How to Access Your PD

Directions:

1. Click on “Classification and Hiring System” under the “Resources” header or click the following link: PD Login

2. Login using your 9-digit university ID as your username and password if it is your first time logging in. If it is not your first time logging in, use your 9 digit University code as your User ID and use the password you previously created.

3. If it is your first time logging in, the system will prompt you to create a new password.

4. Click on “View PD Library” on the left hand side.

5. Click “View Summary Only” to see your position description.

6. When finished, click “Logout” on the left-hand side.

Note: From this page, you can change/update your PD, change your password, or view your current PD.