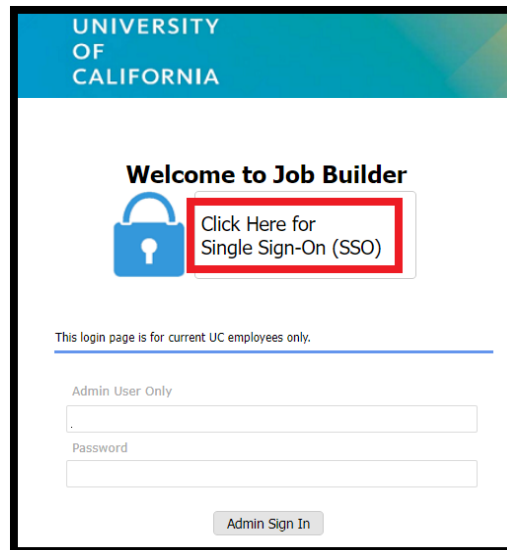


JDX Job Aid: How to Log-in to Job Builder

Start from our Job Builder JDX webpage on the People & Culture [site](#) for additional resources.

Navigate to Job Builder JDX: <https://universityofcalifornia.marketpayjobs.com/>

Click the box next to the lock icon **“Click Here for Single Sign-on (SSO)”**
Sign into JDX using Single Sign-on (CalNet Authentication required)



All UC Berkeley employees have access to:

- Job Standards Catalog quick link
- Career Tracks Job Matrix quick link
- Build a Job Matrix quick link
- View My Job Description quick link
- Add New Job Description quick link

Managers and Supervisors at UC Berkeley have access to (in addition to the above quick links listed):

- Jobs That Report To Me quick link
- Department Library quick link
- Manager Revise Job quick link

HR Partners at UC Berkeley have access to these additional quick links (Note: the HR Partner User Role must be requested to compdesk@berkeley.edu):

- HR Library quick link
- HR Revise JDs

When users are added as a Participant in an Active workflow they will also have access to the My Job Tasks quick link.