PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your My RU Portal.

1. Log into your RU Portal using your Radford credentials. On the Home page of your Portal select, the Employee Folder. Under Administrative Tools, you will see the PeopleAdmin SelectSuite in your list of options. Select this option.

2. The landing page will usually appear as the Applicant Tracking page, and the background should be blue. No matter what page you have landed on the “Go to Radford University Employee Portal” option should be present. Select this option to enter the Performance Management Module.

3. Your Home page should show you any items that have *actions due, for example if your plan is completely finished, the next action you will see would be the Self Evaluation as seen below.

![Image of PeopleAdmin SelectSuite]

![Image of Employee Portal Home Page]
*If you do not have any items that require action, it should look like this:

4. To access your current and historical plan or evaluation history, select the button.

5. Drop down menus (as seen below) will appear to allow you to filter and retrieve additional information (if available)