How to Log In to PeopleAdmin

1. PeopleAdmin works best in Firefox, Safari, and Google Chrome. Internet Explorer is can cause problems and is not recommended.
   To see more information on why and how to download Firefox, please read the last page of this document.
2. Open your browser.
3. Type this URL into your browser: **jobs.wichita.edu/hr**
4. Click the yellow text that says "**Please click here to log in with your Wichita State ID**." (The gray box in the middle is for Guest Users only.)

5. Enter your *myWSU* ID and password into the Shocker Login screen. This is the same password you use for your myWSU login, computer, and email account.
6. Select the Login button.
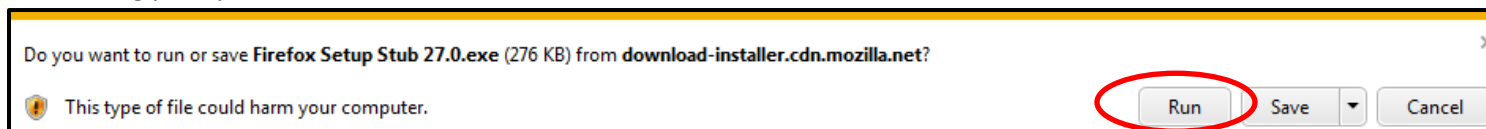
How to download Mozilla Firefox Browser

Internet Explorer is not recommended for PeopleAdmin users. Internet Explorer is the preferred browser for Banner. Some features in PeopleAdmin may not work properly in Internet Explorer.

Below are the steps to downloading one of the more popular browsers for Windows PC users: Mozilla Firefox.

1. Open Internet Explorer.
2. Type this URL: **mozilla.org**
3. Select the green box that says FREE DOWNLOAD at the bottom of the screen.

4. Click "Run" to begin installing Firefox.
5. Follow the remaining prompted instructions.

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