



## **Accessing PageUp**

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### General Guidelines for using PageUp

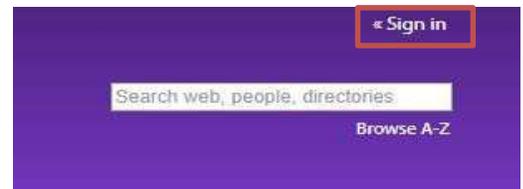
1. You may use the **Back button** in your browser to go back to the previous page.
2. Your session will timeout after 90 minutes of inactivity.
3. Do not share your login details with any other person.

### Accessing PageUp

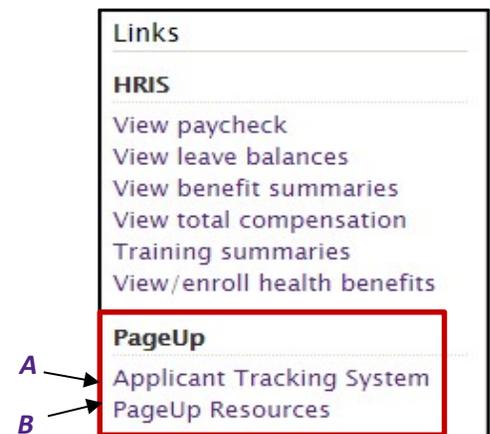
Below are 5 methods to access PageUp Applicant Tracking System.

#### Method 1: Sign in to Connect

1. From any [K-State webpage](#), click on *Sign in* in the upper right.
2. Select **Connect**. You may be prompted to sign in with your **eID** and **password**.



3. You will be directed to your **Connect Dashboard**. Locate the **HRIS** module.
4. Find **Links** on the right of the **HRIS** module.
  - a. To access your PageUp Dashboard:  
Select **Applicant Tracking System** (A).
  - b. To access the [Applicant Tracking System Instruction Guides webpage](#) : Select **PageUp Resources** (B).





# User Guide

## Method 2: Applicant Tracking System Instruction Guides Webpage

1. Follow the link or enter this URL into your web browser:  
<https://www.k-state.edu/hr/tools/managers/recruitment/ats/>
2. You may be prompted to sign in with your **eID** and **password**.
3. On the right side of the webpage, click on the purple bubble titled **PageUp Applicant Tracking System** to access your PageUp Dashboard.



### \*\*IMPORTANT\*\*

The [Applicant Tracking System Instruction Guides webpage](#) contains resources that are critical to the success of your search and PageUp experience!

## Method 3: K-State Home Page

1. Follow the link or enter this URL into your web browser: [www.k-state.edu](http://www.k-state.edu).
2. Click on the heading titled **About** then select **Careers**.
3. You will be directed to the [Human Resources Careers webpage](#).
4. Hover your pointer over the header titled **Tools & Resources** then click on the **Hiring Toolkit**. You may be prompted to sign in with your **eID** and **password**.





## User Guide

- You will be directed to the [Hiring Toolkit webpage](#). Click on **PageUp Applicant Tracking System** in the column on the left side of the page.



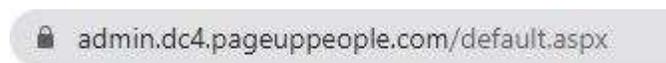
- You will be directed to the [Applicant Tracking System Instruction Guides webpage](#).

- On the right side of the webpage, click on the purple and black tile called the **PageUp Applicant Tracking System** to access your PageUp Dashboard.



### Method 4: Direct URL Through K-State

- Follow the link or enter this URL into your web browser:  
<http://kstate.dc4.pageuppeople.com/>
- You will be directed to a **single sign on page** where you will enter your **eID** and **password**. Once you do this, you will be directed to your dashboard within the PageUp Applicant Tracking system.



### \*\*IMPORTANT\*\*

- The direct URL through K-State will not work for students or new users from outside of the university. They should be using the [direct URL through PageUp](#).
- The direct link will not take you to the [Applicant Tracking System Instruction Guides webpage](#) which contains resources that are critical to the success of your search and PageUp experience!



### **Method 5: Human Resources Home Page**

1. Follow the link or enter this URL into your web browser:  
<https://www.k-state.edu/hr/>
2. You will be directed to the HR home page. Click on the **PageUp Applicant Tracking System** button to the right of the page. You will be prompted to log in with your **eID** and **password**.

**PageUp Applicant  
Tracking System**



## Obtaining Access to PageUp for New Users and Students

To request access to PageUp for a committee member who is a student or an individual outside of Kansas State University, click on the **PageUp Access Request** button found on the [Applicant Tracking System Instruction Guide webpage](#).



**Step 1:** Fill out the **PageUp Access Request** form for that individual and click on **Submit**.

<p><b>PageUp Access Request</b></p> <p>Please enter information relating to the individual needing access and the search they will be involved in.</p> <p><b>* Required</b></p> <p>What is the purpose of this request/change? *</p> <p>Your answer _____</p> <p>What is the Name of the individual which you are requesting access to the PageUp Applicant Tracking System? *</p> <p>Your answer _____</p> <p>Initials (Ex:JM) of the individual whom you are requesting access? *</p> <p>Your answer _____</p> <p>Email address of the individual whom you are requesting access? *</p> <p>Your answer _____</p> <p>What role will this individual play within PageUp Applicant Tracking System? *</p> <p>Choose _____</p>	<p>What is the Job Requisition Number? *</p> <p>Your answer _____</p> <p>Department related to the search *</p> <p>Your answer _____</p> <p>College / Unit related to the search: *</p> <p>Your answer _____</p> <p>Has the department supervisor signed off on this request? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Your name as the Requestor for this request? *</p> <p>Your answer _____</p> <p>Your department(s): *</p> <p>Your answer _____</p> <p>Your email address: *</p> <p>Your answer _____</p>	<p>What role do you play within PageUp Applicant Tracking System? *</p> <p>Choose _____</p> <p><b>SUBMIT</b></p>
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**Step 2:** Once the request is submitted and received, Talent Acquisition will enter the information into PageUp and send an email confirmation will be sent to the individual who submitted the request. This information will contain links to trainings that the new user is required to take.

**Step 3:** The new user will receive an email request to set up a PageUp password. They will need to use the [direct URL through PageUp \(Figure 10.2\)](#) to access PageUp.

**The direct URL through PageUp is: <https://admin.dc4.pageuppeople.com>**

**\*\*IMPORTANT\*\***

Students and new users that are from outside the university will not be able to access PageUp through the direct URL through K-State ([Page 5](#)). Students and new users must use the direct URL through PageUp that is listed above.