



Colorado State University

# CSU Talent Management System

## Guest User Guide

---

How to Change Your Password

# How to Change Your Password



Inbox | PeopleAdmin  
Watch List | **APPLICANT TRACKING** ▾

Home | **My Profile** | Help

Emily Rogers, you have 0 messages.  logout

1. To update your password and set your default user group to 'Search Committee Member', select the 'My Profile' tab across the top.

Note: The first time you log in to the Talent Management System, you will be taken to the blue, Applicant Tracking module and the 'Employee' user group will be selected.

## Welcome to your Online Recruitment System

**Inbox** 0  
Displaying items for group "Employee".

**Shortcuts**  
My Reports  
Analytics Dashboards

### My Links

- Links**
- CSU Talent Management Training Website
  - TMS Training Guides
  - TMS Listserv Sign Up Form

**Watch List** 0

# How to Change Your Password



Users / Emily Rogers

## User: Emily Rogers

Current Status: Approved

Emily Rogers

Applicant

Username:

Supervisor: Rebecca McCann

Email: emailaddress@zed.zed

Phone:

Groups

Applicant

Employee

More

Take Action On User ▼

1. Once in your user profile, from the 'Summary' tab, select 'Edit' to update your password and default user group.

Summary

Manage Emails

Position Descriptions

✔ User Details [Edit](#)

Account Information

CSU eID (for User login)

Legal First Name

Emily



# How to Change Your Password

Org Unit Ids

Employment Anniversary Date

Position Type

Reporting Org Unit

Username

Password

Password Confirmation

Preferred Group On Log In

## Preferences

Default Product Module

Time zone

1. To update your password, type it into the 'Password' text field. Be sure to enter the same password in the 'Password Confirmation' text field below.

2. If you wish to update your default user group to Search Committee Member when you log in, select it from the 'Preferred Group On Log In' drop down menu.


3. When you are finished, click 'Update User'.

**Update User**

Cancel



# How to Change Your Password

 User was successfully updated.

1. Once you click 'Update User', a banner across the top of the page will let you know that the update was successful.



## User: Emily Rogers

Current Status: Approved

Emily Rogers

Search Committee Member

Username:

Supervisor: [Rebecca McCarty](#)

Email: emailaddress@zed.zed

Phone:

Groups

Applicant

Employee

[More...](#)

[Take Action On User](#) ▼

- Summary
- Manage Emails
- Position Descriptions

 [User Details](#) [Edit](#)

Account Information

CSU eID (for User login)



# Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

[www.oeo.colostate.edu/talent-management-system-tms](http://www.oeo.colostate.edu/talent-management-system-tms)

For additional help, contact the Office of Equal Opportunity at:  
(970) 491-5836

or

Email at [oeo@colostate.edu](mailto:oeo@colostate.edu)

