To establish a User Account for the purposes of initiating a position review (PDQ) or to establish a user account in PeopleAdmin you must:

Step 1: Log into [www.jobsatuc.com/hr](http://www.jobsatuc.com/hr) and complete the fields as directed.
Step 2: Select Create User Account
Step 3: Create a Username
Step 4: Create a Password
Step 5: Confirm the Password
Step 6: Enter First Name
Step 7: Enter Last Name
Step 8: Enter Employee ID (M#)
Step 9: Enter Your Telephone Number
Step 10: Enter Your UC E-mail Address
Step 11: Select Your Department by placing the cursor on the department title and clicking the direction arrow
Step 12: Answer the question regarding whether or not you’ll be reviewing the position as a Supervisor.

Step 13: Answer the question regarding whether or not you’re creating an Employee User account.

Step 14: **IMPORTANT NOTE:** If creating an Employee User Account you must review the drop down list and locate the name of your Supervisor. If your Supervisor is NOT listed you must contact your Supervisor and request that they establish a Supervisor Account before you initiate your User Account request. This information is REQUIRED when creating the actual position request form. You will not be able to proceed forward without it.

Step 15: Select Submit for Approval.

Step 16: Central HR will review your User request and authorize your access. You will receive an e-mail notification that your account is set up at your UC E-mail address.

Step 17: Log into the system at [www.jobsatuc.com/hr](http://www.jobsatuc.com/hr) to begin your position review.

Step 18: Direct questions to Central HR at 556-6381.