

UEIjobs

How to Request a User Account



To access the applicant tracking system go to

www.ueijobs.com

Select "Supervisors"

The screenshot shows the UEIJobs login and account request form. The top section is the login page with fields for "Username" and "Password", and a "Login" button. Below the login fields, there are links for "First time here? Request an account" and "Forgot your password? Request a password reset", which are circled in red. The bottom section is the "Welcome to UEIJobs" account request form, which includes fields for "Username", "Password" (with a note "(6 character minimum)"), "Password Confirmation", "First Name", "Last Name", "Email", "Email Confirmation", "Phone Number", "Time", "Online/Account Number" (with a note "If number unknown, please call 916-278-4994."), "Org Unit Ids" (a dropdown menu showing "University Enterprises Inc - Sacramento State"), and "Requested Group" (a dropdown menu showing "Please select"). There are "Save" and "Cancel" buttons at the bottom.

You will be taken to a login page.

First time users select "Request an Account".

Forgot your Password? Select "Request password reset".

Enter a user name and password, along with the rest of the required information and select "Save".

Username must be between 6 and 20 characters. i.e. JohnSmith or John.Smith.

Please write down your username and password. You will need them each time you log in to the system.

You will receive an email from HR when your account is approved (typically within 24 hours.) Once approved, you will then be able to log in to the system with your user name and password.