PeopleAdmin 7

Online Employment System

Applicant Navigation Guide

UNIVERSITY *of* NORTH CAROLINA
PEMBROKE

Table of Contents

Introduction

Welcome to **PeopleAdmin 7**, the new and improved **Online Employment System**. This system allows applicants to:

- View Position Openings
- Search Position Openings
- Bookmark Position Openings
- Apply for Employment
- Upload Resumes, Cover Letters, Curriculum Vitaes, etc.
- Receive Emails Regarding Submitted Applications
- Track Submitted Applications

Navigation and Security

Please be aware that the new system allows users to use the **forward** and **back** buttons to navigate the site. Applicants also have the ability to save their progress during each step of the application process. This is recommended to prevent having to redo steps due to a computer glitch, power outage, etc.

To protect applicant information, the site is set to **logout after 60 minutes** of inactivity. Please be aware that if an applicant is logged out due to inactivity, the information that they have entered may be lost if they have not saved it properly. Applicants must go to the next step on a different page to reset time.

Employment Opportunities

To find position openings, click on the **Quick Links** dropdown menu. Then click **Employment Opportunities**.

Homepage

The **Employment Opportunities** homepage allows applicants to **Search Jobs**, **Login**, and **Create an Account**. There is also a **Help** page that answers many questions about the application process.

Viewing and Searching Available Positions

Viewing available positions and searching to narrow down what is available can be accomplished using the **Search Jobs** link located in the menu to the left side of the screen.

Viewing and Searching Available Positions Continued

Upon clicking to **Search Jobs**, a screen is loaded showing all the job openings. It also gives different criteria that can be used to narrow down the number of positions shown.

Viewing and Searching Available Positions Continued

Position vacancies can be narrowed down using the **Keywords**, **Posted Within**, **Position Type**, **Vacancy Type**, **Posting Category**, and/or **Department**. More than one category can be used at a time.

Viewing a Posting

Upon finding a position that sounds interesting, an applicant can view the job description and requirements by clicking on the title of the position. This **Position Details** screen also allows an applicant to **Bookmark this Job**, **Print Preview**, and **Apply to this Job**.

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test Posting EPA

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Bookmark this Job | Print Preview | Apply to this Job

Position Details
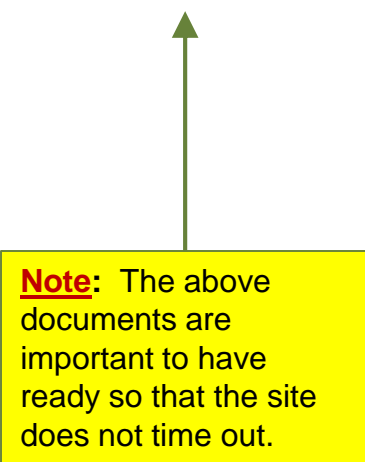
Position Information

Division	Student Affairs
Department	Student Affairs (Office)
Vacancy Type	Instructional
FTE	1.0
Salary Range	Commensurate with Education and Experience
Hiring Range	Commensurate with Education and Experience
Position #	002806
FLSA Status	Non-Exempt
Months per year	12
Primary Purpose of Organization Unit	Enhance student volunteerism and service oppurtunities.
Primary Purpose of Position	The position is a full-time 12-month EPA position within the Division of Student Affairs and reports to the Director of the Office for Community & Civic Engagement. The primary purpose of this position is to develop and manage academic service-learning programs, build community partnerships with nonprofits and government agencies, and engage faculty and students through service, service-learning and civic engagement.

Information to Gather

Before choosing to apply for a position, be aware that information should be on hand so that accurate data can be entered into the application. Below is a list of information to have on hand:

- Complete Education History (Degree Type, College Name, Location of College, etc.)
- References (Including Contact Information)
- Employment History (Employer's Name, Manager's Name, Contact Information, Years Employed, etc.)
- Resume in Microsoft Word or PDF Format (EPA Positions Require)
- Cover Letter in Microsoft Word of PDF Format (EPA Positions Require)
- Other Documents Stated in Position Description

Note: The above documents are important to have ready so that the site does not time out.

