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5. In the **Allow** area, click **Add**.
6. Enter the following text: `[*.]pageuppeople.com`
7. Click **Add**.
8. Close the Settings tab.


Internet Explorer (generally incompatible with the system) – Turn off pop-up blocker

In Internet Explorer, click **Tools > Pop-up Blocker > Turn off Pop-up Blocker**

Microsoft Edge – Turn off pop-up blocker

1. Click the Gear icon to open **Settings**
2. Click **View Advanced Settings**
3. Set the **Block popups** toggle to **Off**.

Mozilla Firefox – enable pop-ups for CHRS Recruiting

1. Click the Tools icon  in the top right.
2. Click **Options**
3. Open the **Privacy & Security** page.
4. In the Permissions area, next to Block pop-up windows, click **Exceptions**
5. Type the address of the CHRS Recruiting site: <https://calstate.dc4.pageuppeople.com>.

Apple Safari

Safari for macOS has no per-website control over blocking pop-up windows. Pop-ups are either blocked, or they are not. To allow pop-ups:

1. From the Safari menu, choose **Preferences**
2. Click the **Security** tab.
3. Ensure the Block pop-up windows option is not checked. Clearing this option will allow pop-ups.
4. To block pop-ups once again, check the Block pop-up windows checkbox.

Pop-up guidelines

- x If possible, enable pop-ups for the CHRS Recruiting site to avoid security issues when you visit other sites.
- x Consider using a dedicated Chrome browser just for CHRS Recruiting.

What happens next

Pop-up windows are enabled for CHRS Recruiting. You can now use the system.

Access the main menu

The main menu provides links to all of the main pages that you need to access. You open the main menu by clicking the menu icon (currently in the top left corner).

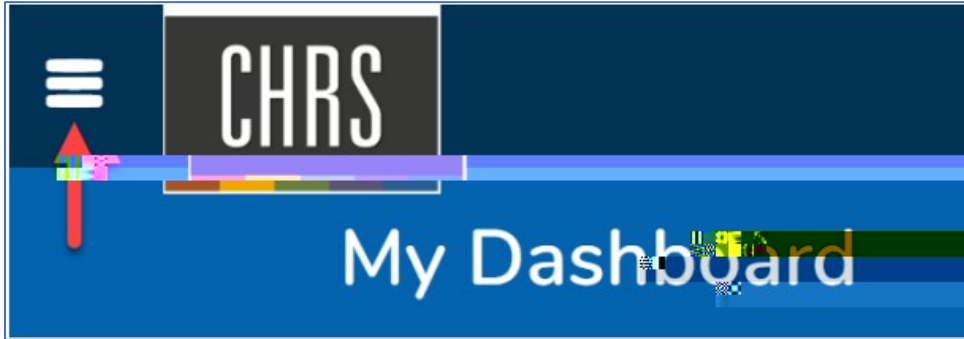
Although you can reach the most common pages from your dashboard or from the top navigation bar, the main menu provides a common navigation tool from any page.

Role effects on main menu

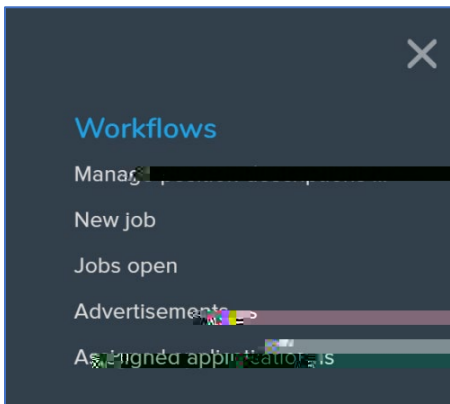
Your role determines which links you can see in the main menu.

### How to open the main menu

1. Click the menu button to open the main menu.



2. Click the link to the page that you need. For example, New Job.



The blue text in this screen capture is a category for the links below it, not a link itself.

3. The new page opens.

### Identify mandatory fields

When you complete online forms, some fields are mandatory. If you attempt to submit the form with mandatory fields left blank, you will be required to find the field and to provide a value.

Fields can be mandatory for several reasons:

- x CSU policy, federal, or state law
- x PageUp system requirements
- x CSU reporting

### How to identify mandatory fields

Mandatory fields are marked with an asterisk (\*) on all forms. The position of the asterisk indicates who requires the field.

Asterisk location	Example	Required by
Beginning	*Campus	CSU
End	Recruitment Status*	PageUp

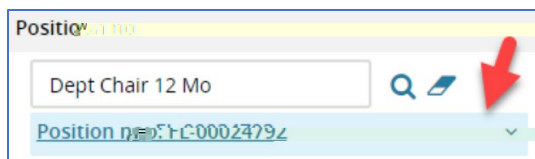
**Beginning and end**

**\*Reason\***

**Both CSU and PageUp**

- x If you do not see a Select li

## CSU Channel Islands CHRS Recruiting Guide Series - Helpful Tips



How to expand the information box

Click the blue bar under the field to view more information about that field.

