

ATS Job Postings and Bid Form TCP Evaluation Survey

How to Access the Site

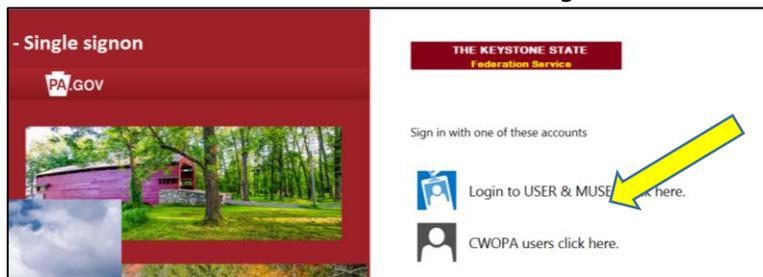
CWOPA Users

If you have a @pa.gov email address and are connected to the commonwealth network (for example, logged into your computer at work), you should be automatically allowed to enter the site.

Log into the Secure Site

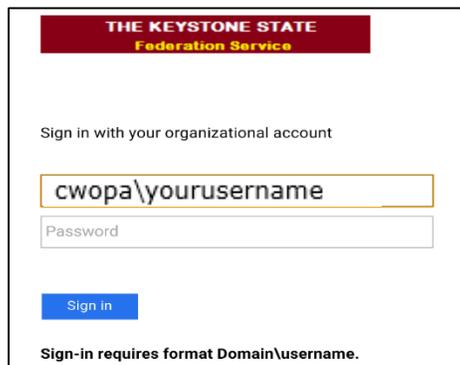
If you are trying to access the site from outside the network (from home for example), you will be asked to log in.

1. Go to <https://collab.pa.gov/oa/ATSForms/SitePages/Home.aspx>. You can also access the site from the Temporary Clerical Pool section of the HRM website.
2. Select "CWOPA users click here" on the right side of the screen.



3. Enter the user name you created. You must include "cwopa\" in front of your user name.

Also remember that your password is case sensitive.



The screenshot shows the login form for 'THE KEYSTONE STATE Federation Service'. It includes the text 'Sign in with your organizational account' and two input fields: a username field containing 'cwopa\yourusername' and a password field labeled 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, it states 'Sign-in requires format Domain\username.'

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Non-CWOPA Users

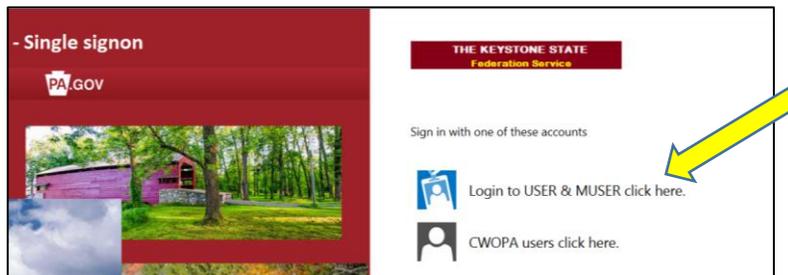
If you do not have a @pa.gov email address, you will need to create a USER account and be granted access to the secure site.

Create a USER Account

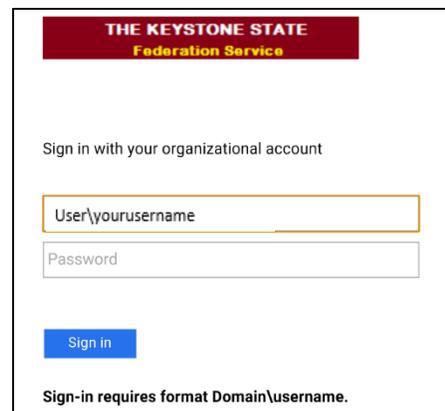
1. Go to www.login.state.pa.us to create an account. You can also use the site to retrieve a forgotten password.

Log into the Secure Site

1. Go to <https://collab.pa.gov/oa/ATSForms/SitePages/Home.aspx>. You can also access the site from the Temporary Clerical Pool section of the HRM website.
- 2: Select "Login to USER & MUSER click here" on the right side of the screen.



3. Enter the user name you created. You must include "user\" in front of your user name. Also remember that your password is case sensitive.



The screenshot shows a login form with a red header. It contains a section titled 'Sign in with your organizational account'. Below this, there are two input fields: 'User\yourusername' and 'Password'. A blue 'Sign in' button is located below the fields. At the bottom, there is a note: 'Sign-in requires format Domain\username.'