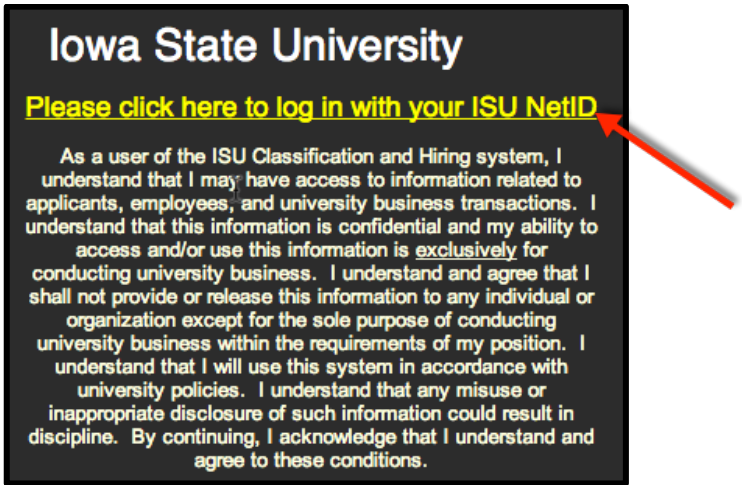
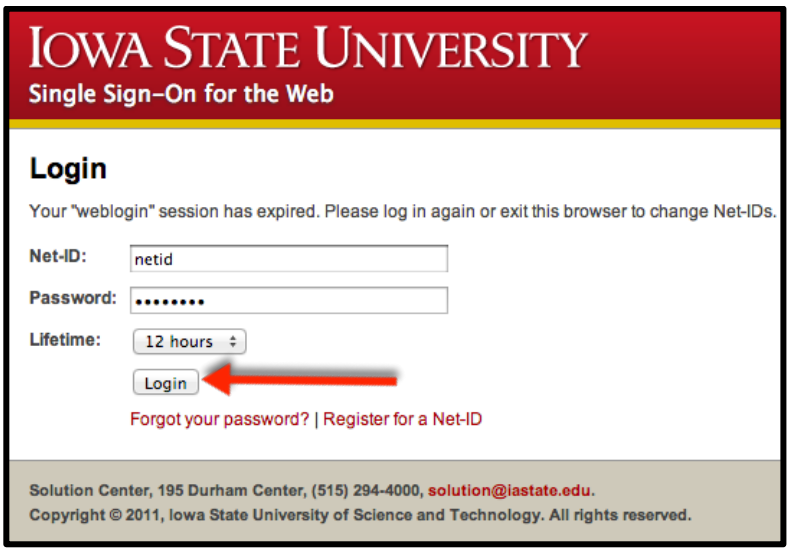
Quick Reference Guide: Viewing Your Position Description

Instructions: People Admin 7 is the ISU Classification and Hiring System. Use this guide to log into People Admin 7 and to view your own position description (PD). For more detailed training resources, navigate to peopleadmin.hrs.iastate.edu. If you are unsure of your username/password, please contact the Solution Center (515-294-4000).

1. Open a **web browser** (e.g. Internet Explorer, Safari, Firefox, Chrome).
2. **Navigate** to www.iastatejobs.com/hr.
3. Click the yellow link "**Please click here to log in with your ISU Net-ID**".

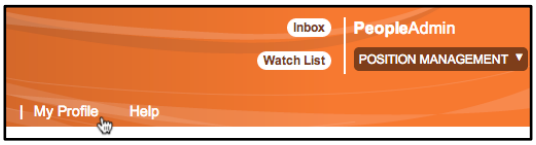


4. Enter the first part of your **ISU Email address** as your Net-ID.
5. Enter your **email address password** in the password field.
6. Click **Login**.



You are now logged into **PeopleAdmin 7**. To log out, click the link on the upper right hand side.

7. Click **My Profile.**



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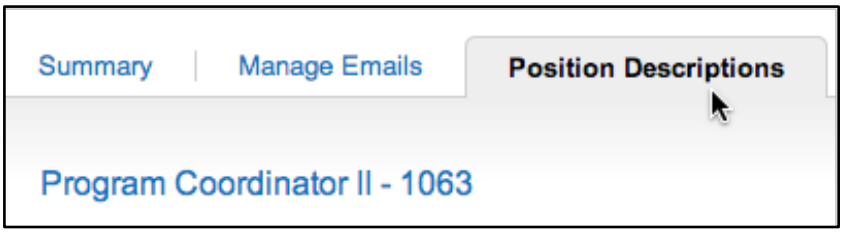
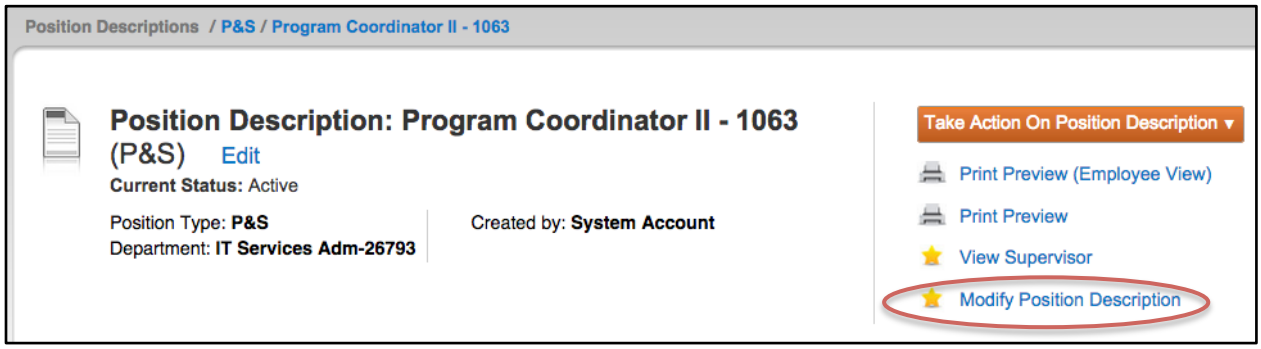
8. Click the **Position Description** tab.

9. Click the **listed PD** to view more information.



Note: If this is not available, you are not currently seated in a PD. Please contact your supervisor, HR Liaison or the Classification and Compensation Office.

There are options to **Print** or initiate a **Modification** (such as a update or reclassification) on the upper right side of your position description: