

PageUp Initial Login Instructions

- Below, please find a link to login to PageUp for Performance Management.
- Click on the link (or cut and paste to the URL) and it will take you to the DHRM login screen.
- We will not use the single sign on (SSO), so you need to use the sign-in box on the right.
- Enter your Longwood email address and click “forgot password” to set up your password.
- You will receive an email to change your password.
- Once you have reset your password, return to the DHRM login screen.
- Enter your Longwood email address and the new password.
- The system will email you a six-digit code. Retrieve the code from your email, enter it into the box and click the enter button. (Remember to click the box that automatically remembers your code)
- This will take you to the PageUp landing screen. Click on the bar labeled “Continue to Recruitment Administration.”
- The system will ask for a token (as a secondary verification) and will send the token to your email.
- Return to your email, copy the token number, enter it into the PageUp verification box and hit “enter”.
- Note: (You will receive a token every time you enter the PageUp system).
- Once entered, it will take you to the PageUp dashboard.
(The instructions to review and approve your position descriptions will follow in a different email)
- Please save your password for future logins.

Control and click to follow link below

<https://dhrm.login.pageuppeople.com/>