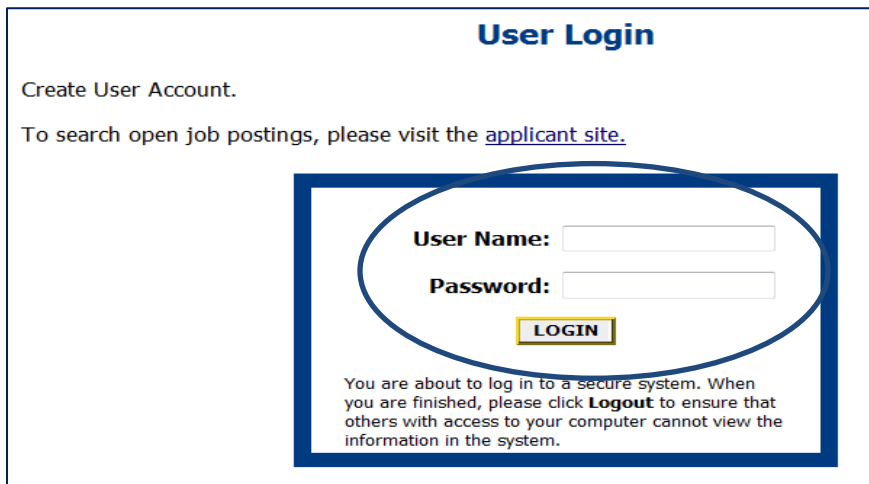
 <p>CSN COLLEGE OF SOUTHERN NEVADA</p> <p>Division of Human Resources Standard Operating Procedures</p>	Procedure:	LOGGING INTO THE PEOPLEADMIN SYSTEM
	Effective Date:	July 16, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

The PeopleAdmin system is used for several different processes at the College of Southern Nevada. This SOP breaks down the login directions for all three processes (starting a recruitment, completing a faculty/professional evaluation and applying for a faculty/professional position).

Logging in to Start a Recruitment

1. Log into the system via the internal CSN portal at: <https://jobs.csn.edu/hr>.
2. Use the PeopleAdmin user name and password previously assigned. If forgotten, contact HR Senior Analyst at (702) 651-7356 or e-mail hr.recruitment@csn.edu.



NOTE: User Name and Password are case sensitive.

3. See “Starting a Faculty/Professional Recruitment” SOP for detailed directions on how to complete the online requisition.


Logging in to Complete a Faculty/Professional Evaluation

1. Log into the system via the internal CSN portal at: <https://jobs.csn.edu/hr>.
2. Use the PeopleAdmin user name and password previously assigned. If forgotten, contact the HR Senior Analyst at (702) 651-7356 or e-mail hr.recruitment@csn.edu.

NOTE: User Name and Password are case sensitive.

Logging in to Apply for a Faculty/Professional Position

1. Log into the system via the applicant portal at: <https://jobs.csn.edu>.
2. Review the position listing and select a position. Click “APPLY FOR THIS POSITION”.
3. Returning users, log in with the previously selected “User Name” and “Password”. If forgotten, click on “I Forgot My Username/Password” (see screen shot on page 2) and follow the directions.

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Existing Users:

If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:

Password:

LOGIN

[? I Forgot My Username/Password](#)

4. New applicants who have never applied for a faculty/professional position at CSN, click on “Fill out a new Application”. The system will prompt to create a user name and password.

Login to Continue

[Return to Posting](#)

New Applicant:

[Fill out a new Application](#) if you have not yet completed an application using this system.

Note: User name and password are case sensitive.