

## RAPS Information

### Logging on to RAPS

URL for administrative site:

<http://academicjobs.columbia.edu/hr> – users

- 1) First, create a user account, if you do not have one. Click on link on left side of page and fill out form. Be sure to include all departments for which you administer searches. Submit it for approval. You will receive email confirmation when your user account has been approved.
- 2) To log-on once you have a user account, use your UNI and password.

URL for applicant site:

<http://academicjobs.columbia.edu> – applicants

You also may connect to the applicant site via the “Employment” link on the Columbia homepage

URL for training site – administrative access:

<http://training334.peopleadmin.com/hr> - user training site

All information saved here does not affect the live site.

URL for training site – applicants:

<http://training334.peopleadmin.com/> - applicant training site

Once you have created a “posting” in the training site, you may go to the applicant training site, and “apply” for the position. The system will not allow you to upload documents from files in the training site.

- 1) **Important First-time Login Information:** When you login for the first time, you must change your default view to have access to all postings in your department. Click on “Change default view” in the left column. Change your default view from “User” to “Department”. Click on “Change for future sessions.” You only need to do this once.