Accessing Your Position Description

Website to PageUp- https://hokies.pageuppeople.com

Uses 2 Factor Login credentials

Most Employees are a Role 1 in the system and will see this upon login:

![My Dashboard]

You would then select- My position description and all the details of your job will be displayed for you to review.

Role 2(and higher) Users

Dashboard will look like this:

![Dashboard]

You would select from the “hamburger” menu in the top left “Manage position descriptions” under the Jobs section.

Then in the ‘Employee Name” section- Type in your legal name, then select “View”
<table>
<thead>
<tr>
<th>System Number</th>
<th>Title</th>
<th>Position Number</th>
<th>Role Number</th>
<th>Employee Name</th>
<th>Supervisor Name</th>
<th>Approval status</th>
<th>Date modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-17612</td>
<td>Talent Acquisition Manager</td>
<td>120306</td>
<td>BASE</td>
<td>Jeffrey Cumberland</td>
<td>Sandra Cheynet</td>
<td>Approved</td>
<td>Jul 13, 2019</td>
<td>ACTive</td>
</tr>
</tbody>
</table>