Applying 1: Login

Currently, there are two ways to start an application. The first is to login using an existing **Vitae** account. The second is to **Apply without Vitae**.

Applying 1: Login Continued

If choosing to **Apply for jobs with Vitae**, enter the e-mail and password of the account in the blue box. There is also a **Sign Up** link for starting a **Vitae** account on this page.

Sign Up: Start a Vitae account using this link.

Applying 1: Login Continued

Choosing to **Apply without Vitae** will change the screen to show **Login** or **Create a new account now**. Applicants that have applied for a position need to use the **Username** and **Password** they registered. New applicants need to **Create a new account now**.

Applying 1: Login Continued

Choosing to **Create a new account now** will take you to this screen where you choose a **Username** and **Password**. Any line with an asterisk in front of it is required to continue. After filling in the information, click **Create**.

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Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Login Information

The red asterisk show mandatory fields that **must** be completed.

* Username

* Password

* Password Confirmation

First Name

Last Name

* Email

* Email Confirmation

Create

Click here to continue.

Applying 2: Personal Information

Below is the first of several screens in the application process. The **Personal Information** section will already be populated if an applicant has submitted an application before. Make sure to review all auto-filled content for accuracy. Please be aware that required fields are indicated with an asterisk (*).

Applying 3: Education History

Education History allows applicants to enter where and when they attended school, certifications and licenses. Start by entering the most recent information. For further information and schools click the **Add Educational Information Entry** button. This will bring up another builder form. If the applicant does not need the additional builder, he/she may click on the box by **Remove Entry?** Then click **Save**.

Add Educational Information Entry: Click to add more education information.

Remove Entry?: Click on the box and then hit **Save** to remove extra education fields.

Applying 4: Employment Work History

Employment Work History is to record the applicant's work history. Begin with the most recent job, including current employment. Continue to add builder tabs by clicking on **Add Work Experience Entry** until one's work history is completed. Please be aware that there are two mandatory categories in this section shown with a red asterisk. Note: If too many entries are added, click on the small box by **Remove Entry?** This will remove extra **Work Experience** sections.

Application for test Posting EPA: Employment Work History

<< Prev | Save changes | Next >>   Employment Work History ▼ | Go

Applicants have the option to complete Education History, Employment History and Reference Information on the application OR they may attach their Curriculum Vitae which will contain all of this information along with a cover letter.

Please enter your previous employers beginning with the most recent by clicking the **Add Work Experience Entry** button.

When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Work Experience

*	**Position**	Administration
*	**Employer**	UNCP
	Address	
	Begin Date	09/11/2014
	End Date	
	Specialty	
	Supervisor's Email	

☐ Remove Entry?

Add Work Experience Entry

Click to **Save changes** and then **Next** to go on.

Remove Entry?: Click on the box and then hit **Save** to remove extra education fields.

<< Prev | Save changes | Next >>   Employment Work History ▼ | Go

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Applying 5: References

References have three required fields. To add a reference builder, click on **Add References Entry** button and an additional reference section appears. To remove a section, click in the small box next to **Remove Entry?**

Click to **Save changes** and then **Next** to go on.

Remove Entry?: Click on the box and then hit **Save** to remove extra education fields.

Applying 6: Additional Information

Additional Information is for highlighting additional skills, licenses, and training. Please be aware that there are two required sections towards the bottom of the page.

Click to **Save changes** and then **Next** to go on.

Application for test Posting EPA: Additional Information

<< Prev | Save changes | Next >>   Additional Information ▼ | Go

Required fields are indicated with an asterisk (*).

Additional Skills/Qualifications

Additional Education & Training Information	
	List special training programs and seminars that you have completed in the last five years
Highlight your competencies (knowledge, skills, abilities) which best demonstrate your qualifications for this position	
If hired into a position that requires a license, registration or certification, State law requires the University to verify certain education and professional credentials (N.C.G.S. 126-30)	

License and Certification Information

List fields of work for which you are currently licensed, registered or certified. Give date/source or issuance. Include	

Applying 7: Supplemental Questions

All UNC Pembroke postings will have the **Supplemental Question**, which asks "Where did you hear about this employment opportunity as shown below.   To answer, fill in the radio button next to the correct response, click **Save Changes** and **Next** to go on.

