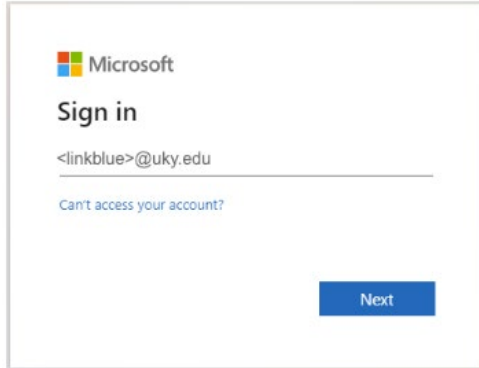


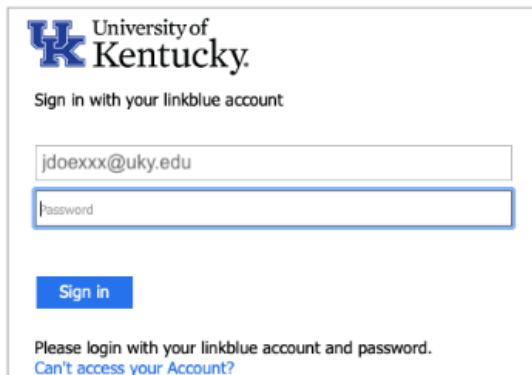
The **Integrated Employment System (IES)** is where all regular staff positions are maintained. You will use your **Position Coordinator** role to maintain Major Job Responsibilities (MJRs) for regular staff positions, create proposals for new regular staff positions, submit posting actions, etc. You will use your **Search Coordinator** role to post all other position types (students, faculty, post doc, temporary staff, etc.)

- To log in access <https://ukjobs.uky.edu/hr/sessions/new>
- Enter your **link blue username**, include **@uky.edu**



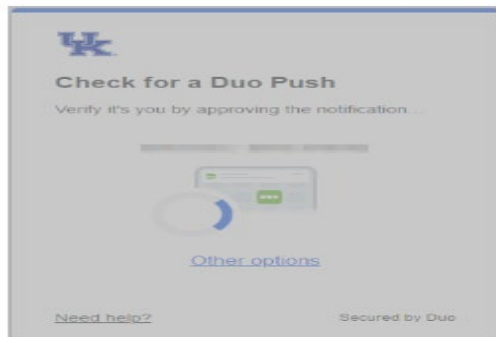
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the placeholder text "<linkblue>@uky.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

- Click **Next**.
- Enter your password. Note: Your [linkblue@uky.edu](mailto:linkblue@uky.edu) username should already be filled in.



A screenshot of the University of Kentucky sign-in page. At the top left is the University of Kentucky logo. Below it, the text "Sign in with your linkblue account" is displayed. Underneath, there are two text input fields: the first contains the placeholder "jdoexxx@uky.edu" and the second is labeled "password". Below the input fields is a blue button labeled "Sign in". At the bottom of the page, there is a note: "Please login with your linkblue account and password." followed by a blue link "Can't access your Account?".

- Click **Sign In**
- Perform the **Duo multi-factor authentication** steps.



A screenshot of the Duo Push notification screen. At the top left is the UK logo. Below it, the text "Check for a Duo Push" is displayed. Underneath, there is a sub-header "Verify it's you by approving the notification ...". In the center, there is a graphic of a smartphone displaying a notification. Below the graphic is a blue link "Other options". At the bottom left is a link "Need help?" and at the bottom right is the text "Secured by Duo".

You should now be logged into the IES system. For additional resources, please visit our [HR Administrator](#) page.