Login

Open a web browser and navigate to: https://hcm.uakron.edu

Security

To request security access or make changes to your existing security, complete the online form at: https://footprints.uakron.edu/secure/ps/
- Fields with an asterisk are required
- Your Supervisor and Director/Chair UANetID must be correct
- You will be notified via email once the form has been approved.
  You will need to contact the Support Desk at x6888 to obtain your password.

If you forget your ID or password, contact the Support Desk at 330-972-6888

Navigation

Use the menu, navigation header and breadcrumbs:

Use the menu Search box if the navigation path is not known:

Change Your Password

1. Log in to PeopleSoft at https://hcm.uakron.edu
2. Click the Change My Password menu option (located toward the bottom of the menu).
3. You will be prompted to enter the current password, and the new password twice (to confirm the password).

Clear Cache in Internet Explorer

1. From the Tools menu, select Internet Options.
2. On the General tab, click the Delete button under the “Browsing history” heading.
3. Check the boxes for: Preserve Favorites website data, Temporary Internet Files and Cookies.
4. Click the Delete button.
5. Click the OK button.
6. Click the OK button.
### Clear Cache in Google Chrome

1. Click the **Customize and Control Google** icon on the browser toolbar.
2. Select **More Tools**.
3. Select **Clear Browsing data**.
4. Select the checkboxes for: Browsing history, download history, cookies and other site plug-in data, cached images and files.
5. Select **beginning of time** from the drop-down at the top of the dialog.
6. Click **Clear browsing data**.

### Create Favorites in Internet Explorer

1. Open the browser and navigate to the search page to set as a favorite.

   To locate the search page that is needed:
   a. Use the “**Common Paths for HCM**” document, which is available at [http://www.uakron.edu/training/HRV9.dot](http://www.uakron.edu/training/HRV9.dot)
   -OR-
   b. Use the menu **Search** box.

2. Click on the **Favorites** tool ★ near the upper right corner of the window.
3. Click on **Add to Favorites**.
4. When prompted, enter a name for the favorite. Although a default name is suggested by PeopleSoft, the name may be changed.
5. Click on **Add**.
6. Click on the **Home** link in the Navigation Header.
7. Select the favorite from the Favorites menu to test it.