**Getting Started – Quick Tips for Search Committee Members**

Website: [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring)

*The look of your homepage will depend on your role at GVSU.*

* Enable pop-ups for this website: [gvsu.dc4.pageuppeople.com](http://www.gvsu.dc4.pageuppeople.com)

 [For Internet Explorer Users]:

1. In the top right hand corner, click on the tools icon.
2. Click Internet Options.
3. Click the Privacy tab. Under the Pop-up Blocker section:
	1. Uncheck the box for ‘Turn on Pop-up Blocker’ and click Apply OR
	2. Click Settings and enter the website and click Add

[For Chrome Users]:

1. In the top right hand corner, click on the menu icon.
2. Click Settings.
3. Scroll to the bottom of the page and click Show advanced settings.
4. Under the Privacy section, click Content settings.
5. Under Pop-up Blocker section:
	1. Check Allow all sites to show pop-ups OR
	2. Click Manage exceptions and enter the website
* Do not use the back button in your browser to go back to the previous page, as your session may be interrupted and you may lose your changes.
* Your session will timeout after 90 minutes of inactivity.

**Commonly used icons:**

Menu button on the Dashboard – you will always see this in the top right corner

 View Job Preview Job Advertisement You will see this in Manage Jobs

 ↓ ↓

 ← Applications

 ↑

Notes

(You should NOT have any notes to View, but the icon is visible)

View Resume You will see this in View Applicants

↓

 ← Answers (i.e. Application)