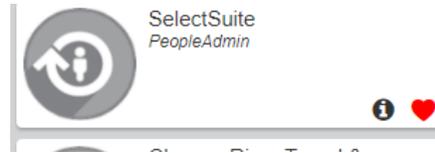


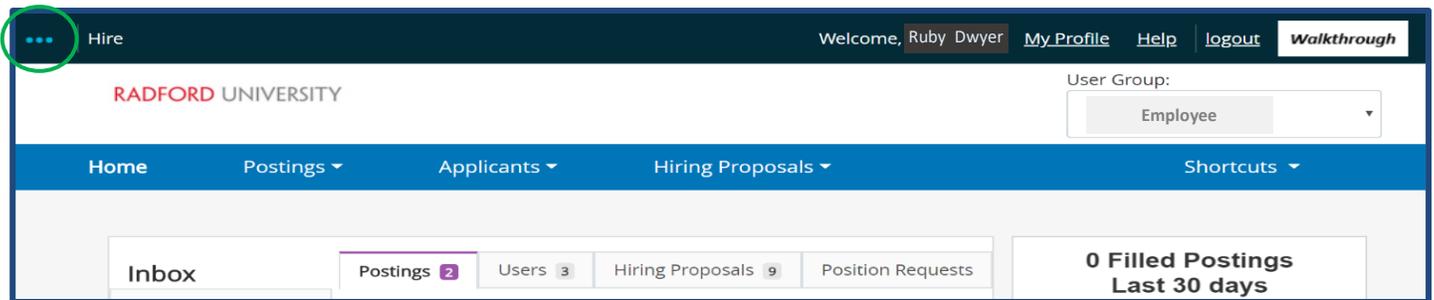
# Acknowledging your plan

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

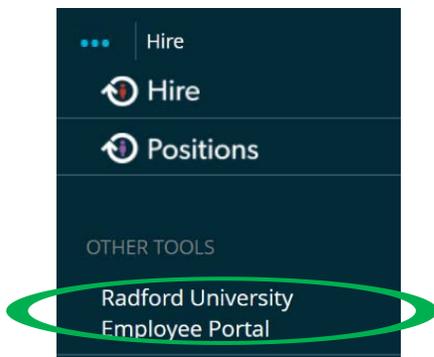
1. Log into your [OneCampus](#) Portal using your Radford credentials. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.



2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.

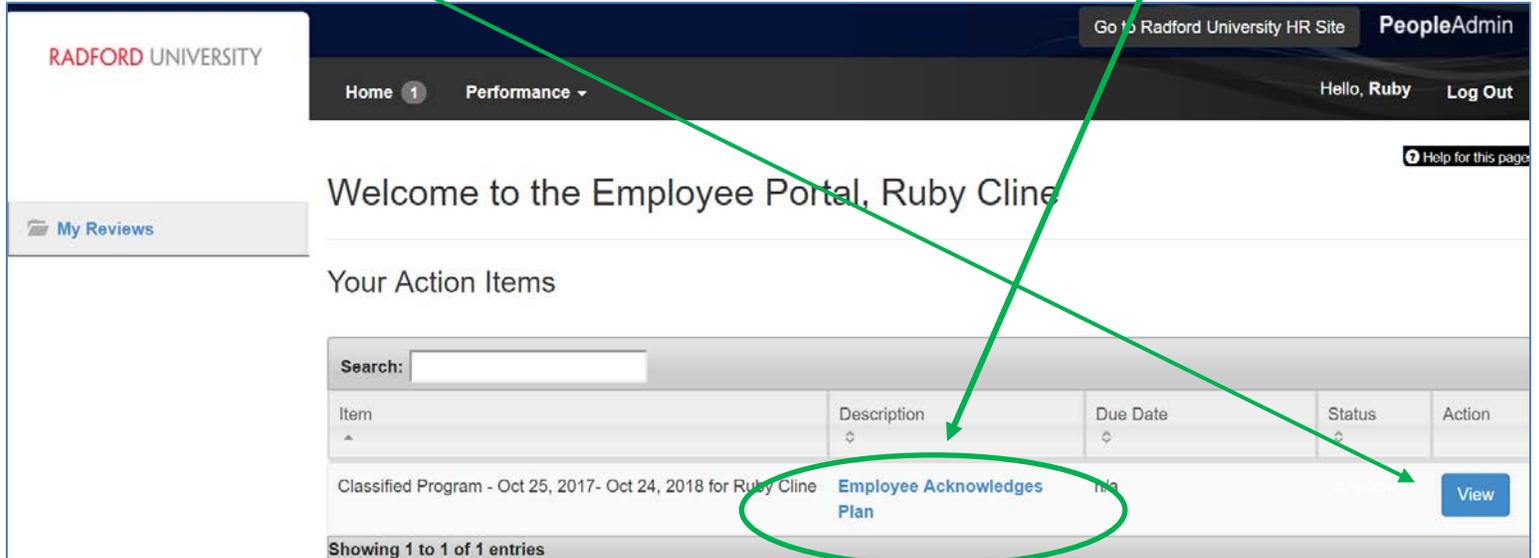


3. From this menu, select the option Radford University Employee Portal



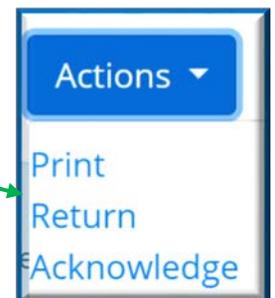
# Acknowledging your plan

4. Once you have received an email stating that you have an action and you log in, your **Home** page should show that your plan is ready to be acknowledged. Click on the word **Employee Acknowledges Plan** or **Select** 



Review your plan again (*At this point you should have already met and reviewed your Plan with your Supervisor (required).*)

If changes were discussed between the employee and supervisor, and the changes have not been updated on the plan at this point, the **Return** button can be used to return the plan back to the supervisor to revise. **NOTE:** *By returning the plan to the supervisor, the plan will go back through each step again.*



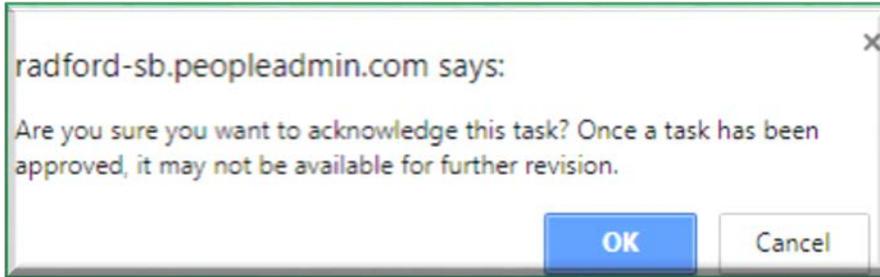
5. Comments can be entered in the comment section located at the bottom of the page.



6. If no changes need to be made, **Acknowledge** the plan.

# Acknowledging your plan

7. You will see a pop box appear to confirm, select OK



8. A message confirming your acknowledgement will appear in a blue box at the top of the screen.



*Task Completed*