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.
How to Change Your Password

1. Once in your user profile, from the ‘Summary’ tab, select ‘Edit’ to update your password and default user group.
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’.
1. Once you click ‘Update User’, a banner across the top of the page will let you know that the update was successful.
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

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

or

Email at oeo@colostate.edu