As a system user, you may wish to set up certain defaults based on your most utilized user role and what module of PeopleAdmin you work with the most.

1. After you have logged into PeopleAdmin, select “My Profile.”

2. The user details screen will appear. Select “Edit” by User Details.
3. The Account Information will appear.
   - In the “Preferred Group on Log In,” select from the drop down your preferred user group.
   - In the “Default Product Module,” select either “Applicant Tracking” or “Position Management.”
4. Once you have selected, click on “Update User.”

5. Logout after updating your preferences and log back in to see your saved changes.