

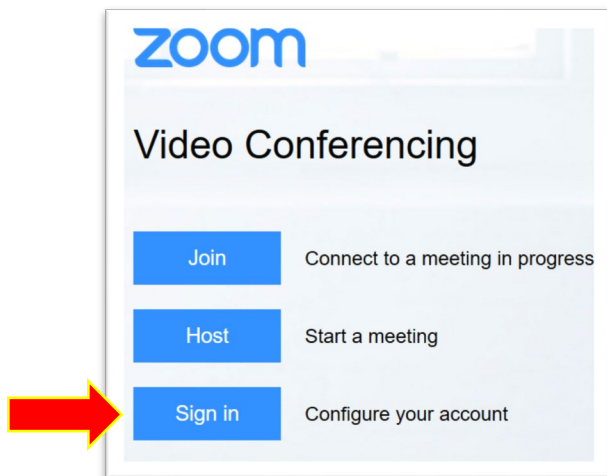
## **Zoom Instructions for LAS Associate Dean Search**

Due to Zoom settings, only authenticated Kutztown University users will be able to participate in the LAS Dean's Office Open Forum Search Interview. This means that before clicking on the link to the meeting for the candidate, you must have Signed In. If you have already done this with your Kutztown University credentials, you can proceed to click the Zoom meeting link saved in the PDF for candidate.


*If this is the first time you have used Zoom, click this link <https://kutztown.zoom.us/> and select "Sign in." When you "configure your account" select the "SSO Sign in" option. This will take you to the Single Sign On page for Kutztown University where you will enter the same user name and password that you use to sign on to your regular computer*


*If you have previously signed into Zoom with a personal account you will need to sign out before re-logging in to Zoom with the Kutztown University SSO. To do this, click this link <https://kutztown.zoom.us/> and you will be re-directed to your personal account. You can sign-out by clicking on the profile icon in the upper right-hand corner and selecting "sign out." After this, close the browser window. Open a new browser window and click the link above and follow the directions above as if you were setting it up for the first time. If this does not work, you may need to clear your saved 'cookies' from your browser, which will clear your previously saved personal zoom password so that you can enter the KU password. If you need help to clear the cookies please call the IT help center at 484-641-8105.*


After this, you will be able to click on the Zoom meeting link posted in the PDF for each candidate. A pop-up window will direct you to open the Zoom app (if you have it on your computer), or to meeting in your web browser.



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**KUTZTOWN**  
UNIVERSITY

**Single Sign-On**

 **Email Address**

**Password**

**This is a private system for use of Kutztown University Faculty, Staff, and Students only. Unauthorized access is prohibited.**

\*Click Meeting Link\*

