From your dashboard, use the green **Advance** button to select **Launch PreStart**. A box will appear. Note: it may take up to 15 seconds to appear.
Custom integration Dialogue Box opens. Click **Confirm or Modify Package**.

Sign in with your Emory Network ID and password.
Complete the **Pre-Start page** and submit.

- If the Pre-Start appears, ensure all data fields are completed.
- Once the status of the candidate changes to **Pre-Start Created**, this step is complete.
- It may take 24 hours for the status to change. If the status of the candidate does not change after 24 hours, contact HR Technical Services for assistance.
Use the green **Advance** button to initiate **Onboarding Started** (See Onboarding module).

Do not put anyone to **Onboarding Started Status** until they are in Prestart completed.

Warning: once you have moved the candidate to PeopleSoft, you cannot move them back.
Once you are ready to move this finalist record to PeopleSoft, use the green Advance button to select Hire Offer Details Form Ready for PeopleSoft.

OEI will then receive a notice to audit the record and move it to the PeopleSoft queue.