



Providing Human Resource Solutions

Employee steps for accessing the Talent Dashboard

(For talent tasks, profile updates, assignments information, and pay stubs)

Step 1: Go to <https://psuhasajobs.myavionte.com/staff>

- a. Username – Enter your email address. (The email address used on your PSU application)
- b. Enter your Password - If you've forgotten your password, rest by clicking [Forgot your Password], and a link will be sent to your email to reset it.



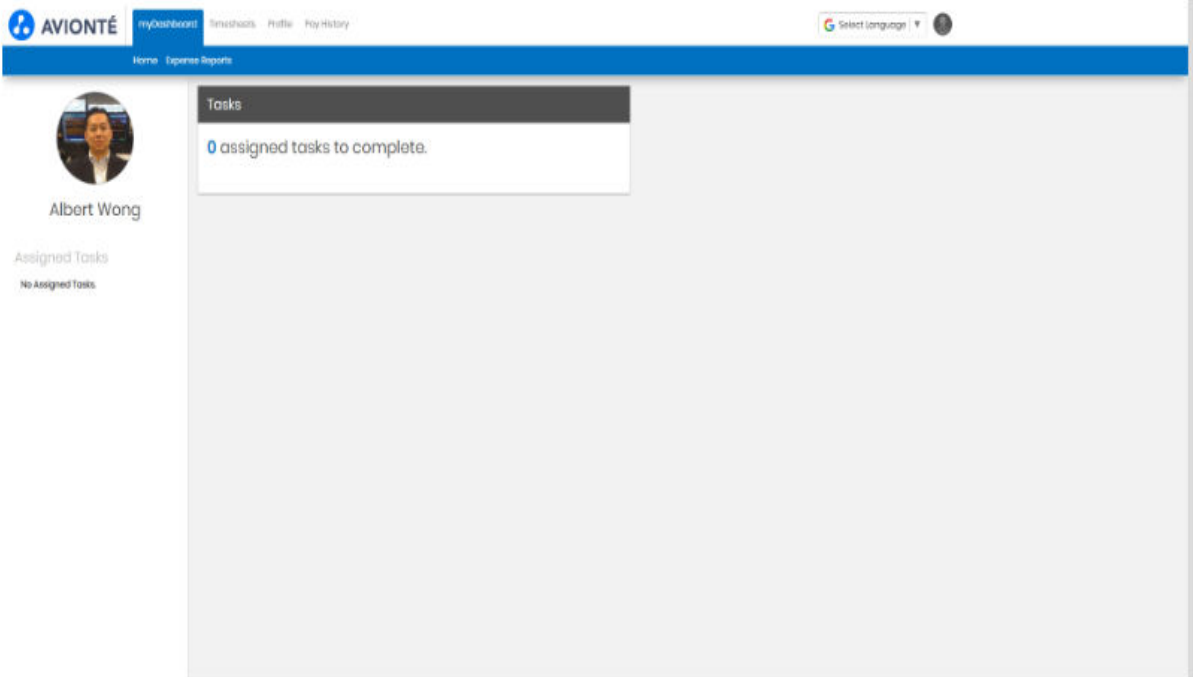
Step 2: myDashboard

- a. Once logged in, you will be taken to the **myDashboard** page.
- b. This page is separated into various main menu tabs

myDashboard

This is the Home Page of the Talent Experience. Here, talent can:

