

# PageUp Instructions for Non-WWU Employees



Search committee  
review

## To Set-Up a PageUp Login

Search committee members that are not Western Employees must create a password for their PageUp User account. After the search coordinator or search chair confirms that a position has been approved and posted, the outside search committee member can set up their password by following the instructions below:

1. Go to the PageUp login at <https://admin.dc4.pageuppeople.com>
2. Click 'Don't know your password?' below the login button
3. Enter an email address and the security keyword "western"
4. An email will be sent to create a password for PageUp
  - a. Passwords must have one letter, one number, and be at least 8 characters in length
5. When a password is created, a Login prompt will be displayed if the password is accepted
6. Login using Email, the new password created, and security keyword "western"
  - a. This password will work for all future logins when going to <https://admin.dc4.pageuppeople.com>

## To Review Applicant Materials

Applicant materials are reviewed in the PageUp system.

1. Click 'jobs requiring search committee review' in the 'search committee review' box
2. Locate the job in the list
3. Click 'View Applicants' to open the panel view
4. Click icons to view applicant details
5. Click  to view the application and resume and cover letter

## Adding File Notes for Applicants "Outcome"

This process is for each search committee member to add notes to an application regarding the applicant's skills/qualifications. The search committee chair or search coordinator may decide to add 'outcomes' for all applicants.

1. In the panel view, select a candidate, click on the applicant name
2. Select an outcome from the 'Outcome' dropdown list
3. Click 'Save and next' to move to the next applicant, or 'Save and previous' to go back to a previously selected applicant
4. Applicants are marked as 'Reviewed' once saved at the bottom

**Need Assistance? Contact: [Stephanie.Norsby@wwu.edu](mailto:Stephanie.Norsby@wwu.edu) / (360) 650-3306**