Applying 8: Documents Needed to Apply

All positions allow applicants to add documents. These documents may include a resume, cover letter, a letter of recommendation, etc.   While many positions do not require this step, some do. Please be aware of this and add required information. To add a document, click on: **Add Required CV/Resume**, **Add Required Cover Letter**, or one of the **Add Optional Other Document** entries.

Application for test Posting EPA: Documents needed to Apply

<< Prev | Save changes | Next >>   Documents needed to Apply ▾ | Go

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

Add Required C V/Resume
Add Required Cover Letter
Add Optional Other Document
Add Optional Other Document 2
Add Optional Other Document 3
Add Optional Other Document 4

Click on the blue title to add a document.

<< Prev | Save changes | Next >>   Documents needed to Apply ▾ | Go

Note the **Required**. This document must be added if it is stated as required.

Click to **Save changes** and then **Next** to go on.

Applying 8: Documents Needed to Apply Continued

A new window will appear allowing applicants to choose a document to upload. Type in the title of the document under **Name**. A **Description** in optional. Then click **Browse**. **Browse** will bring up a window allowing an applicant to locate the document they wish to attach. (Please see allowable file types.) Then click **Add to my Application** to add the document to the current application that is being completed.

Return to your Application for test Posting EPA

Upload C V/Resume

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to write your document, click the **Write a Document** link. To attach a previously uploaded document, click on the **Select Previously Added Document** link.

The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the **Submit** button.

Alternatives: Write C V/Resume | Use Previously Uploaded C V/Resume

Name:

C V/Resume 04-02-15 1

Description (optional):

File to Upload:

[Browse...] No file selected.
[Add to my Application]

Add to my Application: Click to add the document to the application.

Applying 8: Documents Needed to Apply Continued

Below is an example of how an applicant's screen might look as they are attempting to upload documents.

