

July 26, 2023



## Are you prepared for Fall 2023 recruitment? Follow these 4 EASY STEPS BEFORE recruitment begins!

\*You must be logged into ICS to access the links below

**1.** If you want PNMs to log into ICS during recruitment to make selections or view schedules, check the PNM Password Screen. *Also see:* 

- Learn how to add/manage users
- 2. Update your Party Times for each round
- 3. Make sure all <u>PNMs are in groups</u>
- **4.** Set up your <u>1st Round Schedules</u>, if needed



## **Need help?** Use the <u>ICS Help Center</u>! Search for articles 24/7 to answer any questions.

Need login support? Watch the How to Log Into ICS or Issues logging into ICS.

Questions? Email <u>support@icsmg.com</u> or text 855.755.8551 (text only). Also see: <u>How will ICS manage the issues I</u> <u>report?</u>

Thank you for continuing to allow ICS to assist you with your recruitment needs.

support@icsmg.com | ICS Help Center

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