Guest User Page Set-up

Guest Users are entered when a person is selected to be on the search committee and does not have People Admin access as a search committee member. Search committee access is given to classified staff, exempt staff, or faculty of the University. Temporary help employees must be entered into the guest user page.

To add a Guest User, ***take the following steps, in order***.

Steps to set-up the Guest User page must be taken in proper order for the Guest User to be properly assigned and an email triggered with instructions for the Guest User.

In a posting, in the Guest User Tab, click the "Create Guest User Account" button.

When opened, the page looks like this:

You may change the password. When you open a guest user account, the user name and password will look something like this:

Guest User

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu46429

Password
d1e4ba [Update Password]

You may not change the user name listed, but you may change the password. If you wish to change the Password, change the password before adding the emails. The password should have a least 6 characters. You may choose one that relates to your position. Click "Update Password" after changing the password and before entering the emails.

Guest User

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu46429

Password
Program [Update Password]

Add email addresses, one per line, making sure to justify the address to the left line. After the emails have been added, click the "Update Guest User Recipient List."

Email Addresses of Guest User Recipients

Email addresses (one per line)
tnuhn@uidaho.edu

[Update Guest User Recipient List]

Finally, save the page by clicking "Save" or "Next":

An email will be triggered to the Guest User when the position is posted. If the position has already been posted, it will have to be reposted or posted again for the Guest User to receive an email when the position is posted.

The following email will be sent to the Guest Users when the position is posted:

*You have been assigned as a Guest User for the **{{posting__job_detail__job_title}}** position. You may log in to review candidates at your convenience at https://uidaho.peopleadmin.com/hr.*

Username: *{{posting__guest_user_username}}*
Password: *{{posting__guest_user_password}}*

To locate this position and review candidates, select 'Postings' at the top of the screen, then select the correct position type (faculty or staff). After finding and clicking on the position title, click on the 'Applicants' tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact {{posting___user_selection_field_1}} for assistance. Thank you and good luck with the search.

If the guest user has been previously entered into the "Search Committee" page, please remove him/her from the "Search Committee" page. To remove a member of the search committee, click the "Action" button at the end of the row and select "Remove from Posting." Then click "Save" or "Next."

For questions or further information please contact HR-peopleadminhelp@uidaho.edu