Open: Click once a document is chosen to allow it to be uploaded.
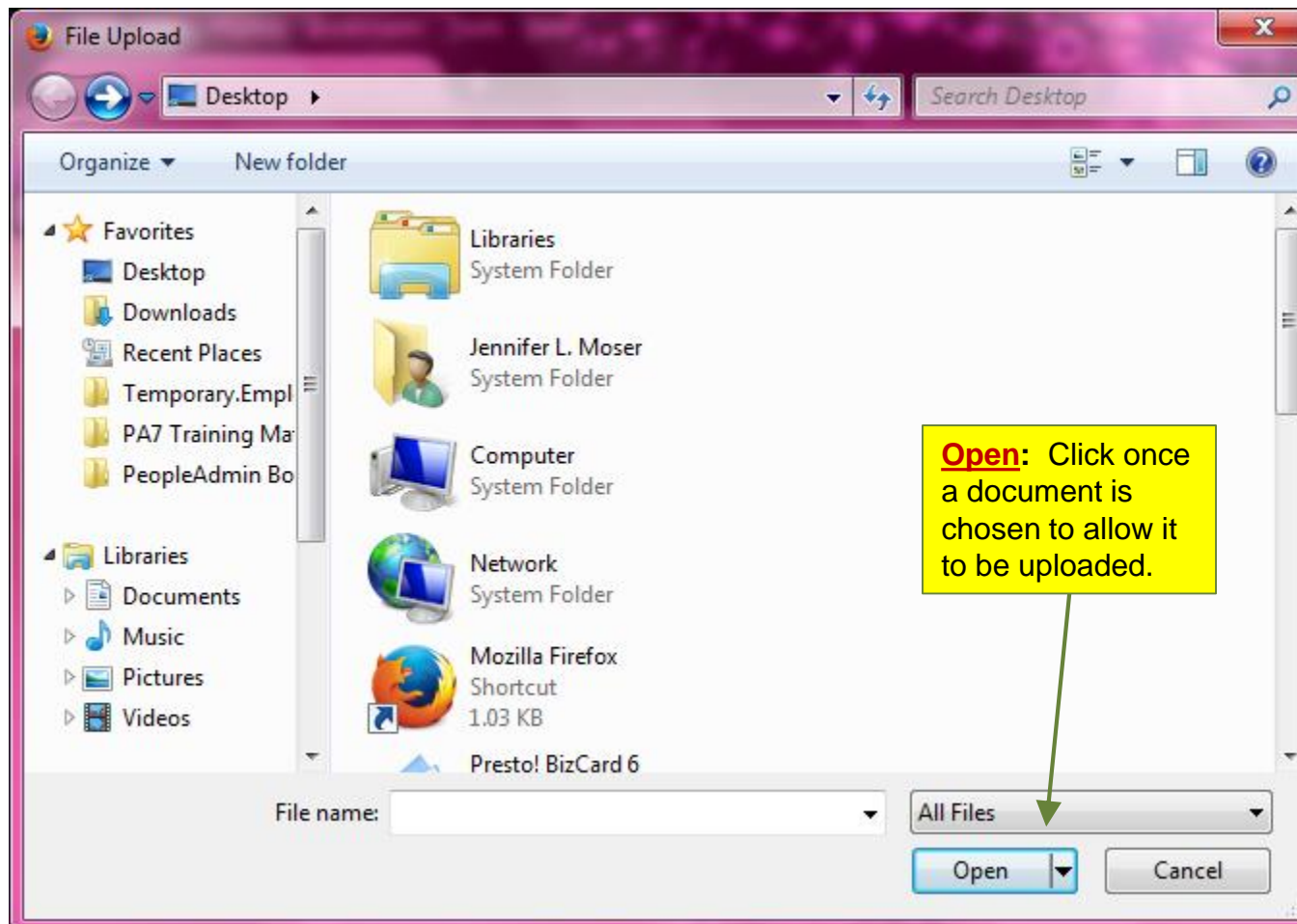
Applying 9: Finishing Up

The applicant will receive a message indicating their application is incomplete if he/she misses a step (see below). Notes will be provided in the red box to assist the applicant. The applicant must then finish the missing sections before they can proceed.

Application for test Posting EPA edit this application | print version

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

Your Documents needed to Apply have not yet been successfully attached to this application.

• The ___ ___ and **must be included** with this application before it may be submitted for consideration.

C V/Resume: None Add C V/Resume
Cover Letter: None Add Cover Letter

✖ Personal Information

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Contact Information

Prefix	
First Name	Jennifer
Middle Name	
Last Name	
Suffix	
Have you ever used or been known by a different name(s)?	
Address1	

Applying 9: Finishing Up Continued

When all steps in the process are completed, the applicant will receive a green check mark as indicated below and a **Certify and Submit** button. He or she may then click to take the next step.

Application for test Posting EPA edit this application | print version

[Certify and Submit]

Certify and Submit: Click here to certify the application and submit it for the position that is being applied to.

✔ **Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Contact Information

Prefix	
First Name	Jennifer
Middle Name	
Last Name	
Suffix	
Have you ever used or been known by a different name(s)?	
Address1	One University Drive
Address2	
City	Pembroke
State	NC

Applying 9: Finishing Up Continued

The applicant should read through the below **Certification** information carefully and then click on the small box verifying the information has been read. To complete the application, the applicant is required to type his/her initials in the box and click **Submit this Application**.

Certify and submit your application for test Posting EPA

Certification

The University of North Carolina at Pembroke is an Equal Opportunity Employer. The University affirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, veteran status or disability as provided by University policy. The University complies with all applicable legislation prohibiting age discrimination in employment.

