Quick Reference Guide:  
Viewing Your Position Description

Instructions: Use this guide to log into PeopleAdmin 7 and to view your own position description (PD).

How to Log in to PeopleAdmin 7
Use the steps below to log in to PeopleAdmin 7 (PA7) to view your position description.

1. Open a web browser (e.g. Firefox, Safari, Chrome or Internet Explorer)
2. Navigate to http://www.jobs.uark.edu/hr/shibboleth
3. Enter your UARK ID (the ID used for e-mail, the component that precedes @uark.edu), followed by your UARK ID/e-mail password. Enter your email address password in the password field
4. Click Login
5. Select Employee as the user type
6. Click the Refresh Icon

Note: If this is not available, you are not currently seated in a PD. Please contact your supervisor, HR Partner, or the Classification and Compensation Office.

There are options to Print on the upper right side of your position description: