

A) Logging in to the ROCS System

1. Navigate to the <https://jobs.rutgers.edu/hr/shibboleth> website. Login using your Rutgers NetID and password.



NOTE: Ensure your Wi-Fi connection is secure.

NetID Login

NetID:

Password:

Log In

Forgot your NetID or password?
First-time users, activate your NetID.
Need more help?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!



NOTE: If you do not have a Rutgers NetID or have guest user access, navigate to the <https://jobs.rutgers.edu/hr> website. Login using your Username and Password.

Contact ROCS@hr.rutgers.edu to request guest user access.

Rutgers University

Click Here To Log In With Your Network ID

Username

Password

Log In

Authenticate with single sign-on/SSO Authentication

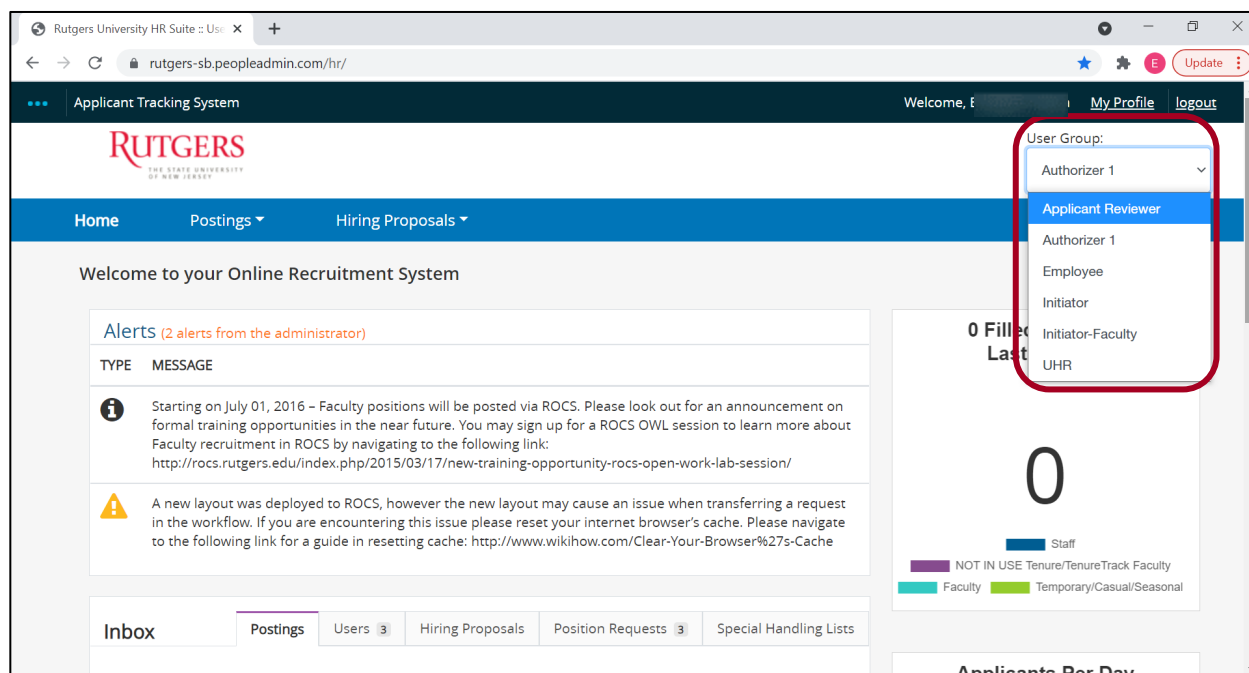
B) User Groups



KEY: The appropriate **User Group** view must be selected in order to access certain functions.

University Human Resources assigns **User Groups** which determine the level of permissions and responsibilities in the system. Most people are assigned to more than one **User Group**. It is important to select the appropriate **User Group** before taking any action in the ROCS system.

1. Navigate to the **User Group** menu and select the appropriate group.



2. The page will refresh. Scroll up  to view the success notification. Click **X** to close.

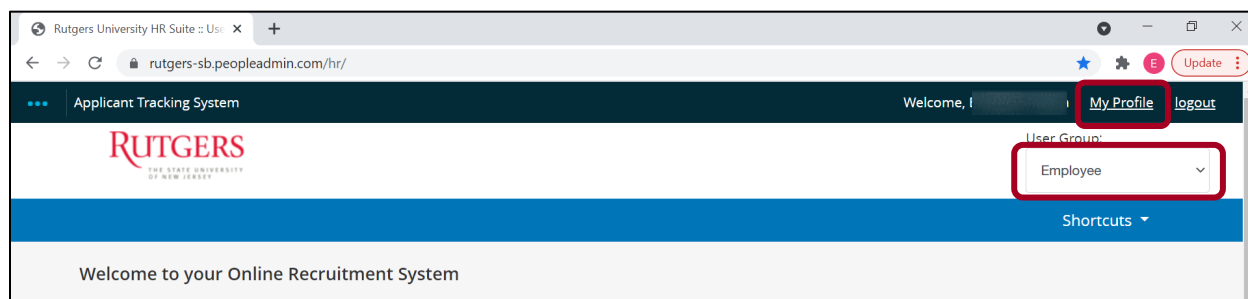


KEY: The **User Group** selected will determine which functions of the system can be accessed.

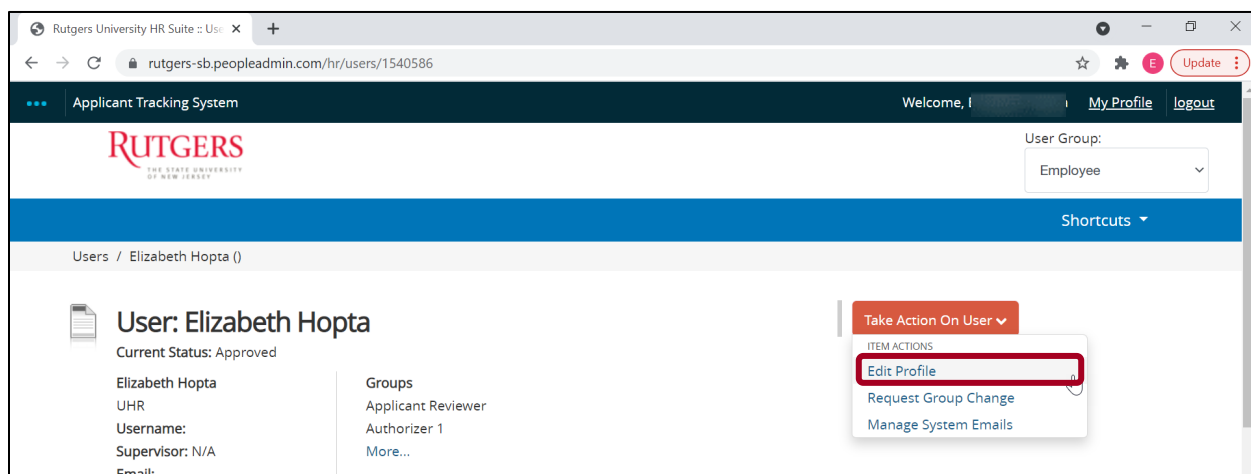
C) Setting Automatic User Group Preferences

Upon login, the **Employee User Group** will be selected by default. Before completing a task in the system, the appropriate **User Group** must be selected. To select another **User Group** upon login, follow these step:

