**REQUESTING A USER ACCOUNT IN PEOPLE ADMIN**

If you are not already a registered User in PeopleAdmin, you will need to create a User Account in order to create or modify a job description. Here are the steps you need to follow:

1. Access PeopleAdmin at [www.msudenverjobs.com/hr](http://www.msudenverjobs.com/hr)
2. In the upper left hand corner click on Create User Account
3. Complete all data fields
4. Submit for approval

Once HR receives, we will create the user account and you will be notified that you have access.