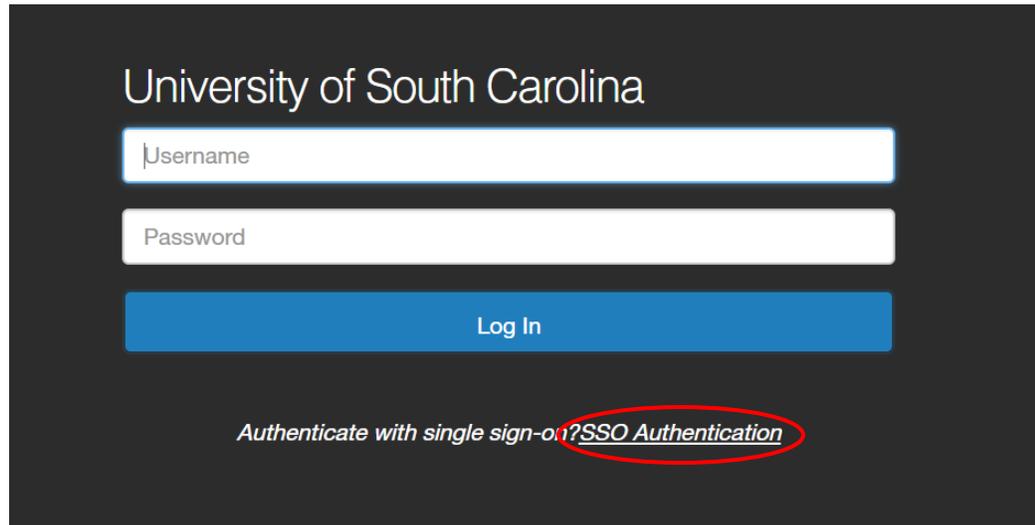


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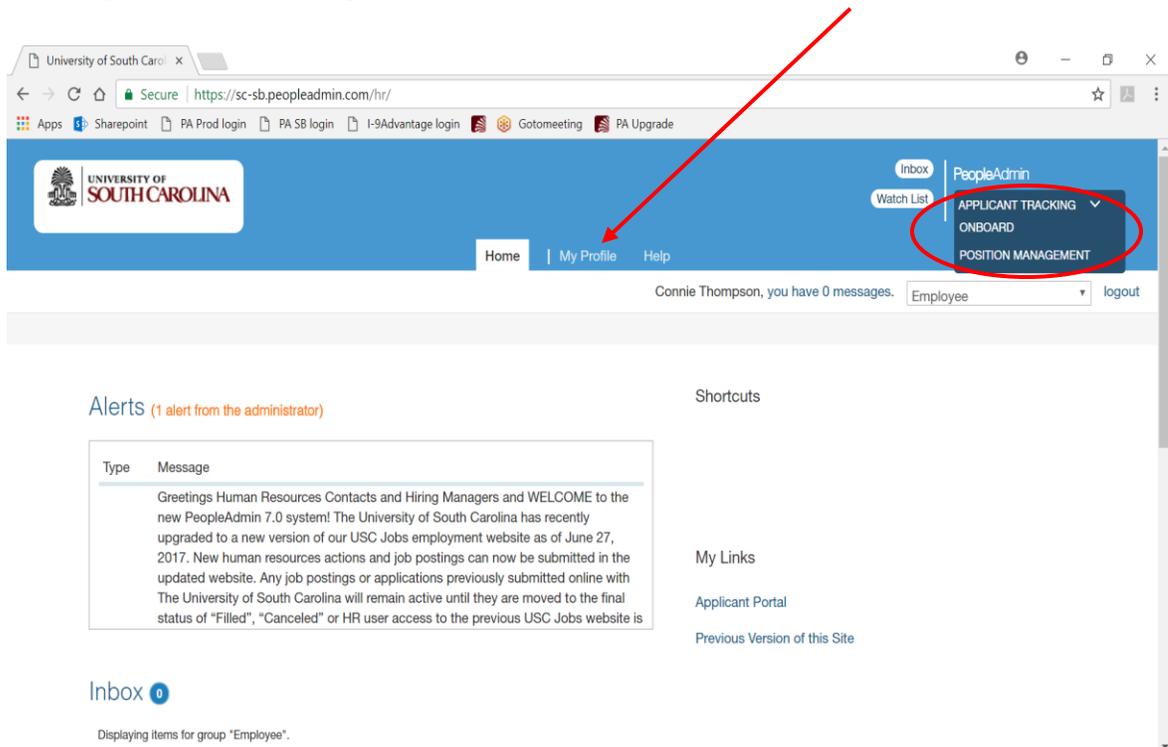
Requesting an additional User Group Assignment

