CSU Talent Management System
User Guide
How to Set Your Preferred User Group and Module at Log In

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1. To update your default user group and module upon login, click on 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.
1. Once in your user profile, from the ‘Summary’ tab, select ‘Edit’ to update your account information and preferences.
1. At the bottom of the edit screen, find the 'Preferred Group On Log In' drop down menu and select your desired default user group for when you log in.
2. On the same edit screen, select which default module of the system you would like to automatically be taken to upon login to the TMS from the ‘Default Product Module’ drop down menu.

3. When 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.
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:
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or
Email at oeo@colostate.edu