# UNIVERSITY *of* NORTH ALABAMA

## Logging into the Online Hiring Center (OHC) with Your UNA Credentials and Single-Sign-On

Each committee member assigned as an SME must login to the Online Hiring Center (OHC) using the link in the email and follow the instructions for SME review.  The link to the single-sign-on for this system is - https://login.neoed.com/authentication/saml/login/una and you must enter your ==FULL EMAIL ADDRESS== (kkharp@una.edu) as your username and your UNAPortal password for the password.

*ellucian.*

Sign in to your account

| kkharp@una.edu | ••••••••••• | **Sign In** |

☐ Remember me on this computer

Forgot Username or Password ?

To access email or the online employment system (OES), UNA requires the use of Duo Security as a second form of identification for multi-factor authentication (MFA).  It is expected that each individual will install and use the Duo Mobile security app on their smart phone or device.  For more information, please see the UNA ITS webpage at https://una.edu/its/duo1/duo.html or search "Duo" on the UNA webpage.  For technical assistance, please contact the UNA Help Desk. Until Duo Mobile security is active, you will not be able to login the OES.

We are still in the process of learning the quirks and details of the new system, so please email employment@una.edu with any questions that you may have. *Please do not attempt to change statuses or send notices in the new system without asking as there are associated emails and notifications of which you may not be aware.*