Quick Reference:
How to Navigate and Search the User Guides,
Quick References, FAQs and Resources

**STEP 1**
On your internet browser page, enter the following address: [http://www.clemson.edu/employment/HR_Upgrade_Information.html](http://www.clemson.edu/employment/HR_Upgrade_Information.html)

OR

Click [HERE](http://www.clemson.edu/employment/HR_Upgrade_Information.html)

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**STEP 2**
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Navigating the Document: Exploring by Chapter and Subtitles

**STEP 3**
Click the icon to open up the navigation of the entire document.

**STEP 4**
Click on the chapter or subtitle you want to access.
Quick Reference: 
Accessing Application Materials

STEP 5
Clicking the chapter heading or subtitle automatically provides you access to the information you seek.

Searching the Document

Quick Reference: 
Creating a Job Opening QR

STEP 1
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STEP 2
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STEP 3
Type what you are searching for and the term you are searching will appear. Click next to find where the same term appears multiple times in the document.

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