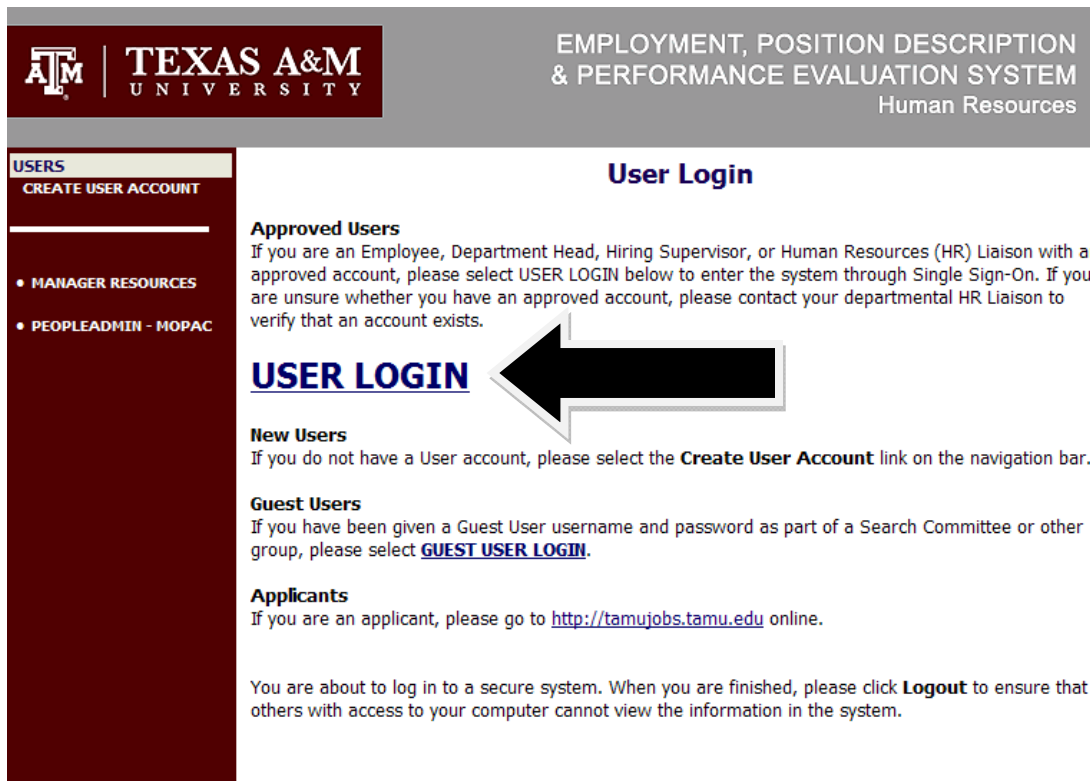


Access Changes to the Online Employment, Position Description and Performance Evaluation System - Effective Friday, July 31, 2009

On July 31, 2009, users of the Online Employment, Position Description and Performance Evaluation System, found at <http://tamujobs.tamu.edu/hr>, will notice a significant change in the way that they access the system.

Employees, department heads, hiring supervisors or HR Liaisons with existing accounts can log in to the system using Single Sign On (SSO) in one of two ways:

1. The first option is to go to <http://tamujobs.tamu.edu/hr> website, which will look like this:




The screenshot shows the 'EMPLOYMENT, POSITION DESCRIPTION & PERFORMANCE EVALUATION SYSTEM' interface. At the top left is the Texas A&M University logo. The main header reads 'EMPLOYMENT, POSITION DESCRIPTION & PERFORMANCE EVALUATION SYSTEM' and 'Human Resources'. A navigation menu on the left includes 'USERS', 'CREATE USER ACCOUNT', 'MANAGER RESOURCES', and 'PEOPLEADMIN - MOPAC'. The main content area is titled 'User Login' and contains sections for 'Approved Users', 'New Users', 'Guest Users', and 'Applicants'. A large black arrow points to the 'USER LOGIN' link in the 'Approved Users' section. At the bottom, a security warning states: 'You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.'

Click on User Login and the following screen will appear to log in through Single Sign On

SINGLE SIGN ON Staging

Logon
Sign in to your account

Do not enter your SSO password on a website other than <https://sso.tamus.edu/>. In addition, please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the "Logoff" button at the top right of the page after signing in.

 **Peopleadmin Cas** logon requests are handled by Single Sign On. After logging on you will be returned to **Peopleadmin Cas**.

English Español


Enter your UIN and Password

UIN :

Password :

> New Employees - Set up your password
> I forgot my password
> Use your one-time (temporary) password

All logon attempts are logged.



 HELP

Proceed to log in using the UIN and password for Single Sign On and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.

- For the second option to log in, go to the HR website at <http://employees.tamu.edu> and click on the SSO/HRConnect link located on the top maroon navigation bar, **or** go directly to the SSO login at <https://sso.tamus.edu>.

Division of Finance Homepage | Division of Finance Email

 **HUMAN RESOURCES**

SSO/HRConnect | A&M Rules | Resources | Site Map | About Us | FAQs | Forms/Documents

HR Functions:
Benefits
Classification & Compensation
Employment
Employee Assistance Program
Employee Relations
Retirement
Rewards and Recognition

User Roles:
Prospective Employees
Employees
Managers & Liaisons
Retirees
Students

Division Of Finance:
Organizational Profile
Strategic Plan
Customer Service Principles

HR offices are located in the General Services Complex
Suite 1201 • Building #1800 • 750 Agronomy Road
College Station, TX 77843-1255



HUMAN RESOURCES NEWS

July 21st Annual Benefit Enrollment Meetings Moved to Harrington Building, room 108

HR Extended Office Hours During July for Annual Enrollment

At this page, proceed to log in using the UIN and password for SSO.

SINGLE SIGN ON

Logon
Sign in to your account

Do not enter your SSO password on a website other than <https://sso.tamus.edu/>. In addition, please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the "Logoff" button at the top right of the page after signing in.

English Español

Enter your UIN and Password

UIN :

Password :

Submit

> New Employees – Set up your password
> I forgot my password
> Use your one-time (temporary) password

All logon attempts are logged.

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method.

You will notice that a new option has been added to your SSO menu, labeled TAMUjobs. You can select that option and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.

Other functions that are impacted by this change:

1. Creating New Accounts

- New users will still click on Create New Account but will no longer be asked to create a username and password.
- Human Resources will review and approve the new account requests, establishing the appropriate roles and access for the requesting user.

2. Resetting Passwords

- Password resetting will follow the current procedure for resetting of passwords with Single Sign On.
- Options for password resetting with SSO include: the link at the SSO login for assistance with a forgotten password, contacting the departmental HR liaison, or contacting Human Resources at (979) 845-4141.

Please note that applicants will continue to login at the applicant site found at <http://tamujobs.tamu.edu>. For questions about these changes, please contact Sylvia Coburn at scoburn@tamu.edu or 979-862-1016.