
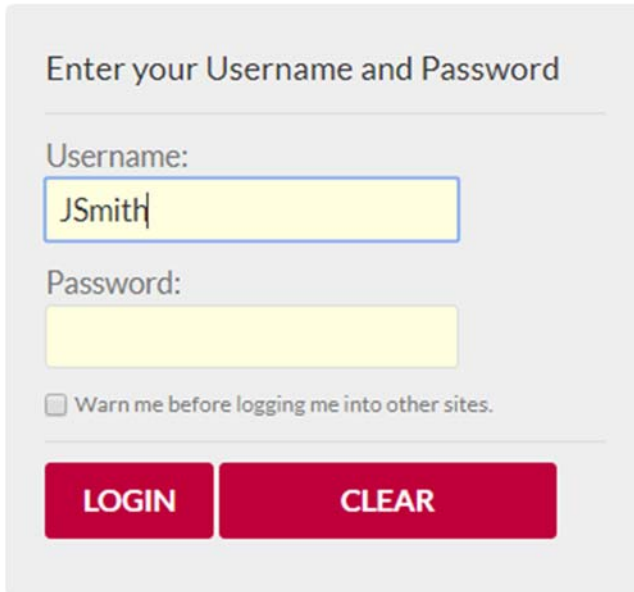


Accessing & Logging In to UNMJobs

- ❑ Thank you for participating in the pilot of this online evaluation system! To begin any task related to the performance evaluation process, you'll first need to log in to UNM Jobs. Here's how:
- ❑ Go to: <http://my.unm.edu/home>
- ❑ In the top right corner of your screen, click 
- ❑ When prompted, enter your Username (your NetID, not your email address) and your password
 - Example: Jsmith




Enter your Username and Password

Username:

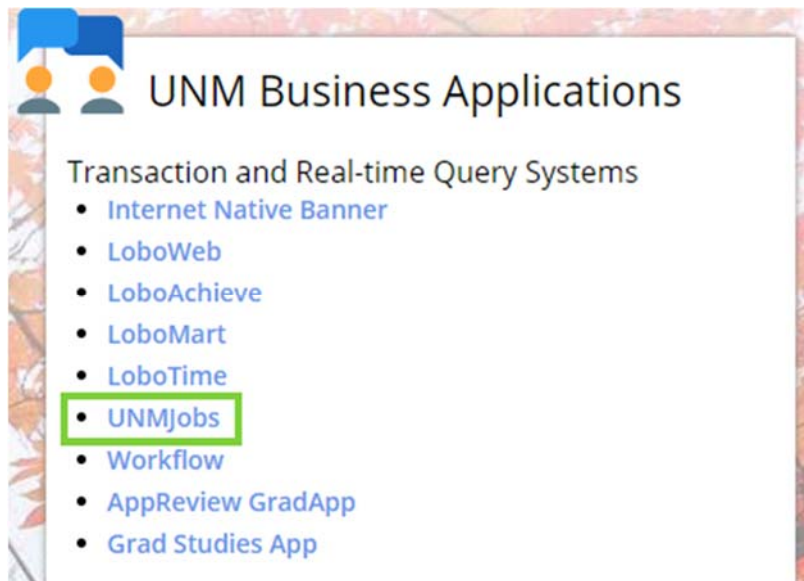
Password:

Warn me before logging me into other sites.