****Note: This is for Current PeopleAdmin System Users Only****

1. Log in to USC Jobs using SingleSign On Authentication.



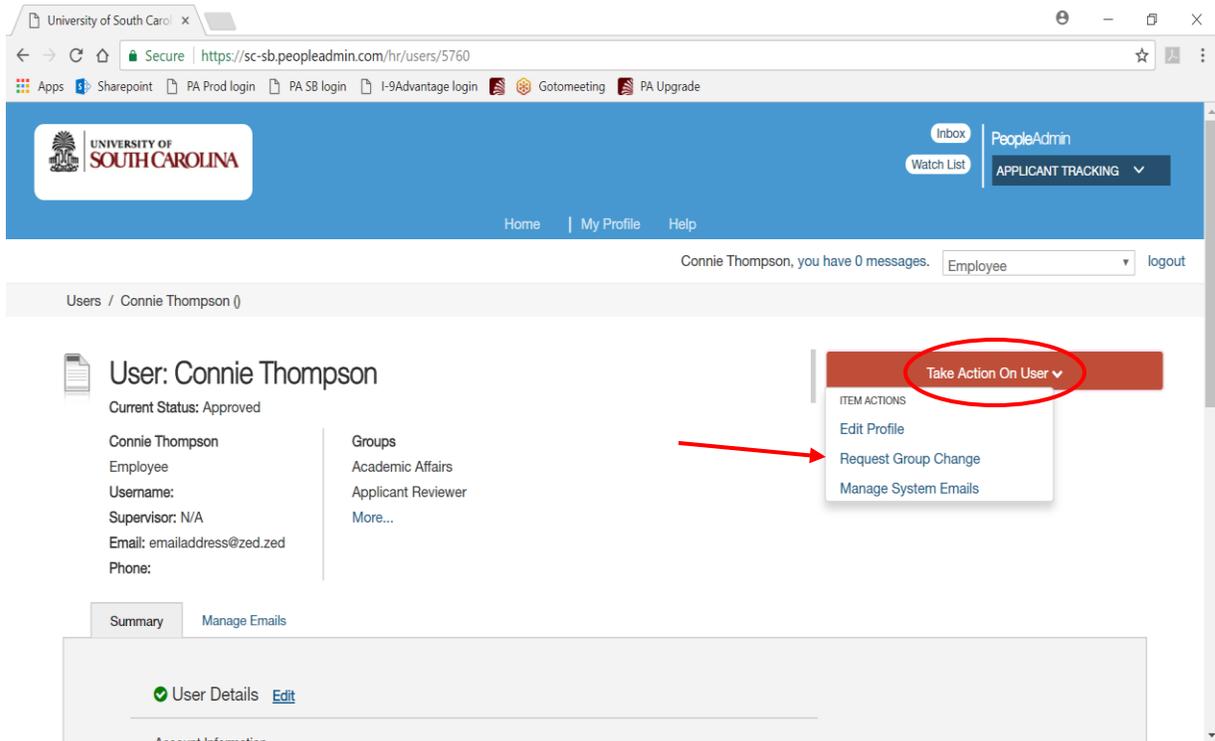
2. Once on the Home page, select the role of Employee and choose either the Applicant Tracking or Position Management module and then click on My Profile.



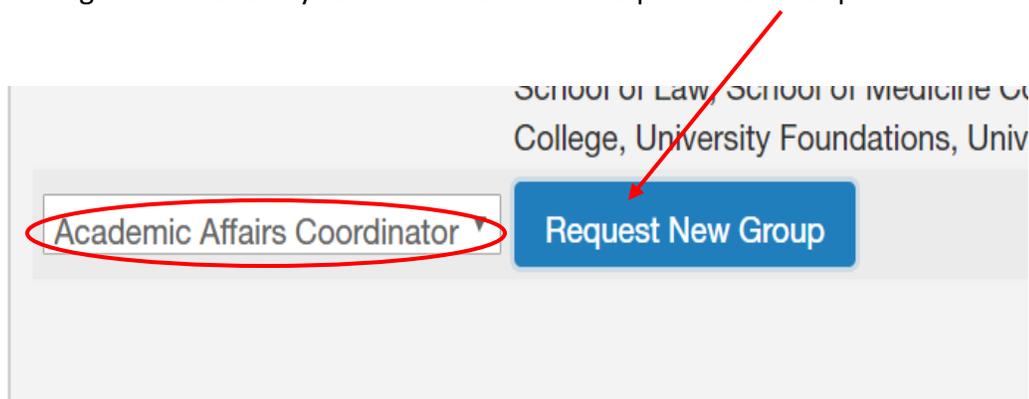
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Requesting an additional User Group Assignment