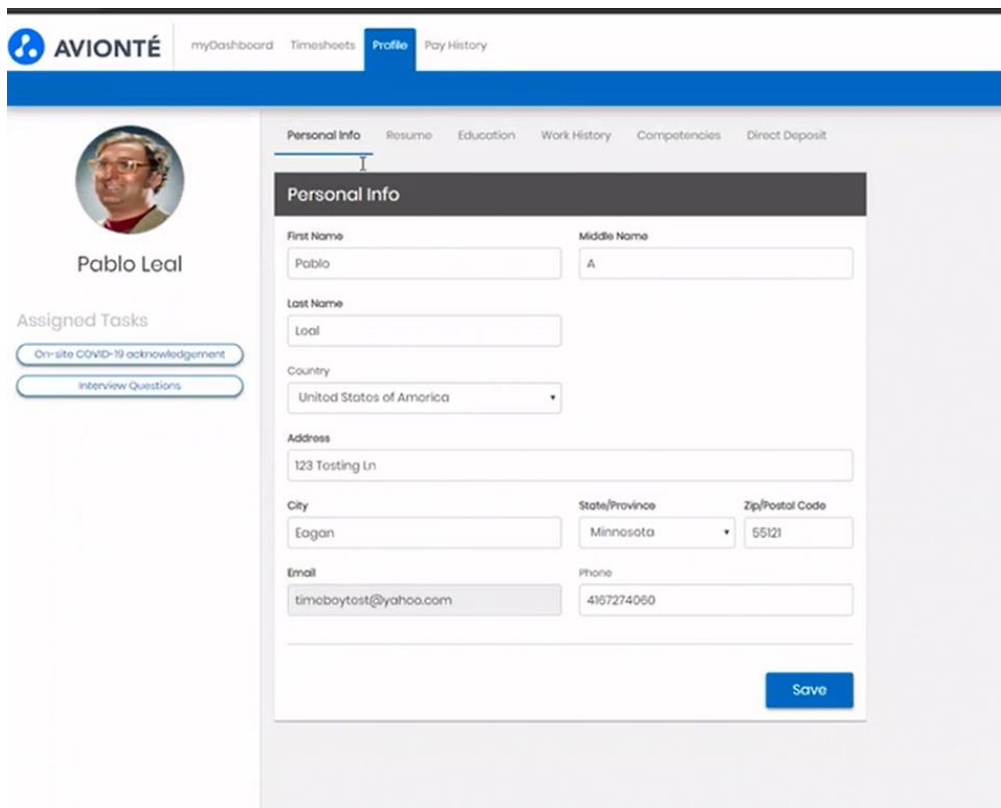
- Review any outstanding Talent Tasks assigned to the Talent
- Click on a Task to launch the Talent Task so the Talent can complete it



The screenshot displays the myDashboard interface. At the top left is the AVIONTE logo. The navigation menu includes 'myDashboard', 'Timesheets', 'Profile', and 'Pay History'. A 'Select Language' dropdown is located on the right. Below the navigation bar, the user's profile is shown with a circular photo of Albert Wong. The main content area features a 'Tasks' section with a white box indicating '0 assigned tasks to complete.' Below this, there are sections for 'Assigned Tasks' and 'No Assigned Tasks'.

Step 3: On the **myDashboard**, use the **Profile** tab to view and edit your:

- **Personal Info**
- **Resume**
- **Education**
- **Work History**
- **Competencies**
- **Direct Deposit**



The screenshot displays the AVIONTÉ myDashboard interface. The top navigation bar includes the AVIONTÉ logo and links for myDashboard, Timesheets, Profile (highlighted), and Pay History. The main content area is titled 'Personal Info' and contains several input fields for user details. On the left side, there is a profile picture of Pablo Leal, his name, and a section for 'Assigned Tasks' with two items: 'On-site COVID-19 acknowledgement' and 'Interview Questions'.

Field	Value
First Name	Pablo
Middle Name	A
Last Name	Leal
Country	United States of America
Address	123 Tasting Ln
City	Eagan
State/Province	Minnesota
Zip/Postal Code	55121
Email	timoboytast@yahoo.com
Phone	4167274060

A 'Save' button is located at the bottom right of the form.

Step 4: From the **myDashboard** page, use the **Pay History** tab to view your:

- **Paycheck and W2 information**

The screenshot shows the AVIONTE myDashboard interface. At the top, there is a navigation bar with the AVIONTE logo, a menu with 'myDashboard', 'Timesheets', 'Profile', and 'Pay History' (which is highlighted), and a 'Select Language' dropdown. Below the navigation bar, the user's profile is visible on the left, including a circular profile picture of Pablo Leal and his name. Underneath the profile, there is an 'Assigned Tasks' section with two buttons: 'On-site COVID-19 acknowledgment' and 'Interview Questions'. The main content area is titled 'Paychecks W2' and contains a 'Paychecks' section. This section features a table with columns for 'Check #', 'Check Date', 'Gross', 'Taxes', 'Deductions', 'Net Amount', and 'Direct Deposit'. Below the table, it indicates 'Total: 0 (Showing Items: 1 - 10)'. A mouse cursor is visible over the table area.