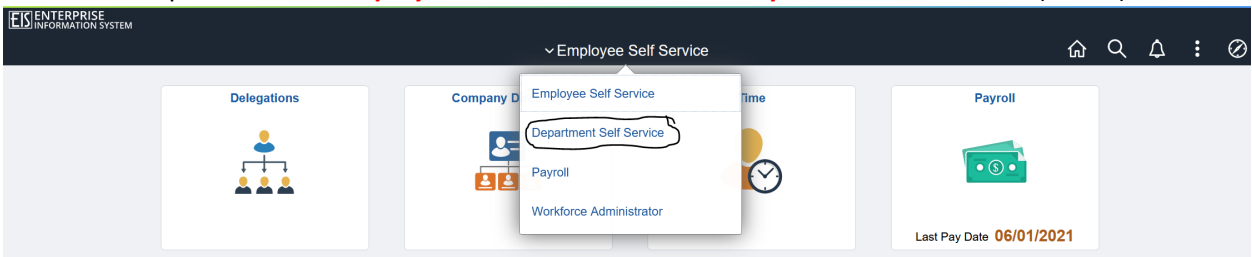


## How to Find PeopleAdmin Hiring System in Updated my.UNTSystem Portal

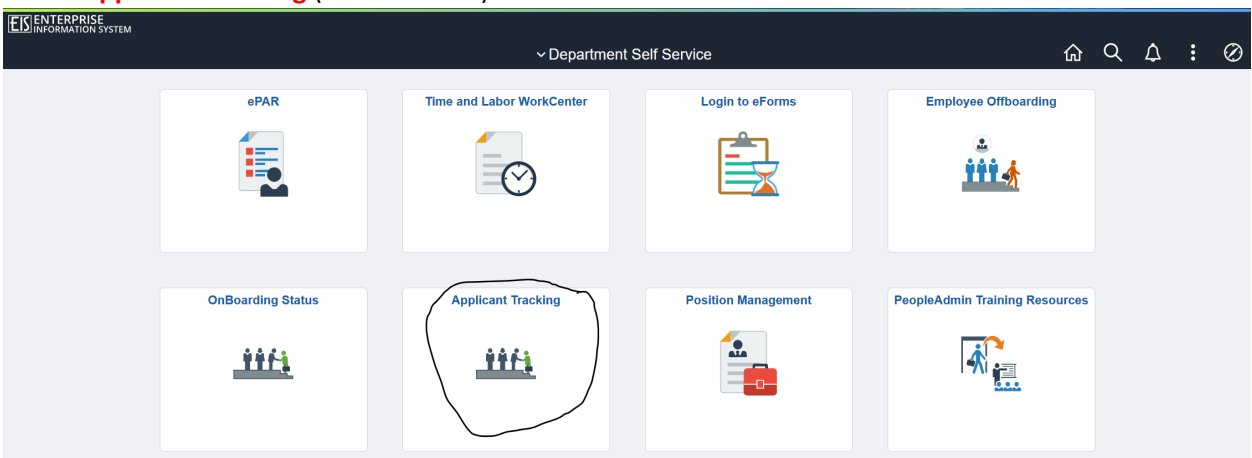
1. Go to my.untsystem.edu portal.

The screenshot shows the my.UNTSystem portal login page. At the top, there is a navigation bar with the UNT SYSTEM logo. Below this, there are four large images: a building with a clock tower, a building with the hsc logo, a building with the UNT logo, and a building with the UNT SYSTEM Administration logo. To the right of these images is a login section titled "Employee Self Service". It contains fields for "EUID" and "Password", a "Sign in" button, and a link for "Frequently Asked Questions". Below the login section, there is a note about service interruptions occurring on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

2. Log in with your EUID and password in the fields shown above.
3. Select the dropdown under **Employee Self Service** and select **Department Self Service** (below)



4. Select **Applicant Tracking** (shown below)



5. From there, you should be able to log into the hiring system as usual.

*Please note your options may vary slightly based on what system access you have, however you should still have the options above.*