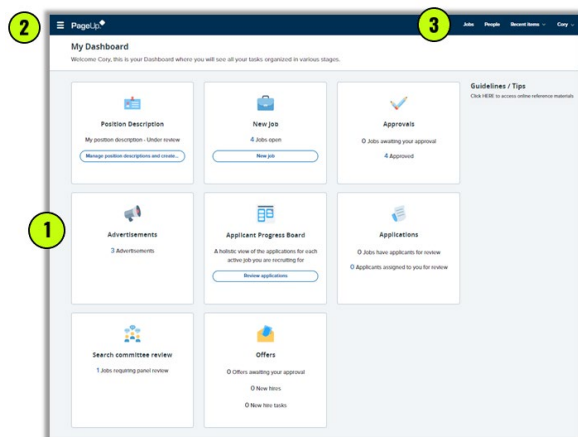
The PageUp Login button on the Human Resource webpage takes you to a login screen. Log into PageUp using your single sign on (SSO) Elon credentials (username and password). Next, choose an authentication method using Duo Security.

### PageUp System Navigation

#### General guidelines for using PageUp

- Do not use the Back button in your browser to go back to the previous page, as your session will be interrupted, and you may lose your changes.
- Allow pop-ups within your browser when using PageUp.
- Your session will timeout after 120 minutes of inactivity.
- Do not share your login details with any other person.
- PageUp remembers criteria that you have set from previous searches, so you must clear all filters to begin a fresh, new search. In any search area that provides a function, click the **Clear** button first to clear all filter fields.

- Clean your browser's cache if you are unable to login or view menu options.



### Home Screen / Welcome Screen

The home screen / welcome screen contains three main sections:

1. My Dashboard
2. Side Menu (left side)
3. Quick Access Menu (top)

**The preferred browser for PageUp is Google Chrome.**

### Permission Types

PageUp limits some areas of visibility and the ability to take actions on positions using a combination of Teams and Permissions.

**Teams** – Team access determines what Position descriptions, requisitions and applications users can see within the system. At Elon, the teams will be built at the department level and users will be assigned to a primary team based on the department ID associated with their position. **Teams control what a user can see.** (Example: *I can see jobs that have been created by members in my team, along with any applicants that have applied. I cannot see jobs created by a different team, etc.*)

**Permissions** – Permissions define what pages and fields the user has access to, and which fields they can edit, or only view. **Permissions control what a user can do.** (Example: *I have access to create a job, go to system settings, make an offer, access the talent search page and run searches, etc.*)