I certify I have given true, accurate and complete information in my application, any response(s) to supplemental questions, and/or in any information contained in my attached Curriculum Vitae/Resume and other documents, to the best of my knowledge. In the event confirmation or additional information is needed in connection with my application or work history, I authorize educational institutions, associations, registration and licensing boards, former employers and others to furnish whatever detail is available concerning my qualifications and work history to the University of North Carolina at Pembroke. I understand that electronic submission of my application indicates my consent to the University's verification of any information contained in my application. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information, may be grounds for rejection of my application, disciplinary action or dismissal shall be mandatory if fraudulent disclosures are given to meet position qualifications. (Authority: N.C.G.S. 126-30, N.C.G.S. 14-122-1)

BY SIGNING BELOW, I certify that I have read and agree with these statements.

☑ I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

| JM | | Submit this Application | or Return to Application |

Make sure to check the box after reading the above statement and then type initials verifying the statement has been read.

Submit this Application: Click to submit the application.

Applying 9: Finishing Up Continued

Confirmation: Once completed, the applicant will receive a brief message about the successful submission of the job application and a **confirmation code** as demonstrated below.

Your job application has been submitted.

You have successfully submitted your job application.

Your confirmation code is

CN000000029

Confirmation Code: This code shows that the application was submitted successfully.

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

At any time, you may view your completed job application here or continue your job search.

Your Applications

Once an application has been submitted, it will appear under the **Your Applications** link. Under this link, information such as whether an application is complete, the confirmation number, position applied for, status, date of the application and the documents submitted can be viewed. Incomplete applications can be accessed from this screen as well.

Your Documents

The **Your Documents** tab shows the documents submitted and the dates they were added. Clicking on the blue title will allow an applicant to view what is on the document. Additional documents can be added on this screen for future use, but existing documents cannot be removed.

Home	**Uploaded Documents**
Search Jobs	
Bookmarked Jobs	Add Document
Your Applications	**C V/Resume**
Your Documents	
	C V/Resume 04-02-15 13:26:24 | added April 02, 2015
Account Settings	
Demographic Info	C V/Resume 02-16-15 14:22:04 | added February 16, 2015
Logout Jennifer	
Help	C V/Resume 02-09-15 13:15:56 | added February 09, 2015

Add Document: Click here to add a document for future use.

Click on the blue title to view a document.

EEO/AA	**Other Document**
Employment	
Employment Opportunities	Other Document 04-02-15 13:27:04 | added April 02, 2015
Salary Schedule	
Staff	Other Document 02-09-15 13:16:27 | added February 09, 2015

Cover Letter

Cover Letter 04-02-15 13:27:33 \| added April 02, 2015

Cover Letter 02-16-15 14:24:12 \| added February 16, 2015

Bookmarked Jobs

The **Bookmarked Jobs** tab shows positions which were bookmarked while exploring available jobs.