3. Click on the Take Action On User button and select Request Group Change.



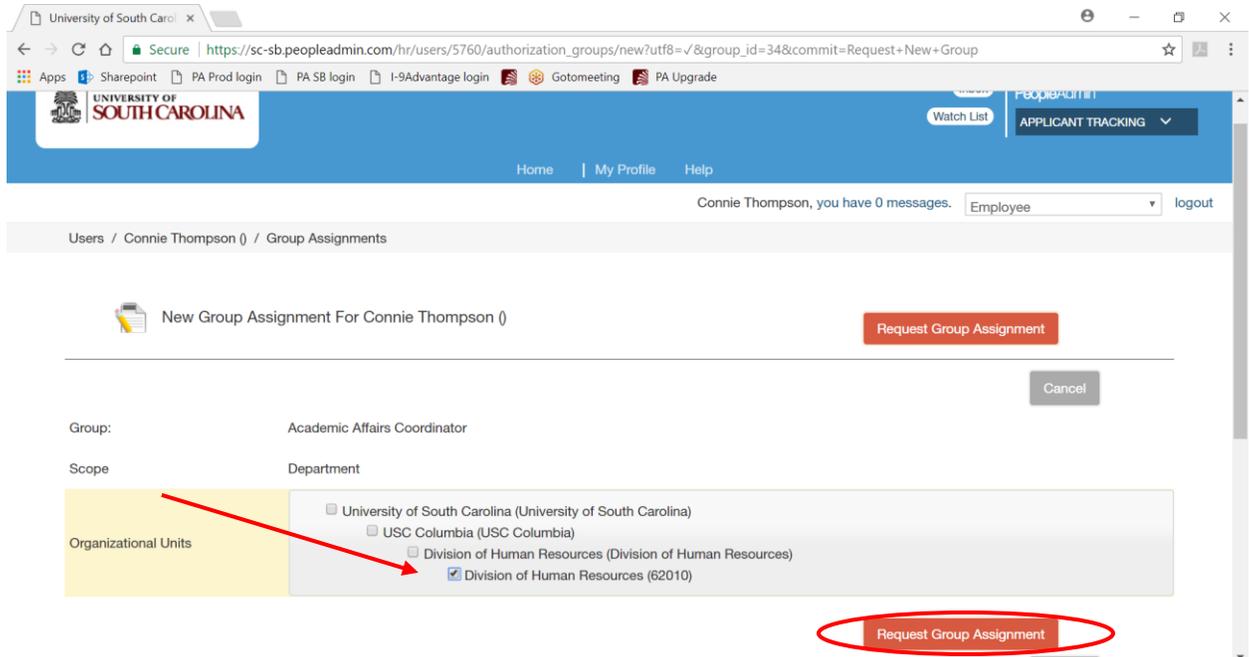
4. At the bottom of the page, select the new user group from the dropdown that you are requesting to be added to your account and click Request New Group.



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Requesting an additional User Group Assignment

- The next screen will display the user group you have requested along with the organizational scope assigned to the group. You will then select the organizational unit(s) to which you would like to be added by checking in the appropriate box and then clicking Request Group Assignment.



- The request will be automatically submitted to the Division of Human Resources for approval. You will see the pending request with the options to withdraw or edit the request on your screen. The approval process can be expedited if you notify your primary HR College/Division Contact outside of PeopleAdmin to email the required documents to peoplelead@mailbox.sc.edu to grant approval of the pending request.

Requested				
Title	Scope	Organizational Units For Assignment	Status	(Actions)
Academic Affairs Coordinator	Department	Division of Human Resources	Pending	Withdraw Request Edit Request

- Upon review and action by Human Resources, you will receive an email notification regarding disposition of the pending request.