1. Ensure the **Employee User Group** is selected. Click **My Profile**.

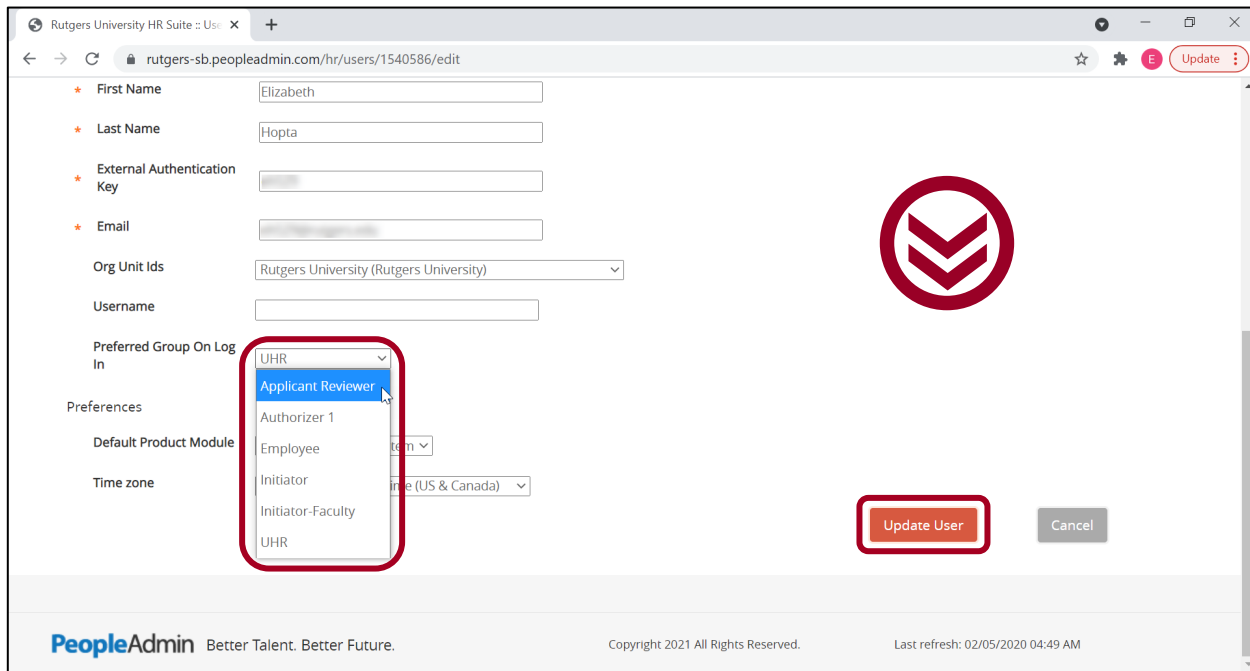


2. Hover over the **Take Action on User** button and select **Edit Profile**.



3. Scroll down  to **Preferred Group on Log In** and select the appropriate **User Group** from the menu.

Click **Update User**.



The screenshot displays the 'Edit User' page in the Rutgers University HR Suite PeopleAdmin. The page contains several input fields for user information: First Name (Elizabeth), Last Name (Hopta), External Authentication Key, Email, Org Unit Ids (Rutgers University (Rutgers University)), Username, and Preferred Group On Log In. The 'Preferred Group On Log In' dropdown menu is open, showing a list of options: UHR, Applicant Reviewer, Authorizer 1, Employee, Initiator, Initiator-Faculty, and UHR. The 'Applicant Reviewer' option is highlighted. To the right of the form is a large Rutgers logo. At the bottom right, there are 'Update User' and 'Cancel' buttons. The footer includes the PeopleAdmin logo, the tagline 'Better Talent. Better Future.', copyright information, and a last refresh timestamp.

Rutgers University HR Suite :: User Edit

rutgers-sb.peopleadmin.com/hr/users/1540586/edit

* First Name: Elizabeth

* Last Name: Hopta

* External Authentication Key: [Redacted]

* Email: [Redacted]

Org Unit Ids: Rutgers University (Rutgers University)

Username: [Redacted]

Preferred Group On Log In: UHR

Applicant Reviewer

Authorizer 1

Employee

Initiator

Initiator-Faculty

UHR

Update User

Cancel

PeopleAdmin Better Talent. Better Future.

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4. A success notification will confirm the selection. Click **X** to close the pop-up.



HINT: Log out and log back in to view the change.

