

## Single Sign-On

### Introduction

How to set single sign-on in ApplicantPro so you can easily navigate to a new hire's onboarding profile.

### STEP 1

After sending a new hire to HireForms via ApplicantPro, click the option that says "View Onboarding Profile."

The screenshot displays the ApplicantPro interface for a new hire named Chester Tester. The interface includes a navigation bar at the top with options like Dashboard, Applicants, Jobs, Reports, Marketplace, Inbox, and Add. Below the navigation bar, there's an Applicant Filter section on the left with various dropdown menus for Department, CNA/PCA/Caregiver, Application Statuses, and dates. The main content area shows the profile for Chester Tester, including contact information and a 'Start Process' button. A red box highlights the 'View Onboarding Profile' button. To the right, there's a 'Common Questions' section and a 'TIMELINE' section showing application status changes.

**Applicant Filter:**

- All Department
- CNA / PCA / Caregiver
- All Application Statuses
- Active | Qualified
- 08-Sep-2022 | 21-Oct-2022
- Sort By
- Filter

**Tester, Chester** (edit) ★★★★★ 0 followers

onboardingpro+chestertester12@gmail.com (Email Preferred) Cell (555) 555-5555  
1234 Main Street Testville, NC 55555 USA

**APPLICATION STATUS**  
Intend to Offer Position

**Application** | Job Questions | **Onboarding** | Payroll | eForms

**HireForms**

**Start Process**

**Sent to HireForms**

Status: Pending

HireForms Username: ChesterTester0919779864 | Date Requested: 19-Sep-2022

Request Sent By: Denise Kasanicky

**View Onboarding Profile**

**Common Questions**

- How do I view the completed forms?
- What if the new hire didn't receive the email?
- How I change the packet or information sent to the new hire?
- How do I change the new hire's information (email, username, name, etc.)?
- Why does the View Onboarding Profile as me to sign in?
- What does Complete mean?

**TIMELINE** | APPLICATIONS (0)

- Status Changed by Stephanie Mitchell | 21-Oct-2022  
Status: Intend to Offer Position  
Status Changed
- Status Changed by Stephanie Mitchell | 21-Oct-2022  
Status Changed
- Archived by Dario Ferreira | 03-Oct-2022  
Archived this application at 2:30:55 PM
- Status Changed by Denise Kasanicky | 19-Sep-2022  
Status: Intend to Offer Position  
Status Changed
- Status Changed by Denise Kasanicky | 19-Sep-2022  
Status: Interview Scheduled  
Status Changed

View All (9)

Need help? Search the FAQ

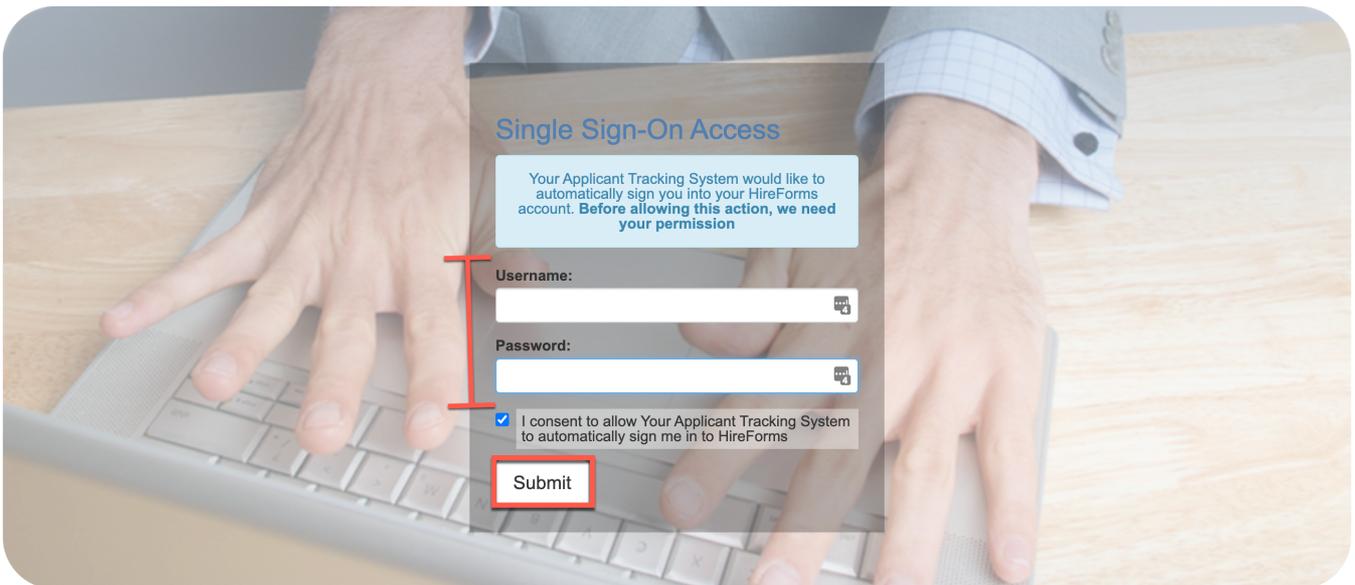
How to Message Applicants | How to Process Applicants | How to Edit App Notes/Files

## STEP 2

You will be re-directed to the Single Sign-On login page.

Enter your HireForms Username and Password and click “Submit”

### Single Sign-On Access Administrator



## STEP 3

Once you have granted access by signing in, each time you choose “View Onboarding Profile” you will be sent directly to the new hire’s Employee Folder in HireForms.