PageUp ◆ Help Lab

Ready to start a search for a staff position?
Need help completing a Requisition in PageUp?
Need help changing an applicant status and scheduling interviews?

Come to the PageUp Help Lab for assistance!

HELP

Human Resources staff will be available to assist you in completing and routing your Requisition to start a search or answer your other questions.

Computers will be available for your use or bring your laptop. Get your questions answered.

To start a search you will need to bring:
• Position Number
• Names of Search Committe Members
• Posting/ Ad text - Email to self or put in Box or Google Drive so you can access it from the lab.

Open Lab – Walk-in Hours

Go to my.umbc.edu/groups/training/events to view full schedule