



Register for Hiring with PageUp

1. Select the link to the right

[Register for Hiring with PageUp](#)

2. Select Register

3. Click the "Add" button next to PageUp Session 1: Developing a Position Description and Posting a Job

4. Select "All upcoming offerings" from the Offerings dropdown menu

PageUp **REGISTRATION ALLOWED**
PageUp Session 1: Developing a Position Description and Posting a Job
 CALPOLY-ILTCRSE-PAGEUP-PD-R... Unlimited

▼ OFFERINGS
 Select an activity
 Offerings in the next week
All Upcoming Offerings

5. Choose a Session 1 class by clicking "Add"

ILT CLASS **REGISTRATION ALLOWED**
PageUp Session 1: Developing a Position Description and Posting a Job
 25 Available Seats 4/3/2019 9:10 AM PDT - 4/3/2019 12:00 PM PDT (View in my time zone) 35-217C, 035 - Robert E. Kennedy Library **ADD**

ILT CLASS **REGISTRATION ALLOWED**
PageUp Session 1: Developing a Position Description and Posting a Job
 25 Available Seats 4/3/2019 1:10 PM PDT - 4/3/2019 4:00 PM PDT (View in my time zone) 35-111B, 035 - Robert E. Kennedy Library **ADD**

ILT CLASS **REGISTRATION ALLOWED**
PageUp Session 1: Developing a Position Description and Posting a Job
 25 Available Seats 4/29/2019 9:10 AM PDT - 4/29/2019 12:00 PM PDT (View in my time zone) 35-217C, 035 - Robert E. Kennedy Library **ADD**

ILT CLASS **REGISTRATION ALLOWED**
PageUp Session 1: Developing a Position Description and Posting a Job
 25 Available Seats 5/1/2019 1:10 PM PDT - 5/1/2019 4:00 PM PDT (View in my time zone) 35-111B, 035 - Robert E. Kennedy Library **ADD**

6. Repeat steps 3-5 for Session 2: Reviewing Candidates and Making an Offer



7. Ensure that both an "ILT Course" and an "ILT Class" are selected for each session.

REGISTRATION SUMMARY
 To remove a selected activity from the list, click ✕

CURRICULUM
Hiring with PageUp

- ▼ ILT COURSE ✕
PageUp Session 1: Developing a Position Description and Posting a Job
- ILT CLASS ✕
PageUp Session 1: Developing a Position Description and Posting a Job
- ▼ ILT COURSE ✕
PageUp Session 2: Reviewing Candidates and Making an Offer
- ILT CLASS ✕
PageUp Session 2: Reviewing Candidates and Making an Offer

8. Select "Register"

CANCEL **REGISTER**