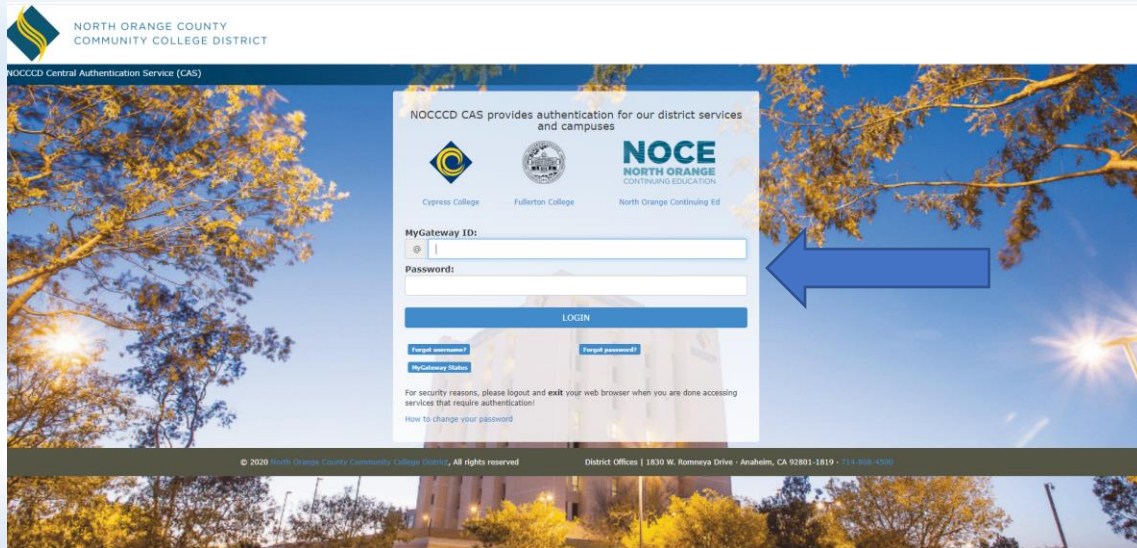


# Accessing PeopleAdmin Training Modules in MyGateway

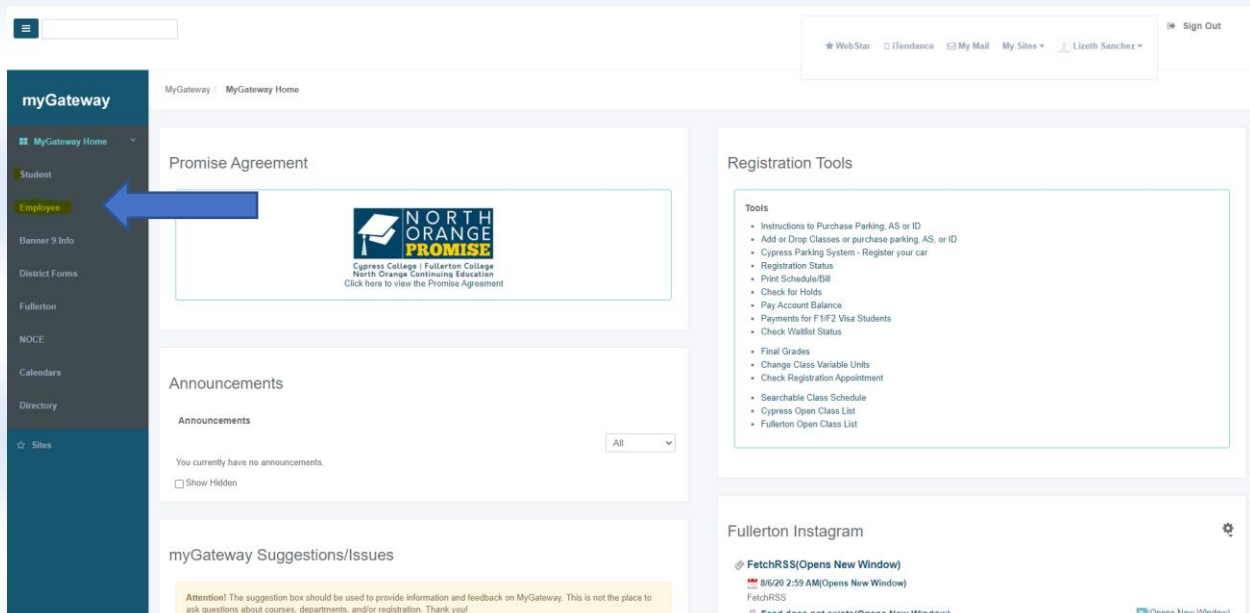
## Step 1: Log In to [MyGateway](#)



