How to Access the Applicant Portal as a Current Employee

(Without creating a new user name and password)

1. Go to https://jobs.coastal.edu/hr

2. Do not enter username and password. Click on the SSO Authentication link instead.

3. This will take you to a CCU page to enter your CCU email and password.
4. This will take you to your PeopleAdmin home page.

5. Under the My Links section on the right side of the screen you will see a link to the Applicant Portal. Click here.

6. This will take you to the Applicant Portal where you can search for job openings and check on the status of your applications.

7. If you are being reappointed to a temporary staff, time-limited, research grant or temporary grant position and have the quick link to your posting then you will paste that link in to your
address bar when you are on the Applicant Portal homescreen. This will allow you to go directly to the position you have to submit an application for.