AP Faculty Recruiting

Quick Guide
Logging into PAPERS7

1. Login to PAPERS7 – [https://jobs.odu.edu/hr](https://jobs.odu.edu/hr)
2. Click **SSO Authentication** below the Login button.
3. Enter your current **MIDAS ID** and **Password**, and click **Login**.
4. The **home page** for PAPERS7 will display.
5. Select **Applicant Tracking** or **Position Management** under PeopleAdmin in the upper right hand corner of screen.
6. Make sure you have the correct user group selected next to your name.
   
   **Note:** click the refresh button when you change user types

Department of Human Resources