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.

5. Choose a Session 1 class by clicking “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.

8. Select “Register.”