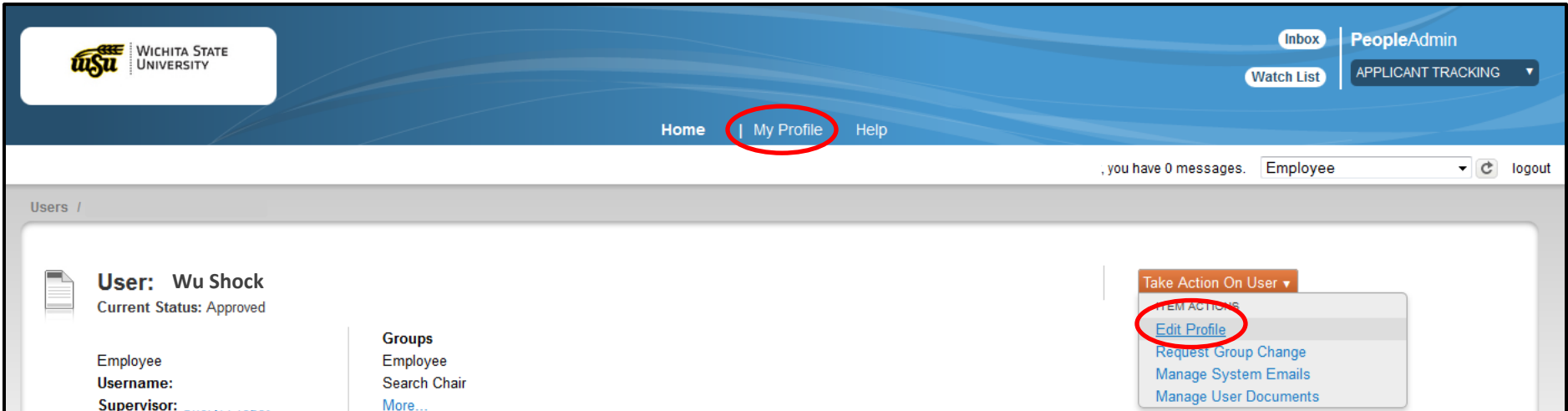


Changing Your Default User Types in PeopleAdmin

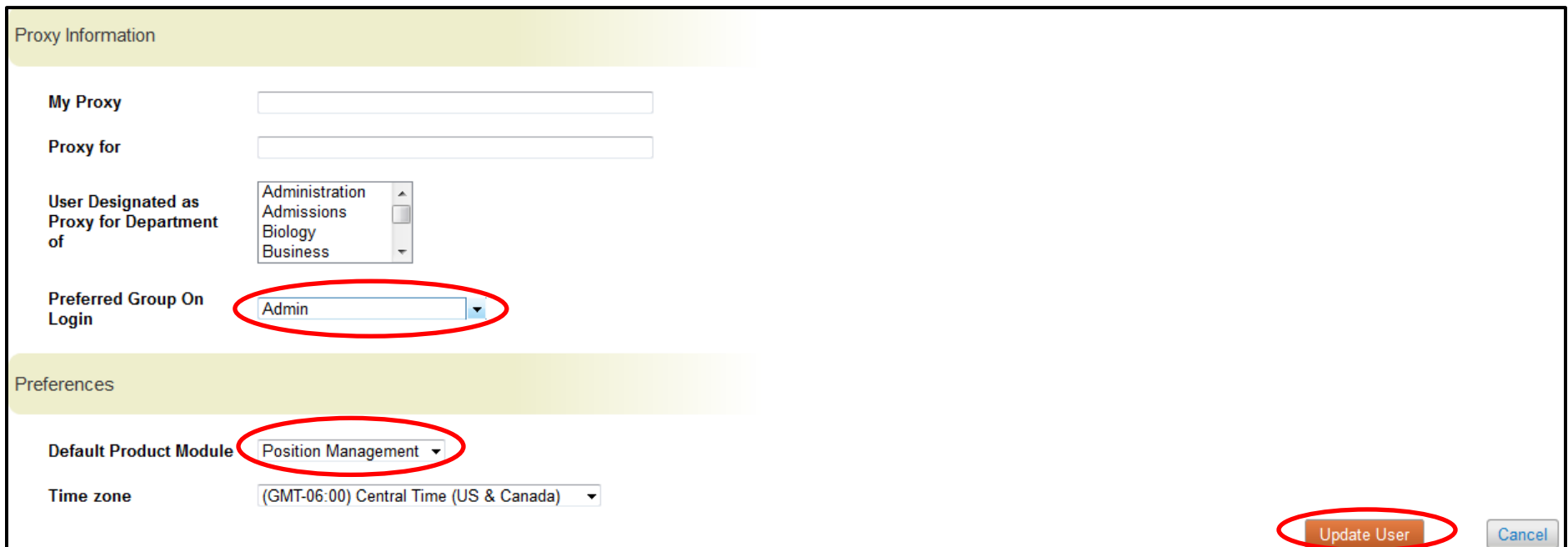
These are steps to permanently change your user type and you will only have to do this once.

1. Select "My Profile" Tab.
2. Hover over **Take Action On User**, Select "Edit Profile."



The screenshot shows the PeopleAdmin interface. At the top left is the Wichita State University logo. The navigation bar includes 'Home', 'My Profile' (circled in red), and 'Help'. On the right, there are 'Inbox', 'PeopleAdmin', 'Watch List', and 'APPLICANT TRACKING' buttons. Below the navigation bar, there is a message count and a dropdown menu set to 'Employee'. The main content area shows the user profile for 'Wu Shock' with a 'Current Status: Approved'. To the right of the profile, a 'Take Action On User' dropdown menu is open, with 'Edit Profile' circled in red. Other options in the menu include 'Request Group Change', 'Manage System Emails', and 'Manage User Documents'.

3. Scroll down to Proxy Information Section. In the last field titled "Preferred Group On Login," select which role you will most often use in PeopleAdmin.**
4. In the Preferences Section, in the field titled "Default Product Module," select the "Position Management" module.
5. Click the **Update User** button at the bottom to save your changes.



The screenshot shows the 'Proxy Information' and 'Preferences' sections of the PeopleAdmin interface. In the 'Proxy Information' section, the 'Preferred Group On Login' dropdown menu is set to 'Admin' and is circled in red. In the 'Preferences' section, the 'Default Product Module' dropdown menu is set to 'Position Management' and is circled in red. At the bottom right, the 'Update User' button is circled in red, along with a 'Cancel' button.

****User Types:**

Originator: Create position descriptions to add to PeopleAdmin library, but cannot request to fill them

Admin: Create AND request to fill position descriptions for non-grant positions

Admin G: Create AND request to fill position descriptions for grant positions

Budget Officer or Budget Review Officer: Approve non-grant position descriptions

Principal Investigator or Dean/Chair: Approve grant position descriptions