Home

Search Jobs

Bookmarked Jobs

Your Applications

Your Documents

Account Settings

Demographic Info

Logout Jennifer

Help

EEO/AA

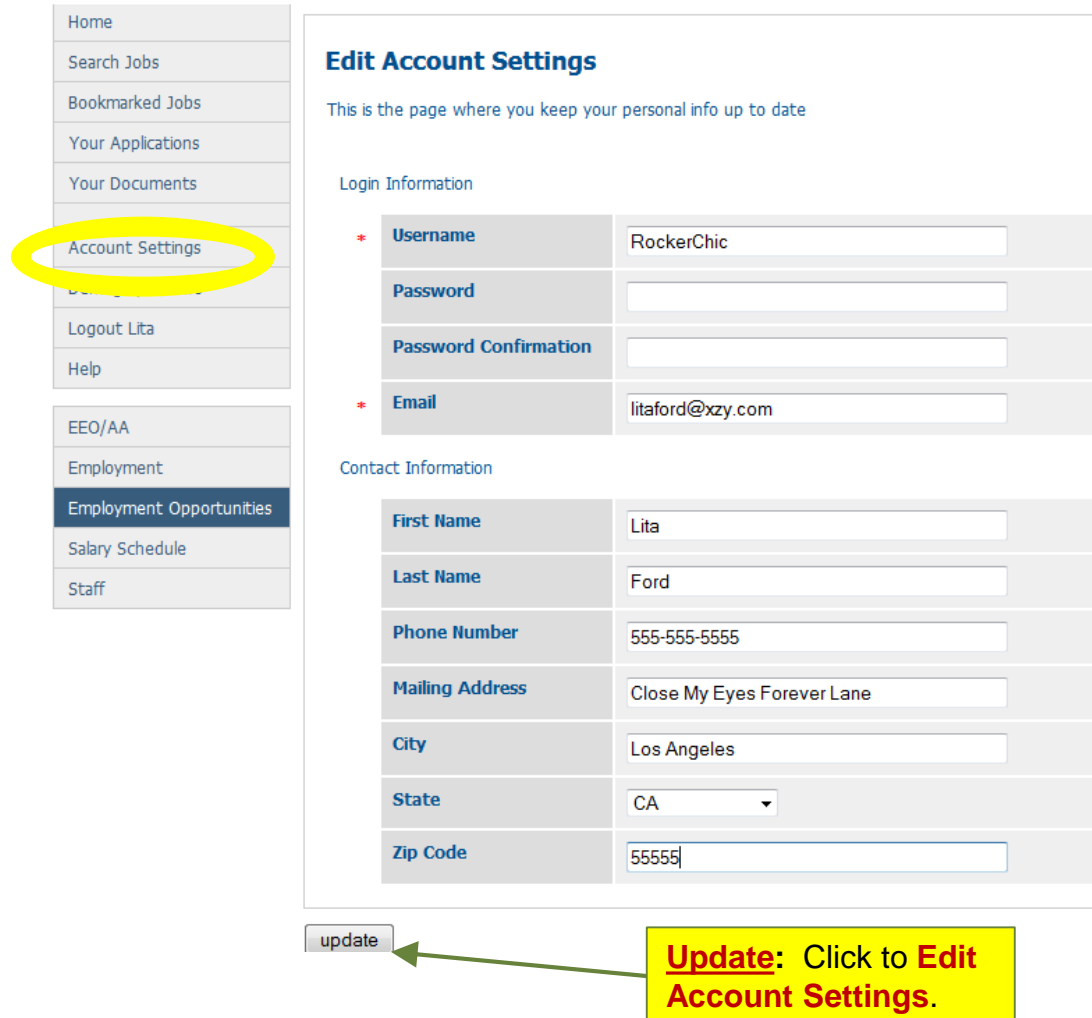Employment

Employment Opportunities

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Staff

Bookmarked Jobs | 3 jobs

This page lists the positions you have bookmarked. To view the details of the position, click the **View Details** link. If you'd like to remove a bookmark for a position, click the **Remove Bookmark** link.

	Position Type	Job Open Date	Job Close Date	Employment Category	Department
HR Specialist	SPA	02/05/2015	03/31/2015		Human Resources

Office Management/AVC & Assoc Director Support: This position communicates efficiently and accurately on behalf of the AVC of Human Resources and Assoc Director of Human Resources with faculty, staff, students, UNCP administrators, Finance and Administration Directors, UNC System Administrators, State of NC Administrators, peer University Administrators, Local Government and Business Leaders, a...

View Details | Remove Bookmark | View Your Application

Assistant/Associate Professor	EPA	01/21/2015	06/30/2015	EPA Faculty	Math & Computer Science

The University of North Carolina at Pembroke seeks to fill a tenure-track position, to begin August, 2015, for a Computer Science or Information Technology faculty member in the department of Mathematics and Computer Science. The individual will report to the Department of Mathematics and Computer Science Chair, Dr. Steve Bourquin. The University of North Carolina at Pembroke is an institution ...

View Details | Remove Bookmark | View Your Application

Public Safety Telecommunicator (Temporary)	Temporary Employment	02/12/2015	06/30/2015		Police & Public Safety

Dispatch law enforcement and other emergency resources, initiate notifications by established procedures, and document activities. Telecommunicator must remain cognizant of pending calls and priorities, and be aware of the status and location of on-duty personnel at all times. Monitor activities on campus by viewing the University closed circuit camera system and receiving notification fr...

