RAPS Information

Logging on to RAPS
URL for administrative site:
https://academicjobs.columbia.edu/hr – users
1) First, create a user account, if you do not have one. Click on link on left side of page and fill out form. Be sure to include all departments for which you administer searches. Submit it for approval. You will receive email confirmation when your user account has been approved.
2) To login once you have a user account, use your UNI and password.
3) You may also login via a link on My.Columbia.Edu, if you have access to the administrative tab there.

URL for applicant site:
https://academicjobs.columbia.edu – applicants
You also may connect to the applicant site via the "Employment" link on the Columbia homepage

Training Site (Always Available for Training and Practice)
URL for training site – administrative access:
https://training334.peopleadmin.com/hr - user training site
All information saved here does not affect the live site.
URL for training site – applicants:
https://training334.peopleadmin.com/ - applicant training site
Once you have created a "posting" in the training site, you may go to the applicant training site, and "apply" for the position. The system will not allow you to upload documents from files in the training site.

***Important First-time Login Information
When you login for the first time, you must change your default view to have access to all postings in your department. Click on "Change default view" in the left column. Change your default view from "User" to "Department". Click on "Change for future sessions." You only need to do this once.