Logging In to your Employee Portal

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your 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 (new site) in your list of options. Select this option.

2. The landing page for PeopleAdmin Select Suite has recently changed (July 18) and now incorporates more user friendly options. To access the performance management module, on the TOP LEFT of your screen you will see three blue dots. Click on the dots and a drop down menu will appear.

3. From this menu, select the option Radford University Employee Portal
4. On your **Radford University Employee Portal**, you will see...

**Your Action Items**
A list of items that require your attention.

**My Reviews**
Your own performance plan and/or evaluation.

**My Employee’s Reviews** *(you will only see this option if you are a supervisor or reviewer.)*
Performance plans and/or evaluations for your direct reports and/or the employees of your direct reports.

**Performance**
- If you are a supervisor, you will see an option to view your **Dashboard**. This shows the status of your plan and/or evaluation, your direct report plans and/or evaluations and the employees of your direct reports plans and/or evaluations. (Please see the Quick sheet titled Dashboard for further details)
- This is also an area that you can select **My Reviews** or **My Employee’s Reviews**, as listed above.

**Log Out**
Also on this page (or any page), you can end your session by selecting **Log Out** in the top right hand corner.

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