A/P FACULTY Recruitment

Login Guide

Department of Human Resources
January 2015
Welcome to PAPERS7, Old Dominion University’s online Administrative and Professional Faculty applicant tracking system. It is necessary for you to use one of the below supported browsers when accessing PAPERS to utilize all of the newer features.

- Microsoft® Internet Explorer® versions 8 and 9
- Mozilla Firefox® version 13 and later
- Apple Safari® version 4 and later
- Google Chrome™

1. In order to access the tracking system, please go to: https://jobs.odu.edu/hr

2. This will take you to a login dialog box, click below the Login button where the SSO Authentication link is located.

3. Upon clicking on the authentication link, the Monarch-Key Web Login page will display. Enter your current MIDAS ID and Password, and then click the Login bar.
4. Once you have successfully logged in, the applicant tracking system will display the Home page for PAPERS7 (PeopleAdmin).
   A. The Position Management module has a distinct **orange** background. In order to change modules, click the white triangle next to the Position Management text to see the drop down menu and select Applicant Tracking.

![Image 1]

B. Click on the Applicant Tracking text in the drop down menu.

![Image 2]

C. The Applicant Tracking Module can be verified when the **blue** background is displayed as in the screenshot below.

![Image 3]

5. Depending on the User Group, you are assigned to, will determine what you see in the drop down menu next to your name. To ensure you are navigating through the actions associated with the specific User responsibility, it is imperative that you check your User Group every time you log in to PAPERS7.

| User Groups: | Dept Chair/ HM  
| Budget Unit Director  
| Search Committee Chair  
| Search Committee Member |