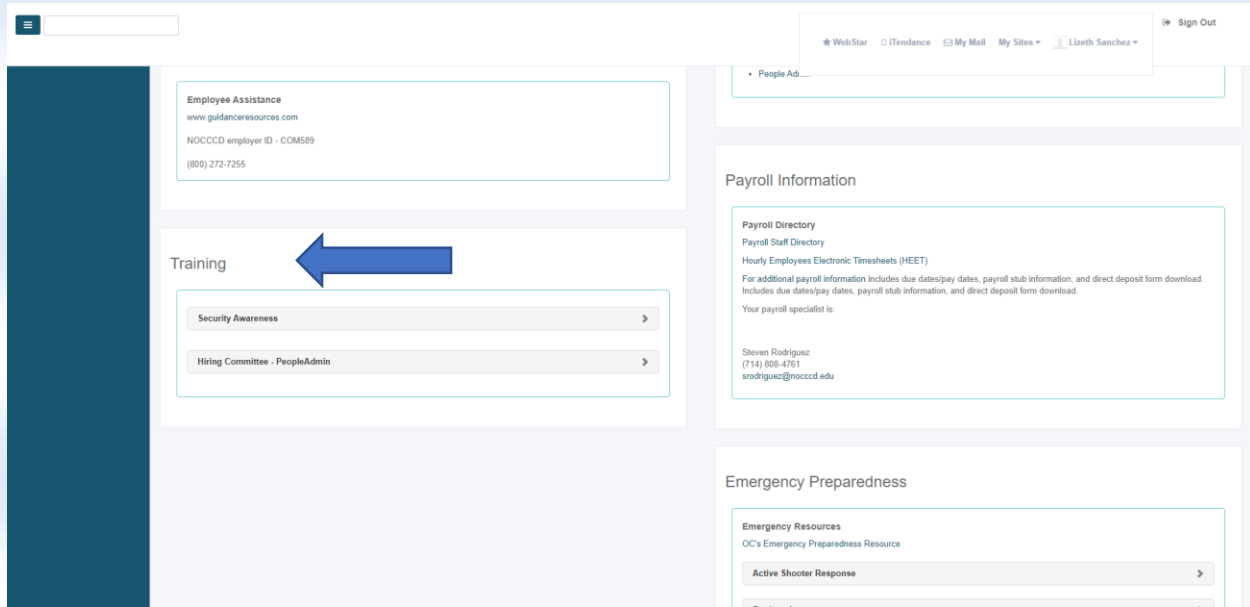
MyGateway ID: NOCCCD Banner ID (without the @)

Password: MyGateway Password

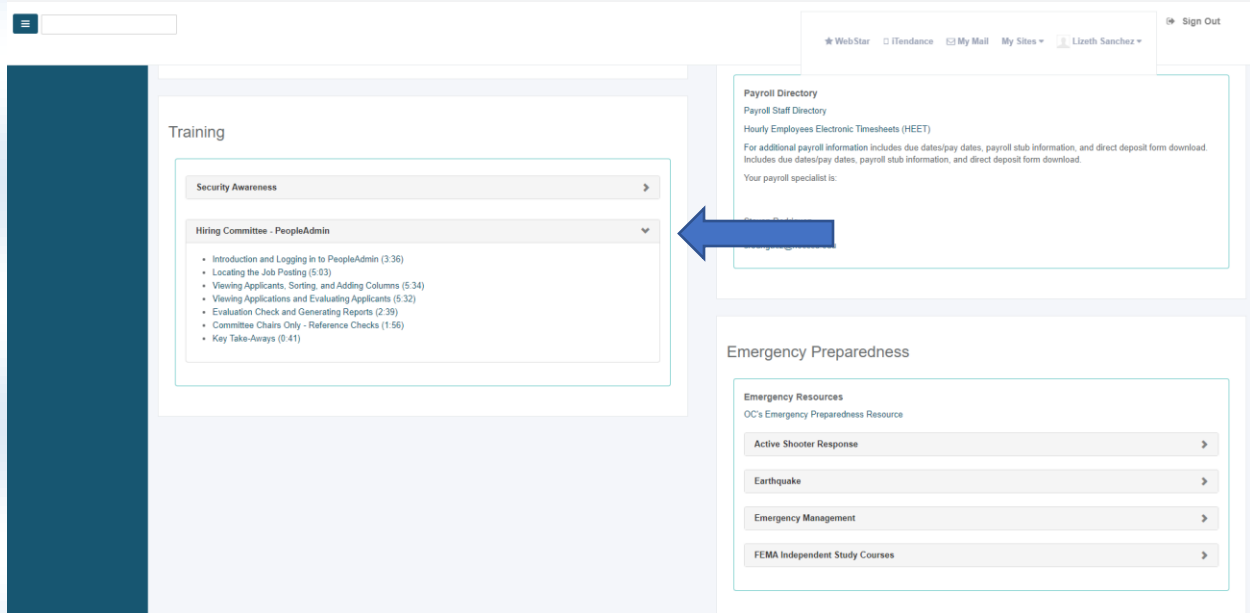
## Step 2: Click on “Employee” in the MyGateway Navigation Bar



### Step 3: Scroll Down to the Training Section



### Step 4: Select Arrow to Open the Drop Down and Select Module



## Direct access to PeopleAdmin Training Modules

To access a module directly, click on any of the links below:

[Module 1: Introduction and Logging in to PeopleAdmin \(3:36\)](#)

[Module 2: Locating the Job Posting \(5:03\)](#)

[Module 3: Viewing Applicants, Sorting, and Adding Columns \(5:34\)](#)

[Module 4: Viewing Applications and Evaluating Applicants \(5:32\)](#)

[Module 5: Evaluation Check and Generating Reports \(2:39\)](#)

[Module 6: Committee Chairs Only - Reference Checks \(1:56\)](#)

[Module 7: Key Take-Aways \(0:41\)](#)