1. Log in to PeopleAdmin at:  [https://jobs.hrc.pdx.edu/hr](https://jobs.hrc.pdx.edu/hr)
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.
4. Confirm that you are in the “Position Management” module (orange). If not, click to select that module from the drop down on the top right corner of the screen. Change your User Type to “Employee” and then select “My Profile”.

How to Login
5. Select the tab titled “Position Descriptions” and then click on the position description. Please note that employees are unable to make changes to their own position descriptions in this system.