View Details | Remove Bookmark | View Your Application

Account Settings

Editing **Account Settings** allows an applicant to change their password and update their contact information. Some of this information is used to automatically fill in parts of an application.

Demographic Info

Demographic Info is used by the Office of Human Resources for reporting purposes and is confidential. All information is voluntary. An applicant can choose to fill out the information in this section and it will automatically transfer to applications. Once this section has been completed, an applicant may want to reconfirm at a later date.

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| |
| Demographic Info |
| Logout Jennifer |
| Help |
| |
| EEO/AA |
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As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all job applicants. Submission of this information is entirely voluntary, and its contents are confidential to Human Resources. We do, however, appreciate your assistance and ask that you complete the following section.

...

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[i] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Autism
- Cerebral palsy
- Bipolar disorder
- Major depression
- Post-traumatic stress disorder (PTSD)

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Demographic Info Continued

Disability Status contains a dropdown menu. Please click the arrow and make a selection. The applicant can type in name and date or they can choose not to indicate their name. It is not mandatory that a yes or no answer be given, but for reporting purposes, the university requests that applicants complete this section.

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[i] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy

- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy

- Bipolar disorder
- Major depression
- Multiple Sclerosis (MS)
- Missing limbs or partially missing limbs

- Post-traumatic stress disorder (PTSD)
- Obsessive compulsice disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Disability Status	Please select
	Please select
	Yes, I have a disability (or previously had a disability)
Your Nam	No, I do not have a disability
	I do not wish to answer
Today's Date	

Reasonable Accommodation Notice

Reasonable Accommodation Notice

Demographic Info Continued

Upon completion the box will look similar to the one below.

Disability Status	Yes, I have a disability (or previously had a disability) ▾
Your Name	Lita
Today's Date	04/16/2015

Reasonable Accommodation Notice

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[i]Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Demographic Info Continued

Voluntary Self-Identification of Veteran Status is the second part of the **Demographic Info**. Please make sure to choose a **Veteran Status**. For applicants that are not veterans, choose "**I am not a Protected Veteran**" from the dropdown menu.

Demographic Info Continued

Applicants that do not have Veteran status may skip this step. Veterans are not required to fill in the below information. Please read through the top paragraph before making a decision. Then click to Save Changes.

PLEASE NOTE: If Veteran's Preference does not apply, continue to next page.

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime* service. If you are such a veteran, complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

*NOTE: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/16/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

Military Service Experience (Section 1)

Do you qualify for Veteran's Preference?	
Did you receive an honorable discharge?	
If No, was it dishonorable?	
Do you have a service-connected disability or did you serve in the policy-defined wartime* period?	
Active Duty Start	
Active Duty Concludes	
Total Length of Service	

Spouse or Dependent of Deceased or Disabled Veteran (Section 2)

Are you the spouse of a veteran who died from service-connected circumstances?	
Are you the spouse of a veteran who was disabled while in the military?	
Are you a dependent of a veteran who died from service-connected circumstances?	
If yes is indicated in any of the questions above, give the name of the related veteran and the active duty of the related veteran	

Active Duty Start	
Active Duty Concludes	
Total Length of Service	

Gender and Gender Identity Section

Legal Gender	Please select
Gender Identity	
	Use this space if you would like to state a gender identity in addition to the Legal Gender options listed above.

Race and Ethnicity

Ethnicity - Are you of Hispanic or Latino origin?	
Race	☐ American Indian or Alaska Native
	☐ Native
	☐ Black or African American
	☐ Native Hawaiian or Other Pacific Islander
	☐ White or Caucasian
	(select one or more that apply)

Save changes

Save changes: Click to save changes.

Demographic Info Continued

Once the **Demographic Info** has been completed and the changes saved successfully, applicants will receive a confirmation message as indicated below.

This light green line shows that updates were made successfully to **Demographic Info**.

Help

The **Help** section contains general help information about the application process. This is a good place to go to find answers.

Logging Out

The application has been completed. There are no further positions of interest. The final step is to **Logout**. This is very important, especially on a public computer. Logging out will prevent others from obtaining personal information.