



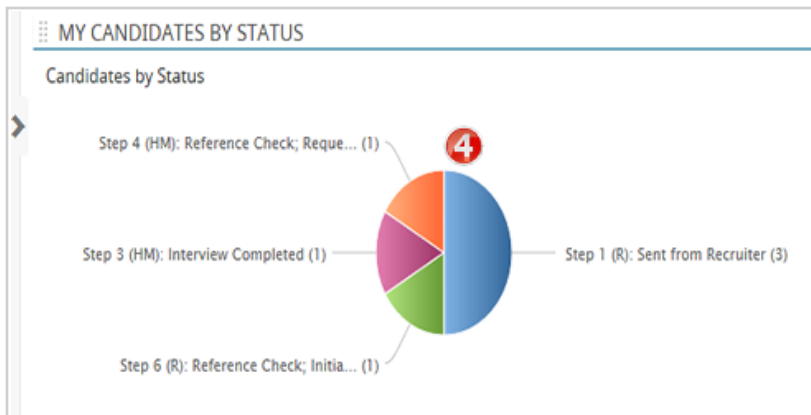
- To access iCIMS, login to <https://essex.okta.com> using your Essex network credentials.
- Select the **iCIMS application** from **Okta homepage**. iCIMS **dashboard** will be displayed.

The dashboard shows the necessary information about your open job requisition and candidates.

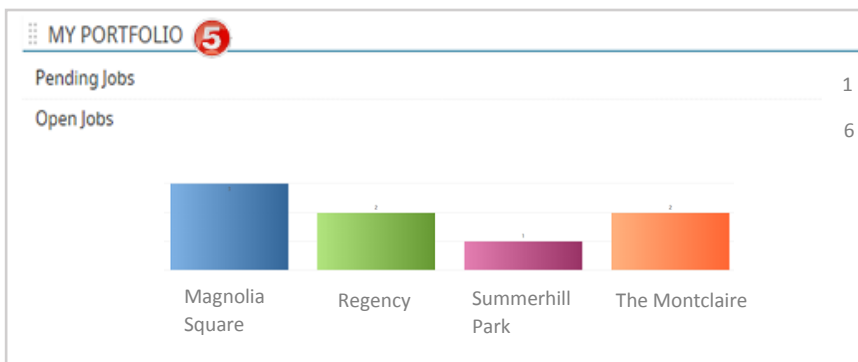
Note: Okta login page can also be reached via <https://essex.icims.com>. Click the **SAML SSO** button to go to the Okta login page.



- Use the **Create** drop-down to create new jobs.
- Use the **Communicate** drop-down to access your calendar for scheduling interviews.
- The jobs created by the hiring managers are submitted to the recruiter for approval.
 - The **Approved** section of the pie chart shows the jobs approved by the recruiter.
 - The **Pending Approval** section shows the jobs that are pending to be approved or have been created but not submitted for approval.



- Each section of this pie chart represents the candidates by their status in the recruitment process. Click on any section to view the list of candidates in the section.



- The **Division Managers, Regional Portfolio Managers, and Area Managers** will be able to use the **MY PORTFOLIO** section to review the job status and candidate status requested by the hiring managers reporting to them.