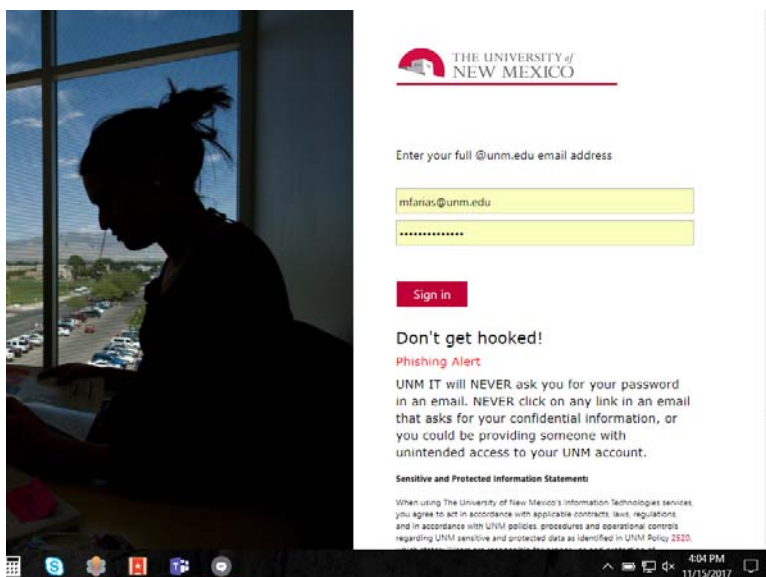
LOGIN **CLEAR**

- ❑ After signing in, your default page should be Employee Life (unless you are also faculty and/or a student). To check that you're in the right spot, go to the top left corner of your screen and if given a choice, click on 

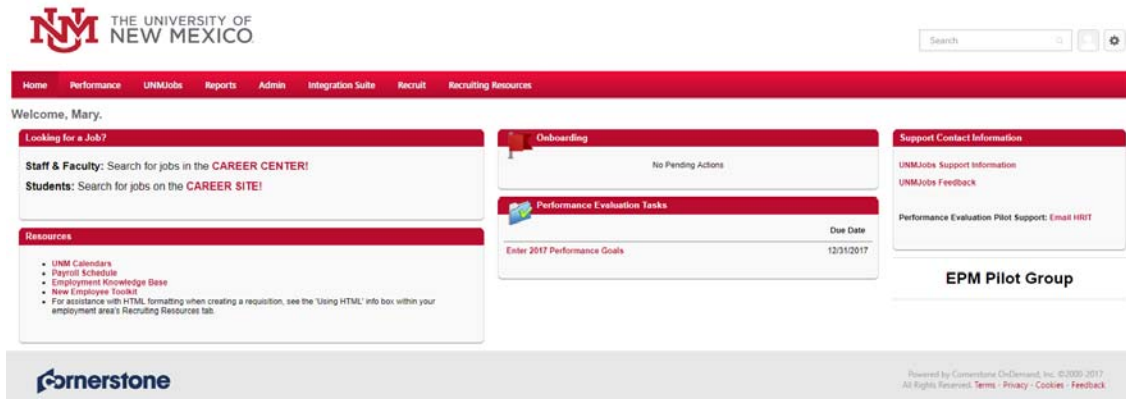
- ❑ Locate the 'UNM Business Applications' menu on the right hand side of the screen
- ❑ Click 'UNMJobs' (the sixth bullet on the list of options)



- ❑ You may be directed to a log in page like the one below. If so, just re-enter your UNM email address and password.



- ❑ After signing in, you should see a page similar to the one below. Note that not all options may be visible on your screen. Any tasks you will do related to performance evaluation will begin from this screen.



The screenshot shows the UNM Jobs portal dashboard. At the top left is the UNM logo and "THE UNIVERSITY OF NEW MEXICO". A search bar is on the top right. A red navigation bar contains links: Home, Performance, UNMJobs, Reports, Admin, Integration Suite, Recruit, and Recruiting Resources. Below the navigation bar, it says "Welcome, Mary." The dashboard is divided into several sections:

- Looking for a Job?**: A section with two sub-sections: "Staff & Faculty: Search for jobs in the CAREER CENTER!" and "Students: Search for jobs on the CAREER SITE!".
- Resources**: A list of links including "UNM Calendars", "Payroll Schedule", "Employment Knowledge Base", and "New Employee Toolkit". A note mentions using HTML formatting for requisitions.
- Onboarding**: A section with a red header and "No Pending Actions" below it.
- Performance Evaluation Tasks**: A table with a red header. It contains one row: "Enter 2017 Performance Goals" with a "Due Date" of "12/31/2017".
- Support Contact Information**: A section with links for "UNMJobs Support Information", "UNMJobs Feedback", and "Performance Evaluation Pilot Support Email HRIT".
- EPM Pilot Group**: A section with a red header.

At the bottom left is the Cornerstone logo. At the bottom right, it says "Powered by Cornerstone OnDemand, Inc. ©2009-2017. All Rights Reserved. Terms | Privacy | Cookies | Feedback."

If you have followed these directions and are still unable to access UNMJobs, please contact the [HRIT Help Desk](#).