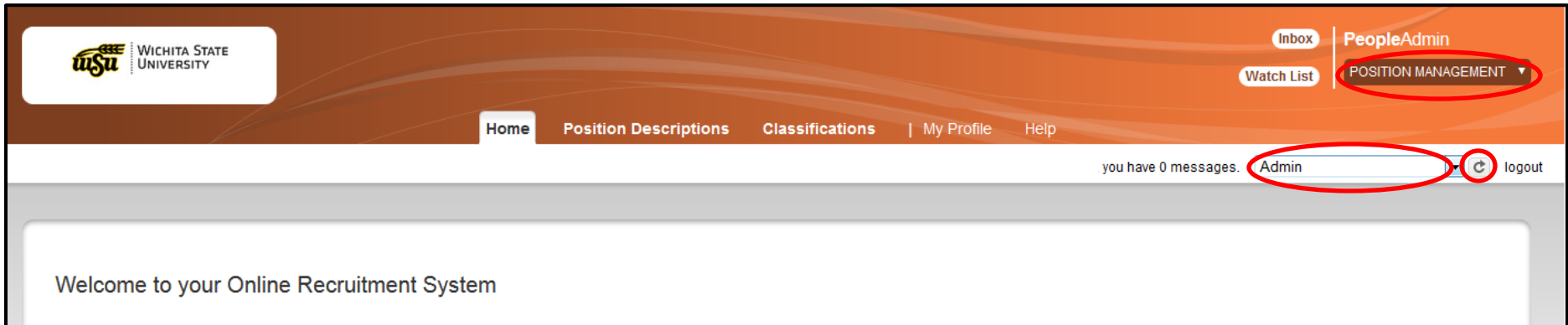


Changing Your User Type in PeopleAdmin

These are steps to switch between User Types while you are working in PeopleAdmin.

1. In the upper right corner, select the module you want to access.
 - The Position Management module is used to create and view position descriptions and classifications. The header will change to orange.
 - Applicant Tracking module is used to view active job postings and hiring proposals. The header will change to blue.
2. Under the module dropdown, select the User Type you want to be. **
 - Select the refresh arrow to the right of the User Type to switch your role. If you do not select this arrow, you will not change User Types.



**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

